2026-2027

Benton County Schools
Student Handbook

HOME OF THE
BLUE DEVILS AND THE REBELS!

FOREWORD

By registering your child in the Benton County School District, you and your child agree to be subject to the policies contained within this handbook. Please make yourself familiar with this publication as not being aware of a policy is not an acceptable reason for not following the policy. Also, all statements in this publication are announcements of present policies and are subject to change without prior notice. If there are policy changes made after this handbook has been published, school personnel will post the changes at the schools and district personnel will post the changes on the Benton County Schools' website – www.benton.k12.ms.us.

EQUAL OPPORTUNITY STATEMENT

The Benton County School District does not discriminate based on race, color, gender, religion, national origin, age, or disability in the provision of educational programs and services, or employment opportunities and benefits. (Reference: MS State Board of Education Policies, Rule 84.3) Mrs. Elynda Finley has been designated to handle inquiries and complaints regarding non-discrimination policies of the Benton County School District.

All statements in this publication are announcements of present policies only and are subject to change at any time by proper authority without prior notice.

VISITORS

Parents/Guardians are always welcome in the Benton County School District; however, to maintain school safety and guard instructional time, all visitors shall report directly to the school's office when arriving on campus and obtain a visitor's pass with the permission of the principal. **The principal has the authority to deny visitation to any individual, if in the judgment of the principal, the visit may negatively affect school climate, negatively affect school safety, or disrupt instructional time.**

Under normal circumstances, teachers will not be allowed to meet with parents during instructional time. Please contact the school by phone and arrange to meet with your child's teacher outside the instructional day. **No visitor should go directly to a teacher's classroom at any time.** Students are not to bring visitors to school at any time. This includes but is not limited to brothers, sisters, children, spouses, or any other relatives.

Section 504 Information

The following person has been designated as Section 504/Americans with Disabilities Act Coordinator and will handle inquiries regarding the Benton County School District's non-discrimination policies, the filing of grievances, and requests for copies of grievance procedures covering discrimination based on disability. (Benton County School District Policy IDDH)

Mrs. Pamela Gray, Assistant Superintendent and SPED Director
231 Court Street Ashland, MS 38603
Telephone: 662-224-6252; Fax: 662-224-3607
pgray@benton.k12.ms.us

Title IX Information

The following person has been designated as the Title IX Coordinator and will handle any complaints regarding Title IX issues. (Benton County School District Policy JB)

Mrs. Elynda Finley, Federal Programs Director
231 Court Street Ashland, MS 38603
Telephone: 662-224-6252; Fax: 662-224-3607
efinley@benton.k12.ms.us

For a real time calendar of all activities, visit us at our website: www.benton.k12.ms.us

TABLE OF CONTENTS

Benton County School District
Vision & Mission ..... page 4
Superintendent's Message ..... page 4
Principal's Messages ..... page 5
Central Office Staff ..... page 6
Directory of School Addresses & Numbers ..... page 7
School Board Members ..... page 6
School Calendar ..... back cover
General Information
Admission/Enrollment Information
Admission Procedures ..... page 8
Enrollment Requirements ..... page 8
Homeless Students ..... page 9
Admission from Non-Accredited Schools ..... page 9
Student Attendance
Absences ..... pages 11/12
Parental Excuses ..... page 12
Arrival/Departure at school ..... page 13
Make-Up Work ..... pages 13/14
Tardiness ..... page 13
Withdrawing from school ..... page 14
Special Services
Special Education ..... page 14
504 Services ..... page 15
English Learner (EL) ..... page 15
Gifted Education Program ..... page 15
Code of Conduct
Code of Discipline ..... page 15
Dress Code ..... pages 25/26
Cell Phone Policy ..... page 24
Bus Conduct ..... pages 16/24
Discipline Ladders ..... pages 16-23
Due Process ..... page 28
Bullying ..... page 24
Fighting ..... page 26
Social Media ..... page 27
Disruptive Behavior ..... page 25
Destruction of School Property ..... page 25
Skipping Class ..... page 27
Restraint Policy ..... page 27
Drug & Alcohol Policy ..... page 26
Tobacco Products/ Vaping ..... pages 26/27
Theft ..... page 27
Academica Dishonesty ..... page 23
Gang/Gang Activity ..... page 26
Search & Seizure ..... page 28
Sexual Harassment ..... page 28
Weapons ..... page 27
Child Nutrition ..... page 29
Health/Wellness
Personal Hygiene ..... page 29
Student Illness ..... page 29
Medication ..... pages 29/30
Communicable Diseases ..... page 30
Head Lice ..... page 30
Healthy Students Act ..... page 30

First Aid ..... pages 30/31
Testing
ACT Assessment ..... page 31
State Testing Programs ..... page 30
Subject Area Tests ..... page 31
Literacy Based Promotion Act ..... page 31

Textbooks ..... page 32
Technology
Technology Usage Policy ..... pages 32-36
Technology Usage Forms ..... pages 48/49
Miscellaneous
Homework ..... page 36
Parties & Party Invitations ..... page 37
Library/Media Center ..... page 36
Parent Conferences ..... page 37
Messages to Students. ..... page 38
School Counseling ..... page 36
Visitors ..... page 1
Emergency Drills ..... page 38
Pledge of Allegiance ..... page 37
Asbestos ..... page 37
Access to Student Information ..... pages 10/11
Transportation ..... page 36
Parental Responsibilities ..... page 37
Signs ..... pages 37/38
Student Prayer ..... page 38
Weather Notifications ..... page 38
Waste, Fraud, & Abuse ..... page 38
Whistle Blower Policy ..... page 38

Grades Pre-K through Sixth
Emergency Phone Numbers ..... page 38
Labeling of Student Belongings ..... page 38
Money/Notes ..... page 38
Grading Scale ..... page 39
Promotion/Retention Policy ..... page 39
Literacy Based Promotion Act ..... page 38
Student Recognition ..... pages 39/40
Exemptions ..... page 39

Grades Seventh through Twelfth
Automobile Policy ..... page 40
Grading ..... page 41
Promotion Policy/ Grade Classification ..... page 41
Final Exam Exemptions ..... page 41
Dual Enrollment/Dual Credit ..... pages 41/42
Credit Recovery ..... page 41
Correspondence Courses ..... page 41
Student Recognition ..... page 45
Graduation Ceremony ..... page 45
Diploma Track/ Graduation Requirements ..... pages 42-44
Early Release ..... page 42
Athletics Participation ..... page 46

Benton County Alternative School ..... page 46

Benton County School District Vision

RISING TO EXCELLENCE

Mission

The Benton County School District will empower students to be successful today and prepared for tomorrow by rising to an inclusive, innovative, and student-centered environment of excellence.

Superintendent's Message

As we begin the 2026-2027 school year, I am honored to continue serving as your Superintendent of Education. Each year, you place your trust in us to provide a high-quality education and a safe, supportive environment where every student can learn, grow, and succeed. As a mother, I deeply appreciate the confidence you place in the Benton County School District, and I remain committed to earning that trust each and every day.

Our district vision, *"Rising to Excellence,"* continues to guide our work as we challenge students to reach their full potential and prepare them for success in college, careers, and life. Through the dedication of our teachers, staff, families, and community partners, we are building opportunities to help every child thrive.

The following pages of this handbook outline the processes, practices, and expectations which help our schools remain safe, orderly, and focused on learning. By working together and following these guidelines, we create an environment where all students can achieve their best.

I am excited about the opportunities ahead and look forward to another outstanding school year. Thank you for allowing us to serve your family and for partnering with us in your child's education. If you need assistance at any time during the year, please do not hesitate to reach out. Best wishes for a successful and rewarding 2026-2027 school year!

Dr. Regina Biggers, Superintendent

Assistant Superintendent's Message

Welcome to the 2026–2027 school year in the Benton County School District! I am excited to begin another year of learning and growth with our students, families, and staff as we continue *Rising to Excellence* together.

As Assistant Superintendent and Director of Special Education, I am committed to safe, welcoming, and inclusive schools where every student is valued and supported. We believe each child has unique strengths, and we work to provide the support needed for all students to reach their full potential.

This handbook outlines important expectations and resources to help ensure a successful school year. I encourage you to review it and use it as a reference throughout the year.

Thank you for your trust and for allowing us to serve your children. I look forward to a great 2026–2027 school year.

Pamela Gray, Assistant Superintendent

Principal's Messages

Ashland Elementary School

Welcome to the 2026–2027 school year! We are excited to partner with our students, families, and community for a year filled with learning, growth, and success. Our dedicated staff is committed to creating a safe, supportive, and engaging environment where every child can succeed. Together, we will celebrate achievements, overcome challenges, and build strong relationships that support student success. Thank you for your continued trust, involvement, and support. We look forward to an amazing school year!

Mrs. Detrice Williams, Principal

Ashland High School

Welcome back to what we believe will be another exciting year here at Ashland Middle-High School. Our goal is to provide a highly engaging and challenging educational experience. Our Blue Devil Teachers are fully charged and ready to provide students with the knowledge and skills necessary for their success. The objective is to continue to transform Ashland Middle-High School into an Academic Center of Excellence for the Ashland community. Come partner with us along this journey as we prepare another class of Blue Devil Scholars for Excellence.

Mr. Steven A. Griffin, Principal

Hickory Flat Attendance Center

Welcome to the 2026/2027 school year! It is an honor to continue serving as your principal, and I'm excited to partner with you in what promises to be another outstanding year here on #TheFlat.

At our core, we strive to make every decision based on what's best for students. We believe student safety and maximizing student achievement are our top priorities. Every choice we make is rooted in that belief and grounded in our shared commitment to doing what's right for kids.

Our vision, #RisingToExcellence, reflects our drive to grow together—academically, socially, and as a school community. I look forward to a great year ahead as we work together to support every student on their path to success.

Keep rising,
Mr. Corey Burt, Principal

Career Technical Center

Welcome to the 2026–2027 school year! On behalf of the Career and Technical Education (CTE) Department at Benton County School District, I am excited to welcome our students and families to another year of learning, growth, and opportunity.

Benton County School District is proud to offer high-quality CTE programs in Agriculture and Natural Resources, Educator Preparation, Health Science, Welding, and Industrial Maintenance. These programs provide students with hands-on learning experiences, industry-relevant skills, and opportunities to prepare for college, careers, and lifelong success. Through strong partnerships, dedicated instructors, and a commitment to workforce readiness, we will continue to empower students to develop the knowledge, skills, and confidence needed to thrive in an ever-changing world.

We look forward to a successful and rewarding year as we prepare our students for bright futures.

Dr. Sandy Childs-Jones
Director of Career and Technical Education

Alternative School

The Benton County School District Alternative School Program provides a highly structured, supportive environment designed for students who require temporary placement outside the traditional classroom due to behavioral challenges or disciplinary interventions. Aligned with the district's overarching commitment to student-centered excellence, the program focuses on keeping students academically on track by ensuring their coursework remains closely integrated with their home schools. By blending core academic instruction with targeted behavioral guidance, the alternative program aims to equip students with the necessary coping and accountability skills to facilitate a successful, smooth transition back into their regular classrooms.

Mr. Chandler Gray, Director

Central Office Staff
Phone: 662-224-6252
Fax: 662-224-3607
www.benton.k12.ms.us

Administrative Assistant/SAM Administrator/Board Clerk
Bonnie Myers
bmyers@benton.k12.ms.us

Special Services Director
Pamela Gray
pgray@benton.k12.ms.us

Chief Accountability Officer
Chandler Gray
cgray@benton.k12.ms.us

Business Manager
Annette McCoy
amccoy@benton.k12.ms.us

Federal Programs Director
Elynda Finley
efinley@benton.k12.ms.us

Food Services Director
Olivia Prachett
oprachett@benton.k12.ms.us

Human Resources Director/Payroll Clerk
LaTonya Reaves
lreaves@benton.k12.ms.us

Technology Director
Tom Stewart
tstewart@benton.k12.ms.us

Curriculum & Instruction/ District Testing Coordinator
Amanda Ford
aford@benton.k12.ms.us

Transportation/ Maintenance Director
Lance McCallum
lmccallum@benton.k12.ms.us

Accounts Payable
Sunny Roberson
sroberson@benton.k12.ms.us

Tech Lead
Will Patton
wpatton@benton.k12.ms.us

Pre-K Director/K-3 Instructional Coach
Amber Burt
aburt@benton.k12.ms.us

School Board Members

District One: Erma Poplar, Secretary
District Two: Patti Blanchard, Vice President
District Three: Amy Gresham
District Four: Katrina McGregor
District Five: Tracy Clayton, President

Directory of School Addresses & Phone Numbers

Ashland Elementary School

Mission: To teach, engage, articulate, maximize, and motivate learning through data driven instruction with support from all stakeholders.

Detrice Williams, Principal
dwilliams@benton.k12.ms.us

Teresa Elam, Counselor
telam@benton.k12.ms.us

768 Lamar Road
Ashland, MS 38603
P: 662-224-6622

Ashland High School

Mission: To grow the minds and hearts of our students, faculty, and all stakeholders to create a continuous atmosphere of growth and high level of success for our entire community.

Steven Griffin, Principal
sgriffin@benton.k12.ms.us

Kristen Fondren, Assistant Principal
kfondren@benton.k12.ms.us

Teresa Elam, Counselor
telam@benton.k12.ms.us

17 School Street
Ashland, MS 38603
P: 662-224-6247

Hickory Flat Attendance Center

Mission: To provide a safe and educationally challenging learning environment in which students and faculty are challenged to meet and exceed 21st century goals and ensure all stakeholders reach their greatest potential.

Corey Burt, Principal
cburt@benton.k12.ms.us

Lindsey Dickerson, Assistant Principal
ldickerson@benton.k12.ms.us

Anna Claire Davis, Counselor
annadavis@benton.k12.ms.us

26 Rebel Drive
Hickory Flat, MS 38603
P: 662-333-731

Career Technical Center

Mission: To offer students quality instructional opportunities in hands-on career-oriented programs of study to develop technical, academic, and employability skills.

Dr. Sandy Childs-Jones, Director
schilds@benton.k12.ms.us

Dr. Karen Patterson, Counselor
kpatterson@benton.k12.ms.us

25 Industrial Road
Ashland, MS 38603
P: 662-224-3108

Benton County Alternative School

Mr. Chandler Gray, Director
cgray@benton.k12.ms.us
17 School Street
Ashland, MS 38603

General Information

ADMISSION/ENROLLMENT INFORMATION

ADMISSION PROCEDURES FOR ENROLLING IN THE BENTON COUNTY SCHOOL DISTRICT

When a child attempts to enroll or gain entrance into the Benton County School District and is not accompanied by the child's parent, legal guardian, or legal custodian, school officials may delay consideration of the enrollment of the child and require the child's parent, legal guardian, or legal custodian to accompany the child and apply for enrollment on behalf of the child. (A notarized statement does not grant legal guardianship to a non-parent. A court order from a sitting judge is required.) **REF: MS Code § 37-15-11**

When any child applies for admission or enrollment in the Benton County School District, the parent, guardian, or child shall indicate on the school registration form if the enrolling child has been expelled from any public or private school or is currently a party to an expulsion proceeding. If it is determined that the child has been expelled or is a party to an expulsion proceeding for an act involving violence, weapons, alcohol, illegal drugs, or other activity that may result in expulsion, the Benton County School District shall not be required to grant admission or enrollment to the child before one (1) calendar year after the date of the expulsion.

REF: MS Code § 37-15-9

When any child applies for admission or enrollment in the Benton County School District, the parent, guardian, or child shall indicate on the school registration form if the enrolling child has been placed in the alternative school of any public or private school or is currently a party to an alternative school placement proceeding. If it is determined that the child has been placed in the alternative school or is party to an alternative school placement, the Benton County School District will uphold the placement of the previous district, and the student will serve the assigned time in the Benton County School District's alternative school.

ENROLLMENT REQUIREMENTS

Students enrolling in the Benton County School District must present the following:

1. A certified birth certificate (long form version);
2. A Mississippi Certificate of Compliance regarding vaccinations. Valid certificates include the following: Form 121 (Certificate of Compliance), Form 121-A (Medical Exemption Form), and Form 121-T (Temporary Compliance Form). The 121-T is not valid after the date shown on the form. **Please note that MS Code § 41-23-37 states, "It shall be unlawful for any child to attend any school, kindergarten, or similar type facility intended for the instruction of children . . . unless they shall first have been vaccinated against those diseases specified by the state health officer."**
3. A current report card from the previously attended school (if applicable);
4. A withdrawal form from the previously attended school (if applicable); and
5. Two **CURRENT** proofs of residence. See *Residency Verification* section listed below for a complete list of acceptable proofs of residency.

RESIDENCY VERIFICATION

Students who wish to enroll in the Benton County School District must reside with a parent/guardian in the Benton County School District. The parent or legal guardian of a student seeking to enroll must provide the school district with at least two of the items listed below as verification of their address, except that any document with a post office box will not be accepted.

a. Filed Homestead Exemption Application Form
b. Mortgage Documents or property deed
c. Apartment or home lease
d. Utility bills (within the past 30 days)
e. Driver's license
f. Voter precinct identification
g. Automobile registration
h. Affidavit and/or person visit by a designated school district official
i. Any other documentation that will objectively and unequivocally establish that the parent or guardian resides within the school district; and, in the case of a student living with a legal guardian who is a bona fide resident of the school district;
j. Certified copy of filed petition for guardianship if pending and final decree when granted.

REF: MS Code § 37-1-3

If there are any questions regarding the residency of any student, the Benton County School District reserves the right to make a home visit to ensure residency within the district has been properly established. If it is found that residency has not been established, the enrollment of the student or students will be revoked immediately.

ENTRANCE AGE REQUIREMENTS

No child shall be enrolled or admitted to any kindergarten unless such child will reach his fifth birthday on or before September 1 of said school year, and no child shall be enrolled or admitted to the first grade unless such child will reach his sixth birthday on or before September 1 of said school year.

REF: MS Code § 37-15-9

Any child who transfers from an out-of- state public or private school in which that state's law provides for a first-grade or kindergarten enrollment date after September 1 shall be allowed to enroll in the public schools of Mississippi at the same grade level if the following are true:

1. The parent, legal guardian or custodian of such child was a legal resident of the state from which the child is transferring.
2. The out-of-state school from which the child is transferring is duly accredited by that state's appropriate accrediting authority.
3. Such child was legally enrolled in a public or private school for a minimum of four (4) weeks in the previous state; and
4. The superintendent of has determined that the child was making satisfactory educational progress in the previous state. **REF: MS Code § 37-15-9**

HOMELESS STUDENTS

The McKinney-Vento Homeless Education Assistance Improvements Act of 2001 states that each state educational agency shall ensure that each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, including a public preschool education, as provided to other children and youths. **The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence.** For more information please visit the BCSD website or contact Mrs. Olivia Prachett at 662-224-6252.

ENGLISH LEARNERS

Under Federal Law, schools must identify all EL students and screen, eligible students, for language assistance. According to Presidential Executive Order 13166, "Entities receiving assistance from the federal government must take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access to the programs, services, and information those entities provide." For more information please visit the BCSD website or contact Mrs. Amanda Ford at 662-224-6252.

FOSTER CARE

Foster children residing within the district boundaries shall be enrolled as any other student that resides within the boundaries of the district. For more information please visit the BCSD website or contact Mrs. Pamela Gray at 662-224-6252.

MIGRANT STUDENTS

Mississippi's Migrant Education Program (MEP) is a federally funded program (Title I-C) responsible for providing supplemental academic and supportive services to the children of families (or children themselves) who migrate to find work in the agriculture and fishing industries, whether or not enrolled in school. A migratory child is a child who is, or whose parent, spouse, or guardian is, a migratory agriculture worker or migratory fisher, and who, in the preceding 36 months, has moved due to economic necessity from one school district to another, to accompany such parent, spouse, or guardian to obtain (or to obtain him/herself) temporary or seasonal employment in agricultural or fishing (marine harvesting) work as a principal means of livelihood. For more information please visit the BCSD website or contact Mrs. Elynda Finley at 662-224-6252.

ADMISSION FROM NON-ACCREDITED SCHOOLS

A student from schools or programs such as home study or private schools that are not accredited by a state or regional agency must undergo standardized testing to determine the grade level to which the student should be assigned in grades 1-8. If the student is in high school, he or she must successfully pass final exams in each class for which he or she desires to earn Carnegie Unit credit.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

All student records are to be handled in accordance with the Family Rights and Privacy Act. Anyone accessing student files must complete the insert checkout forms indicating name of person using file, purpose, and date. Only authorized persons may have access to student records. All student information should be kept confidential. This includes both written and oral communications. Teachers should never discuss confidential information pertaining to individual students with anyone unless it is directly related to school business, or otherwise authorized by the principal. A copy of all testing information will be maintained in the student's permanent record in the appropriate principal's office or counselor's office.

Listed below, parents will find their rights under the Family Rights to Privacy Act (Public Law 93-380), commonly known as FERPA.

Major Provisions:

The FERPA or Buckley Amendment gives parents of students under the age of 18 and over, the right to examine records kept in the student's file.

• Parents and eligible students have the right to review and copy their child's educational records or their own records.
• Parents and eligible students have the right to have records explained and interpreted by school officials. • School officials may not destroy any records if there is an outstanding request to inspect them.
• Parents and eligible students who believe information contained in the educational records is inaccurate, misleading, or a violation of any rights of the student, may request that records be changed.

Hearings: If the school decides that the records should not be changed, the parent of the eligible student must be advised of his/her right to a hearing.

The hearing is:

• To be held within a reasonable period of time, with the parents or eligible student given advance notice of the date, place, and time.
• To be conducted by a party who does not have a direct interest in the outcome of the hearing.
• At the hearing, the parent or eligible student has the right to present evidence and be represented at the hearing.

• The decision of the hearing is to be in writing, and the decision can be based only on evidence presented at the hearing.

BCSD Policy: JRAB

PERSONALLY IDENTIFIABLE INFORMATION (PII)

The school may disclose personally identifiable information from the education records of a student without obtaining prior written consent of the parents or the eligible student under certain conditions set forth in the FERPA regulations. Personally identifiable information includes, but is not limited to, the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the educational agency or institution reasonably believes knows the identity of the student to whom the education record relates. The school is required to provide military recruiters names, addresses, and telephone listings of secondary students, unless the parent has opted-out of the disclosure.

ACCESS TO STUDENT DIRECTORY/INFORMATION

Section 9258 of the *Elementary and Secondary Education Act of 1965*, as amended by the *No Child Left Behind Act of 2001*, requires schools to provide military recruiters with secondary students' names, addresses, and telephone numbers, **unless a parent has "opted out" of providing such information.** Section 9528 also requires schools to provide military recruiters with the same access to secondary school students as they generally provide to postsecondary institutions or prospective employers.

If you do not want your child's information released to military personnel for the purpose of recruiting, you must notify the school's guidance counselor in writing as soon as possible.

RECORDS

A school may release certain kinds of educational records to education and other social service agencies without permission from the parent or eligible student. A record containing information regarding requests for records must be maintained with the student's files. This information can be inspected by the parent or eligible student.

NOTE: Each school district or institution must give parents of students in attendance, or students age 18 or over, an annual notice to inform them of:

••• School or institution policy or procedures in providing the rights and protection of PL 93-380.

••• The right of the parents and students age 18 or over to file a complaint if the institution fails to comply with the requirements of the law including the right to have the law communicated to the student or parent in a primary language other than English.

BCSD Policy: JR

PARENTS RIGHT TO KNOW

As a parent of a student in Benton County School District, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law, ESEA Section *1111(h)(6)* Parents-Right-To-Know, allows you to ask for information about your child's classroom teacher and requires us to give you this information in a timely manner upon your request. This information regarding the professional qualifications of your child's classroom teachers includes, at a minimum, the following:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
- Whether the teacher is teaching in the field of discipline of the certification of the teacher.
    1. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by any teacher's aides or similar paraprofessionals and, if so, their qualifications.

In addition to the information that parents may request, a school that receives funds under this part shall provide to each individual parent the following:

1. Timely notice that your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified.
2. Information on the level of achievement of the parent's child in each of the State academic assessments as required.

If you would like to receive additional information, please contact Mrs. Elynda Finley at 662-224-6252.

Como padre de un estudiante en el Distrito Escolar del Condado de Benton, usted tiene derecho a conocer las calificaciones profesionales de los maestros de aula que instruyen a su hijo. La ley federal, SECCIÓN *1111 (h) (6)* de la ESEA, Parents-Right-To-Know, le permite solicitar información sobre el maestro de aula de su hijo y requiere que le demos esta información de manera oportuna a su solicitud. Esta información con respecto a las calificaciones profesionales de los maestros de aula de su hijo incluye, como mínimo, lo siguiente:

1. Si el maestro ha cumplido con los criterios estatales de calificación y licencia para los niveles de grado y las áreas temáticas en las que el maestro proporciona instrucción.
2. Si el maestro está enseñando en situación de emergencia u otro estado provisional a través del cual se ha renunciado a los criterios estatales de calificación o licencia.
3. Si el maestro está enseñando en el campo de la disciplina de la certificación del maestro.
    1. El título de bachillerato mayor del maestro y cualquier otra certificación o título de posgrado en poder del maestro, y el campo de disciplina de la certificación o título.
2. Si el niño recibe servicios de ayudantes de maestros o para profesionales similares y, de ser así, sus calificaciones.

Además de la información que los padres pueden solicitar, una escuela que reciba fondos bajo esta parte proporcionará a cada padre individual lo siguiente:

1. Notifique oportunamente que su hijo ha sido enseñado durante 4 o más semanas consecutivas por un maestro no altamente calificado.
2. Información sobre el nivel de rendimiento del hijo de los padres en cada una de las evaluaciones académicas estatales según sea necesario.

Si desea recibir información adicional, comuníquese con la Sra. Elynda Finley al 662-224-6252.

ኣብ ኣውራጃ ቤት ትምህርቲ በንተን ካውንቲ ተመሃራይ ከም ምኺንካ መጠን ብቕዓት ናይቶም ንውሉድካ ዝምህርዎ መምህራን ክፍሊ ናይ ምፍላጥ መሰል ኣሎካ ። ፌደራላዊ ሕጊ ESEA ክፋል 1111(h)(6) ወለዲ-ራይት-ቱ-ኖው ብዛዕባ መምህር ክፍሊ ውሉድካ ሓበሬታ ኽትሓትት ይፈቕደልካ እዩ፣ ነዚ ሓበሬታ እዚ ድማ ኣብቲ ዝሓተትካዮ እዋናዊ መገዲ ኽንህበካ ይሓትተካ። እዚ ብዛዕባ ብቕዓት መምህራን ክፍሊ ውሉድካ ዚገልጽ ሓበሬታ እንተ ወሓደ ነዚ ዚስዕብ የጠቓልል ፡-

እቲ መምህር ነቲ እቲ መምህር ትምህርቲ ዚህበሉ ደረጃ ነጥብን ኣርእስትታትን ዚኸውን ናይ መንግስቲ ብቕዓትን ፍቓድ ዜማልእ እንተ ኾይኑ ወይ እንተ ዘይኮይኑ።
እቲ መምህር ኣብ ትሕቲ ህጹጽ ኵነታት ይኹን ኣብ ካልእ ግዝያዊ ደረጃ ይምህር ብዘየገድስ ናይ መንግስቲ ብቕዓት ወይ ናይ ፍቓድ መለክዒታት ተሓዲጉ ኢዩ ።
እቲ መምህር ኣብ ዓውዲ ስነ-ስርዓት ናይቲ መምህር ይምህር እንተ ኣልዩ ወይ እንተ ዘይኮይኑ።
ናይ መምህሩ ናይ ባካልዩሬት ዲግሪ ከምኡውን ዝኾነ ይኹን ካልእ ናይ ምሩቓት ምስክር ወረቐት ወይ ዲግሪ ከምኡውን ዓውዲ ስነ-ስርዓት ናይቲ ምስክር ወረቐት ወይ ዲግሪ።
እቲ ቑልዓ ኻብ ደገፍቲ ዝኾነ ይኹን መምህር ወይ ካብ ተመሳሳሊ ኽኢላታት ኣገልግሎት ይወሃቦ ብዘየገድስ ከምኡ እንተ ኾይኑ ድማ ብቕዓቶም ይሃልዎ ብዘየገድስ።

ኣብ ርእሲ እቲ ወለዲ ዚሓትትዎ ሓበሬታ ኣብ ትሕቲ እዚ ኽፋል እዚ ገንዘብ ዚቕበል ቤት ትምህርቲ ንነፍሲ ወከፍ ወላዲ እዚ ዚስዕብ ኪህቦ እዩ፡-
1. ውሉድካ ኻብ ሓደ ብቕዓት ዘይብሉ መምህር ን4 ወይ ካብኡ ንላዕሊ ሰሙናት ከም እተማህረ ኣስተብህል ።
2. ከከም ኣድላዩ ኣብ ነፍሲ ወከፍ ናይ መንግስቲ ኣካዳምያዊ ገምጋም ብዛዕባ ኣሳልጦ ውሉዱ ዚገልጽ ሓበሬታ።

ተወሳኺ ሓበሬታ ኽትረክብ እንተ ደሊኻ በጃኻ ምስ ሚስስ ኢሊንዳ ፊንሊ ብ662-224-6252 ተራኸብ።

STUDENT ATTENDANCE

ABSENCES

There are two types of absences – excused and unexcused. A description of both absences and the reporting process for unexcused absences follows.

UNEXCUSED ABSENCES

It is understood that students will miss school from time to time. Students have five parent notes that may be used to excuse up to ten days of absence per year as long as the reasons for absences fit the criteria in MS Code § 37-13- 91. Also, students under the care of a licensed physician may miss as many days as are medically necessary to recover from illness and injury.

Unfortunately, some students miss school without valid reason and are assigned unexcused absences. An “unexcused” absence is an absence for an entire school day or during part of a school day which is not due to a valid reason as listed below under “excused absences.” Days missed from school due to disciplinary suspension shall be considered an "unexcused" absence. REF: MS Code § 37-13-91

EXCUSED ABSENCES

An “excused” absence for non-attendance is given provided (1) satisfactory evidence of the excuse is provided to school staff, and (2) the excuse falls under one of the following criteria:

1. Attendance at an authorized school activity with the prior approval of the principal. These activities may include field trips, athletic contests, student conventions, musical festivals, and any similar activity.
2. Illness or injury which prevents the compulsory-school-age child from being physically able to attend school.
3. Isolation of a compulsory school-age child is ordered by the county health officer, by the State Board of Health, or appropriate school official.
4. Death or serious illness of a member of the immediate family of a compulsory-school-age child. The immediate family members of a compulsory school-age child shall include children, spouse, grandparents, parents, and brothers and sisters (including stepbrothers and stepsisters).
5. Medical or dental appointment of a compulsory school-age child.
6. Attendance of a compulsory-school-age child at the proceedings of a court or an administrative tribunal if the child is a party to the action or under subpoena as a witness.
7. If the religion to which the compulsory-school-age child or the child's parents adheres requires or suggests the observance of a religious event. The approval of the absence is within the discretion of the principal, but approval should be granted **unless the religion's observance is of such duration or frequency as to interfere with the education of the child.**
8. When it is demonstrated to the satisfaction of the principal, the purpose of the absence is to take advantage of a valid educational opportunity such as travel. Approval of the absence must be gained from the principal before the absence.
9. An absence may be excused when it is demonstrated to the satisfaction of the principal that conditions are sufficient to warrant the compulsory school-age child's nonattendance; however, no absences shall be excused by the principal when any student suspensions or expulsions circumvent the intent and spirit of the compulsory attendance law.
10. Attendance of a compulsory-school-age child participating in official organized events sponsored by the 4-H or Future Farmers of America (FFA). The excuse for the 4-H or FFA event must be provided in writing to the appropriate school superintendent by the Extension Agent or High School Agricultural Instructor/FFA Advisor.
11. When the absence results from the compulsory-school-age child officially being employed to serve as a page at the State Capitol for the Mississippi House of Representatives or Senate.

REF: MS Code § 37-13-91

There are three types of excuses that can be provided to excuse an absence. A description of the three is as follows:

1. Parental Excuses

Written parental excuses will be accepted up to a maximum of five times for a maximum of ten total days of absence during the school year if they fall under one of the eleven criteria listed under “excused absences” on the previous page. After five notes or ten days, whichever comes first, no more parent notes will be accepted. For a parental note to be considered as an excuse, a reason for the absence must be stated in the note. “My child was absent from school yesterday” is not sufficient to excuse an absence.

Important things to keep in mind. . .

- **Just because a parental note is sent to school does not necessarily mean that the absence will be excused.** Examples of reasons for a parent note not being excused are as follows: The student is out of parent notes, the parent note does not meet guidelines expressed above, etc.
- If school personnel call you to pick your child up from school because your child is sick, you must send a note with your child when he/she returns to school.
- In case of the death of an immediate family member, a copy of the obituary or funeral program will take the place of a parent note and will not count toward parent note totals as long as it is turned in within 72 hours of the absence.

2. Medical Excuses

Written excuses from a licensed physician will be considered valid when the student’s absence is caused by illness or injury that prevents the student from being physically able to attend school. **The district recognizes that appointments with medical service providers are not always available after school hours, but we ask that routine procedures such as physicals, teeth cleaning, etc. be scheduled outside of the school day.**

3. Administrative Excuses

An absence is automatically excused and requires no written excuse when it results from the student’s attendance at an authorized or it results from the attendance of a student at a court proceeding if the student is a party to the action or under subpoena. Examples of authorized activities are as follows: Field trips, athletic contests, student conventions, musical competitions, etc.

If there is a question concerning the educational value of the activity, the principal will make the final determination of excused or unexcused.

Students have 72 hours from the date of any absence to provide an excuse to the appropriate school personnel. Excuses not turned in within the 72-hour timeframe will not be accepted, and the absence will be considered unexcused. When students are signed out of school early, they will need a note to be admitted when they return.

66% ATTENDANCE LAW

If a compulsory school-age child has an absence that is more than thirty-four percent (34%) of the instructional day, the child must be considered absent the entire school day. **REF: MS Code § 37-13-91 in accordance with SB 2103**

A large portion of the Benton County School District's funding is based on the Average Daily Attendance of students. When students miss more than 34% of their instructional day, not only do they miss out on valuable learning, but the district loses money. When the district loses money, we are forced to cut back on services and instructional staff. Obviously, when we are forced to cut back on services and instructional staff, the delivery of education will suffer with larger class sizes, fewer class options, and fewer remediation services. Please help us and help your child by insuring he or she attends school regularly and stays for his or her entire instructional day.

ARRIVAL AT SCHOOL

Students shall not arrive on campus before 7:20 a.m. There are no staff members on duty before that time. Students who arrive before that time are therefore unsupervised. Once a student arrives on campus, he/she is not to leave unless he/she has properly checked out in the office.

WHAT TO DO IF YOU HAVE BEEN ABSENT FROM SCHOOL

Report to your school's office before your first class begins and present your written excuse. **Unless your reason for being late falls under one of the eleven excused absence criteria, you will receive an unexcused absence for the class or classes missed.**

WHAT TO DO IF YOU ARE LATE TO SCHOOL

Report to the office as soon as you arrive on campus and present your written excuse to office personnel. **Unless your reason for being late falls under one of the eleven excused absence criteria, you will receive an unexcused absence for the class or classes missed.** Students in grades K-4 shall report to the office with a parent/guardian.

DEPARTURE/ HOW TO CHECK YOUR STUDENT OUT OF SCHOOL FOR THE DAY

You will not be allowed to leave campus unless a member of the administrational staff or his/her designee has contacted your parent/guardian or emergency contact to verify you have permission to leave. Once permission is granted to leave, you must sign out. Failure to follow any part of the checkout procedure will result in disciplinary action. **Students may not leave campus with the purpose of eating and/or picking up lunch with the intent of returning to campus for the remainder of the school day.**

REPORTING OF UNEXCUSED ABSENCES TO THE SCHOOL ATTENDANCE OFFICER

If a compulsory -school-age child has accumulated five (5) unlawful absences per semester of the public school in which the child is enrolled, the school district superintendent or his designee shall report within two (2) school days or within five (5) calendar days, whichever is less, the absences to the school attendance officer. The superintendent, or his designee, also shall report any student suspensions or student expulsions to the school attendance officer when they occur. In accordance with Mississippi Code § 37-13-91, students who accumulate eight (8) unlawful absences will be referred to the school attendance officer for enforcement of the Mississippi Compulsory School Attendance Law. When a school attendance officer has made all attempts to secure the attendance of a compulsory school-age child and is unable to affect the attendance, the attendance officer shall file a petition with the court of competent jurisdiction as it pertains to parent or child. Sheriffs, deputy sheriffs, and municipal law enforcement officers shall be fully authorized to investigate all cases of unlawful absences by compulsory school-age children and shall be authorized to file a petition with the court of competent jurisdiction as it pertains to parent or child for violation of this section. The court shall expedite a hearing to make an appropriate adjudication and a disposition to ensure compliance with the Compulsory School Attendance Law and may order the child to enroll or re-enroll in school. The superintendent of the school district to which the child is ordered may assign, in his discretion, the child to the alternative school program of the school established pursuant to **MS Code § 37-13-92**.

The School Attendance Officer for Benton County is Todd Bengtson. His email is tbengtson@benton.k12.ms.us

TARDINESS

Because students entering class after instruction has begun is a disruption to the educational process, tardiness is considered a serious issue. Also, students who are not in class after the bell has rung are unsupervised – another serious issue. There are two types of tardiness – being late to class and being late to school.

Being Late to Class – During the school day, a three-minute period of time is allowed for students to travel from one class to another. If a student does not report to class in the required amount of time, he/she is considered tardy to class. Sometimes it is necessary for a teacher to hold a student after class, causing that student to be tardy to his/her next class. If the student has a legitimate reason for being tardy and a note from another teacher explaining the tardiness, the teacher may excuse the tardiness.

A student is considered tardy after the tardy bell rings. The teacher will refer the student to the administration upon the fourth and subsequent tardy received.

MAKE-UP WORK

It is the student's responsibility to ask his/her teacher for any make-up work missed due to absence from school. The best time to request make-up work is before or after class. **Requesting make-up work during a class period while instruction is on-going is not acceptable.** It is the teacher's responsibility to provide the requested make-up work upon the student's request. It is also the responsibility of the teacher to grade and record the make-up in a timely manner. Any pre-announced work or tests missed due to absence will be made up on the day the student returns to school.

Any work not made up according to the Benton County District's make-up work policy will receive a grade of zero.

For **excused absences**, 100% of the grade earned will be given as credit for make-up work provided that work is completed and submitted within the time allowed by the "one school day plus" rule. For example, if a student missed school on Wednesday, then all work will be due Friday before the end of the school day (one day absent + one school day). If a student misses Wednesday and Thursday, then all make-up work will be due the following Tuesday before the end of the school day (two days absent + one school day).

Unexcused absences can be made up at 65% credit.

WITHDRAWAL FROM SCHOOL

When it becomes necessary for a student to withdraw from the Benton County School District, the parent/guardian will report to the school's office and request a withdrawal form. The form will be completed and returned to the appropriate school personnel. The parent/guardian will be given a copy of the form. This form will be needed in order to enroll in the next school district. Official student records, such as the cumulative folder, will not be released to parents but will be mailed to the next school district after an official request is received by the Benton County School District from the district to which the student is transferring.

SPECIAL SERVICES

AMERICANS WITH DISABILITIES ACT (ADA)

The ADA is divided into five sections, which cover employment, public service, public accommodations, telecommunications, and miscellaneous provisions. This law supports efforts in nondiscrimination against the disabled in employment and accessibility accommodations. If BSCD has a reason to believe that a student may have a disability and may be in the need of special education and/or related services in order to participate in the school's programs, the district must first follow its procedures for a comprehensive evaluation for IDEA, including the consideration of the Three-Tier Intervention Process. If the student is found eligible for IDEA, then the student shall be considered for eligibility under 504. Consideration does not automatically guarantee eligibility.

The above-mentioned process also applies to a student who transfers to the District with a current 504 eligibility from either out-of-state or from another district within the State. The District has a right to conduct its own evaluation and will take steps in a timely manner to determine if the student is a student with a disability who requires the provision of reasonable accommodations that cannot be accomplished with a 504 Plan. A meeting will be held with the parents and District personnel to determine what accommodations are needed during the pendency of the evaluation process. The students will receive an evaluation for this program only if parental consent is given for initial consent. For this meeting, parents must be present in person to receive and fully understand the IDEA program. Out of state transfer IDEA will be re-evaluated with parental consent in order to verify students' meet MDE's eligibility criteria. Persons having questions or issues regarding this law should contact Mrs. Pamela Gray, Special Services Director at 662-224-6252.

SPECIAL EDUCATION

The Individuals with Disabilities Education Act (IDEA) provides a legal basis for the administration of special education. Federal, state, and local policies have been developed to create a referral to placement process that reflects the intent of this law. Disabilities served through this law include developmentally delayed, intellectually disabled, emotional disability, specific learning disability, language/speech, hearing impaired, visually impaired, deaf/blind, other health impaired, orthopedically impaired, multiple disability, autism, and traumatic brain injury. The identification of these disabilities is based on Response to Instructional Intervention (RTI), information gathered in the evaluation process, as well as standardized assessment. Eligibility for a disability category cannot be made upon the basis of one single criterion. Disabilities must have a negative impact on education in order to be considered for special education support. Special education assessment cannot be conducted without parental knowledge provided and explained to parents upon referral to special education. Students who may be eligible for services under this law should be referred to Mrs. Pamela Gray, Special Services Director at 662-224-6252.

SPECIAL EDUCATION COMPLETION OPTIONS

Special education students have the option of three choices of study at the high school level: 1) Mississippi High School Diploma, 2) Students who have met the criteria on their IEP for having Significant Cognitive Disability (SCD) may participate in a program of student to earn the Alternate Diploma, 3) Certificate of Attendance. Graduation options should be discussed with the parents and student prior to the age of 14 for the purpose of transitional planning.

Special education students who intend to graduate with a regular diploma will complete all requirements for graduation as determined by the School Board of the Benton County School District and the State of Mississippi. Accommodations which are identified on the IEP may be used to aid in achieving this goal; however, modification of required materials is not allowed.

The second choice is an alternate diploma. As a local education agency, the Benton County School District shall offer this diploma to students with significant cognitive disabilities as defined by the Individuals with Disabilities Act (Public Law 105-17). Students who wish to complete with an alternative diploma will be graded on their mastery of objectives required for the completion of course work, and to participate in the Mississippi Academic Assessment Program.

Students seeking a Certificate of Attendance are instructed and graded using objectives identified in their IEP. Students' grades are generated by mastery of objectives written in the IEP for each course and school attendance. Grading options are the decision of the IEP team which includes but is not limited to teachers, special educators, parents of the child, and administrators. Accommodations

and modifications are to be determined by the team for the benefit of each individual child based on his or her ability and graduation options.

An Alternate Diploma or Certificate of Completion is not equitable to the GED or a high school diploma. It does not meet the requirements of entry into community colleges or 4- year colleges/universities.

STANDARDIZED TESTING OF SPECIAL EDUCATION STUDENTS

Special education students will take standardized tests through the state's testing program. If appropriate, special education students may take an alternate assessment. Special accommodations and modifications, as outlined by the Mississippi Department of Education for students with disabilities in standardized testing situations, may be permitted. Decisions regarding this issue will be made through the IEP process.

SECTION 504

Section 504 of the Rehabilitation Act of 1973 provides a legal basis for evaluation and services for students with certain disabilities. A referral for services process has been developed and is implemented locally for students who meet specific criteria. The referred student must complete the initial evaluation process set by MDE. If the child is non-eligible for IDEA services, then the student may be considered for the SECTION 504 program. Consideration does not automatically guarantee eligibility for the SECTION 504 program. The suspected disability has to have an adverse effect for academic services. Therefore, if the criteria are met, the school counselor will conduct a MET Meeting with the parent and general education teachers to develop a Section 504 plan. General education teachers will implement and follow the SECTION 504 plan created at the MET Meeting. Persons having questions may contact Mrs. Pamela Gray, Special Services Director, at 662-224-6252.

DISCIPLINE FOR SPECIAL EDUCATION STUDENTS

Prior to determining the discipline action for an infraction, the special education teacher will be notified. All infractions will be determined if it directly links to the students eligibility ruling. In some cases, a Manifestation Determination will need to be conducted. The best practice for special needs students is to teach appropriate behavior through MTSS referral for a Behavior Intervention, Character Education skills, additional Behavior Goals added to the IEP and/or to follow a special plan for the Discipline Ladder.

ENGLISH LEARNER (EL)

Benton County School District adheres strictly to the Guidelines for English Learner (EL) Services set forth by the Mississippi Department of Education, in alignment with federal mandates Every Student Succeed Act (ESSA). Students whose registration materials indicate a primary language or dominant home language other than English are assessed with the state-mandated English Language Proficiency Test (ELPT) and are determined to either qualify or not qualify for services provided by the BCSD English Learner program. Services include, but are not limited to, development of an EL Plan, content-intervention, or support, and grade monitoring. Progress is determined by the annual administration of the ELPT. Questions concerning the EL Program should be referred to the district office at 662-224-6252.

GIFTED EDUCATION

Students in the Benton County School District may qualify for participation in the gifted program in 2nd through 6th grades. Gifted programs are designed for those who qualify under the Mississippi Department of Education guidelines based on criteria set forth by the MDE as well as the Benton County School District. Gifted programs are for the students who are identified through assessment as intellectually gifted, academically gifted, musically gifted, artistically, and/or creatively gifted. Referrals to this program may be made by a teacher, administrator, counselor, parent, the student, or anyone having knowledge of a child's potential ability. For additional information, please contact Mrs. Pamela Gray, Special Services Director at 662-224-6252.

CODE OF CONDUCT

The local school board shall adopt and make available to all teachers, school personnel, students and parents or guardians, at the beginning of each school year, a code of student conduct. The code shall be based on the rules governing student conduct and discipline adopted by the school board and shall be made available at the school level in the student handbook or similar publication.

REF: MS Code § 37-11-55

The Code of Conduct is applicable to all students who are registered in the Benton County School District, but it is understood that some students, due to being very young or intellectually challenged, may need differentiated disciplinary actions that vary from those stated in this section. It is very important that parents/guardians be made aware of conduct issues regarding their children. Most of the disciplinary actions listed in this section mandate a parent conference. Understanding that many parents'/guardians' work schedules do not allow for in-person conferences, conferences via phone or electronic methods such as email or Zoom are acceptable unless otherwise specified.

It is important to note that the Code of Conduct is not an exhaustive list of all the possible conduct violations that could arise in a school. It is a guide that addresses common issues and expectations. When a student violates an expectation that is not specifically addressed in the Code of Conduct or discipline ladder, it is the responsibility of the staff member involved in the disciplining of the student to use his/her best professional judgment in taking an action that will deter the student from failing to meet that expectation again.

If within one behavioral episode a student is in violation of multiple policies within the code of conduct, the most stringent punishment for the most serious behavior will be applied.

Parents should be contacted whenever disciplinary action is required.
A list of definitions regarding discipline infractions can be found immediately following the discipline ladders.

DISCIPLINARY LADDERS

BENTON COUNTY SCHOOL DISTRICT SCHOOL BUS CONDUCT/ DISCIPLINARY LADDER

**All offenses may be subject to principal/superintendent discretion. Flagrant offense may receive a more severe punishment.*

****Principals may also refer to grade level discipline ladders when needed/applicable***

Offense	1st Offense	2nd Offense	3rd Offense	4th Offense or more
Minor Offenses such as Standing Up, Excessive Noise, Littering, Disrespect, etc.	Parent Conference/ Warning	1-4 Days Suspension Off the Buss	5-10 Days Suspension Off the Bus	Long-Term Bus Suspension
Offenses such as Roughhousing, Harassment, Throwing Objects, etc.	Parent Conference/ Warning/ 1-3 Days Suspension Off the Bus	4-5 Days Suspension Off the Buss	6-10 Days Suspension Off the Bus	Long-Term Bus Suspension
Serious offenses such Fighting, Illegal Substances, etc.	Parent Conference/ Long Term Bus Suspension/ Alt. School Placement			

BENTON COUNTY SCHOOL DISTRICT DISCIPLINARY LADDER for Grades Kindergarten through 6th

MINOR INFRACTION FORM: To promote consistency in student discipline and maximize instructional time, all schools within the district shall utilize a **Minor Infraction Form** to document and address minor student misconduct at the classroom/teacher level. Teachers are expected to implement appropriate classroom interventions and complete the Minor Infraction Form for applicable offenses prior to referring a student to the office. Minor infractions should be managed through progressive classroom discipline strategies, unless the behavior is severe, poses a safety concern, or otherwise warrants immediate administrative involvement as outlined in district discipline procedures. Documentation of classroom interventions and parental contact for repeated minor offenses shall accompany any office referral.

**All offenses may be subject to principal/superintendent discretion. Flagrant offense may receive a more severe punishment.*

Level 1	Offense	1st – 3rd Offense	4th Offense	5th Offense
1-1	**Cell Phone Use**	**1st offense:** device held in the administration office until the end of the day; student given a warning; student given device at end of day **2nd- 3rd offense:** device held in administration office; parent must pick up the device; 1 day ISS	3 days of ISS	1 day OSS
1-2	**Disruptive Behavior**	**1st offense:** Warning/Teacher Discretion **2nd offense:** Warning/Teacher Discretion **3rd offense:** 1 day ISS	3 days ISS	1 day OSS; Parent conference
1-3	**Dress Code Violation**	Parent called for change of clothes	Parent called for change of clothes	Parent called for change of clothes/ Parent Conference
1-4	**Public Display of Affection**	**1st offense:** Warning/ Parent Called **2nd offense:** 1 day ISS **3rd offense:** 2 days ISS	1 day OSS	3 days OSS

1-5	**Tardiness**	**1st offense:** Warning **2nd/3rd offense:** Parent Called	Parent Conference/ 1 day ISS	Parent Conference with Truancy Officer/ 2 Days ISS
Level 2	**Offense**	**1st – 3rd Offense**	**4th Offense**	**5th Offense**
2-1	**Academic Dishonesty**	**1st offense:** 1-2 days of ISS/ Parent conference **2nd/3rd offense:** 1-3 days of ISS/ Parent conference	1-3 days OSS/ Parent conference	3-5 days OSS/ Disciplinary hearing
2-2	**Defiance, Disrespect/ Insubordination**	**1st offense:** Loss of Recess/ 1-2 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-3 days of ISS/ Parent conference	1-3 days OSS/ Parent conference	3-5 days OSS/ Disciplinary hearing
2-3	**Dishonesty/ Lying**	**1st offense:** Loss of Recess/ 1-2 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-3 days of ISS/ Parent conference	1-3 days OSS/ Parent conference	3-5 days OSS/ Disciplinary hearing
2-4	**Hostile Actions Toward Another (Pre-Fight)**	**1st offense:** Loss of Recess/ 1-2 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-3 days of ISS/ Parent conference	1-3 days OSS/ Parent conference	3-5 days OSS/ Disciplinary hearing
2-5	**Provoking a Fight (Starting a fight between others or between self and others)**	**1st offense:** Loss of Recess/ 1-2 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-3 days of ISS/ Parent conference	1-3 days OSS/ Parent conference	3-5 days OSS/ Disciplinary hearing
2-6	**Skipping Class/ Leaving School Without Permission**	**1st offense:** Loss of Recess/ 1-2 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-3 days of ISS/ Parent conference	1-3 days OSS/ Parent conference	3-5 days OSS/ Disciplinary hearing
2-7	**Technology Violation**	**1st offense:** Loss of Recess/ 1-2 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-3 days of ISS/ Parent conference	1-3 days OSS/ Parent conference	3-5 days OSS/ Disciplinary hearing
Level 3/ SAM Code	**Offense**	**1st – 3rd Offense**	**4th Offense**	**5th Offense**
3-1 (75005)	**Bullying**	**1st offense:** 1-3 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-2 days of OSS/ Parent conference	3-4 days OSS/ Parent conference	5 days OSS/ Disciplinary hearing
3-2 (75006)	**Electronic Bullying**	**1st offense:** 1-3 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-2 days of OSS/ Parent conference	3-4 days OSS/ Parent conference	5 days OSS/ Disciplinary hearing

3-3 (04650)	**Harassment (Sexual)**	**1st offense:** 1-3 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-4 days of OSS/ Parent conference	5 days OSS/ Disciplinary hearing	5 days OSS/ Disciplinary hearing
3-4 (04646)	**Harassment (Nonsexual)**	**1st offense:** 1-3 days ISS/ Parent Conference **2nd/ 3rd offense:** 1-4 days of OSS/ Parent conference	5 days OSS/ Disciplinary hearing	5 days OSS/ Disciplinary hearing
3-5	**Inappropriate Use of Technology/ Possession of Obscene Material (Not including pornographic materials)**	**1st offense:** Warning/Loss of Recess/ 1-3 days ISS/ Parent Conference **2nd/ 3rd offense:** 3-5 days of ISS/ Parent conference/CPS report may be made	1-3 days OSS/ Disciplinary hearing/CPS report may be made	
3-6 (04661)	**Obscene Behavior**	**1st offense:** Warning/Loss of Recess/ 1 day ISS/ Parent Conference **2nd/ 3rd offense:** 1-3 days of ISS/ Parent conference	1-3 days OSS/ Disciplinary hearing	3-5 days OSS/ Disciplinary hearing
3-7	**Obscene Language/ Profanity**	**1st offense:** Warning/Loss of Recess/ 1 day ISS/ Parent Conference **2nd/ 3rd offense:** 1-3 days of ISS/ Parent conference	1-3 days OSS/ Disciplinary hearing	3-5 days OSS/ Disciplinary hearing
3-8 (04669)	**Physical Altercation (Minor)**	**1st offense:** Warning/Loss of Recess/ 1-3 days ISS/ Parent Conference **2nd/ 3rd offense:** 3-5 days of ISS/ Parent conference	1-3 days OSS/ Disciplinary hearing	3-5 days OSS/ Disciplinary hearing
3-9 (04682)	**Theft**	**1st /2nd offense:** Restitution/ 2 days ISS/ Parent Conference **3rd offense:** 2 days OSS/ Parent Conference	2-4 days OSS/ Parent Conference/ Disciplinary Hearing	3-5 days OSS/ Disciplinary hearing
3-10 (04700)	**Vandalism (School Property or Grounds)**	Principal's Discretion depending on Severity	Principal's Discretion depending on Severity	Principal's Discretion depending on Severity
Level 4/ SAM code	**Offense**	**1st – 3rd Offense**	**4th Offense**	**5th Offense**
4-1 (04645)	**Fighting**	**1st offense:** 2-3 days ISS/ 1-3 days OSS/Parent Conference **2nd/3rd offense**: 1-3 days OSS/ Parent Conference	3-5 days OSS/Disciplinary hearing	3-5 days OSS/Disciplinary hearing
4-2 (04686)	**Physical, Written, Verbal,**	**1st offense:** 2-3 days ISS/ Parent Conference	3-5 days OSS/Disciplinary	3-5 days OSS/Disciplinary

	or Cyber Threat/ Intimidation	**2nd/3rd offense**: 1-3 days OSS/ Parent Conference	hearing	hearing
4-3 (04678)	**Sexual Offences (other- such as indecent exposure)**	**1st offense:** 2-3 days ISS/ Parent Conference **2nd/3rd offense**: 1-3 days OSS/ Parent Conference	3-5 days OSS/Disciplinary hearing	3-5 days OSS/Disciplinary hearing
4-4 (04692)	**Tobacco Possession or Use (Including Vapes)**	**1st offense:** 2-3 days ISS/ Parent Conference **2nd/3rd offense**: 1-3 days OSS/ Parent Conference	3-5 days OSS/Disciplinary hearing	3-5 days OSS/Disciplinary hearing
Level 5/ SAM code	**Offense**	**1st – 3rd Offense**	**4th Offense**	**5th Offense**
5-1 (75004)	**Assault**	Suspension pending disciplinary hearing /Police report may be filed		
5-2 (04635)	**Drug Possession/ Use/ Distribution (Including Applicable Vapes & Gummies)**	Suspension pending disciplinary hearing /Police report may be filed/CPS report must be filed		
5-3	**Pornographic content and/or distribution including AI generated content**	Suspension pending disciplinary hearing /Police report may be filed/CPS report must be filed		
5-4	**School Safety Threat Language, Technology Related Searches, and/or Sharing of Materials**	Suspension pending disciplinary hearing/ Police report may be filed/threat assessment must be conducted/CPS report may be filed		
5-5 (04671)	**School Threat**	Suspension pending disciplinary hearing/ Police report may be filed/threat assessment must be conducted/CPS report may be filed		
5-6 (04677)	**Sexual Offenses**	Suspension pending disciplinary hearing /Police report may be filed/CPS report must be filed		
5-7 (04705)	**Weapon Possession (May include toys intending to replicate weapons or toys used to cause harm to others.)**	Suspension pending disciplinary hearing /Police report may be filed/CPS report must be filed		

If found guilty of a Level 4 or Level 5 offense, minimum placement in alternative school is 30 days if disciplinary hearing is called.

BENTON COUNTY SCHOOL DISTRICT DISCIPLINARY LADDER for Grades 7th through 12th

MINOR INFRACTION FORM: To promote consistency in student discipline and maximize instructional time, all schools within the district shall utilize a **Minor Infraction Form** to document and address minor student misconduct at the classroom/teacher level. Teachers are expected to implement appropriate classroom interventions and complete the Minor Infraction Form for applicable offenses prior to referring a student to the office. Minor infractions should be managed through progressive classroom discipline strategies, unless the behavior is severe, poses a safety concern, or otherwise warrants immediate administrative involvement as outlined in district discipline procedures. Documentation of classroom interventions and parental contact for repeated minor offenses shall accompany any office referral.

**All offenses may be subject to principal/superintendent discretion. Flagrant offense may receive a more severe punishment.*

Level 1	Offense	1st Offense	2nd Offense	3rd Offense	4th Offense
1-1	**Cell Phone Use**	device held in the administration office until the end of the day; student given a warning; principal discretion	device held in the administration office until the end of the day; student given a warning; principal discretion	device held in administration office; principal discretion; student given 1 day ISS	device held in administration office; principal discretion; 3 days of ISS; further offenses will lead to OSS
1-2	**Disruptive Behavior**	1-2 days ISS	3-4 days ISS	1-2 days OSS	3-4 days OSS
1-3	**Dress Code Violation**	Parent called for change of clothes	Parent called for change of clothes	1 day ISS	1 day ISS
1-4	**Public Display of Affection**	1-2 day ISS	3-4 days ISS	1-2 day OSS	3-4 days OSS
1-5	**Tardiness**	Warning	Warning	1 day ISS	2 days ISS
Level 2	**Offense**	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
2-1	**Academic Dishonesty**	1-2 days ISS/ Point deduction on make-up assignment/ Parent Conference with teacher & administrator	2-3 days ISS/ Point deduction on make-up assignment/ Parent Conference with teacher & administrator	1-2 days OSS/ Point deduction on make-up assignment/ Parent Conference with teacher & administrator	3-4 days OSS/ Point deduction on make-up assignment/ Parent Conference with teacher & administrator
2-2	**Defiance, Disrespect/ Insubordination**	1-2 days ISS/ Parent Conference	2-3 days ISS/ Parent Conference	1-2 days OSS/ Parent Conference	3-5 days OSS/ Discipline Hearing
2-3	**Hostile Actions Toward Another (Pre-Fight)**	1-2 days ISS/ Parent Conference	2-3 days ISS/ Parent Conference	1-3 days OSS/ Parent Conference	3-5 days OSS/ Discipline Hearing
2-4	**Inappropriate Use of Technology**	1-2 days ISS/ Parent Conference	2-3 days ISS/ Parent Conference	1-3 days OSS/ Parent Conference	3-5 days OSS/ Discipline Hearing
2-5	**Provoking a Fight (Starting a fight between others or between self and others)**	1-2 days ISS/ Parent Conference	2-3 days ISS/ Parent Conference	1-3 days OSS/ Parent Conference	3-5 days OSS/ Discipline Hearing
2-6	**Skipping Class**	1-2 days ISS/ Parent Conference	2-3 days ISS/ Parent Conference	1-3 days OSS/ Parent Conference	3-5 days OSS/ Discipline Hearing

2-7	**Leaving School Without Permission**	1-2 days OSS/ Parent Conference	2-3 days OSS/ Parent Conference	3-5 days OSS/ Disciplinary Hearing	
2-8	**Technology Violation**	1-2 days ISS/ Parent Conference	2-3 days ISS/ Parent Conference	1-3 days OSS/ Parent Conference	3-5 days OSS/ Discipline Hearing
Level 3/ SAM Code	**Offense**	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
3-1 (75005)	**Bullying**	1-3 days OSS/ Parent Conference	4-5 days OSS/ Parent Conference	5 days OSS/ hearing for alternative placement	Parent conference/ expulsion
3-2 (75006)	**Electronic Bullying**	1-3 days OSS/ Parent Conference	4-5 days OSS/ Parent Conference	5 days OSS/ hearing for alternative placement	Parent conference/ expulsion
3-3 (04650)	**Harassment (Sexual)**	1-3 days OSS/ Parent Conference	4-5 days OSS/ Parent Conference	5 days OSS/ hearing for alternative placement	Parent conference/ expulsion
3-4 (04646)	**Harassment (Nonsexual)**	1-3 days OSS/ Parent Conference	4-5 days OSS/ Parent Conference	5 days OSS/ hearing for alternative placement	Parent conference/ expulsion
3-5	**Inappropriate Use of Technology/ Possession of Obscene Material (Not including pornographic materials)**	1-3 days OSS/ Parent Conference	4-5 days OSS/ Parent Conference	5 days OSS/ hearing for alternative placement	Parent conference/ expulsion
3-6 (04661)	**Obscene Behavior**	1-3 days ISS/ Parent Conference	4-5 days ISS/ Parent Conference	1-3 days OSS/ Parent Conference	4-5 days OSS/ Parent Conference
3-7	**Obscene Language/ Profanity**	1-3 days ISS/ Parent Conference	4-5 days ISS/ Parent Conference	1-3 days OSS/ Parent Conference	4-5 days OSS/ Parent Conference
3-8 (04669)	**Physical Altercation (Minor)**	1-3 days OSS/ Parent Conference	4-5 days OSS/ Parent Conference	5 days OSS/ hearing for alternative placement	Parent conference/ expulsion
3-9 (04682)	**Theft**	Restitution/ 3-5 days OSS/ Possible Police Report	Restitution/ 5-6 days OSS/ Possible Police Report	Restitution/ 5-6 days OSS/ Possible Police Report/ Discipline Committee Hearing	Restitution/ 5-6 days OSS/ Possible Police Report/ Discipline Committee Hearing
3-10 (04700)	**Vandalism (School Property or Grounds)**	1-3 days OSS/ Restitution/ Parent Conference	4-5 days OSS/ Restitution/ Parent Conference	5 days OSS/ Restitution/ Hearing for alternative placement	Parent Conference/ Expulsion
Level 4/ SAM Code	**Offense**	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
4-1 (04645)	**Fighting**	3 days OSS and 15 days alternative school placement; police report may be filed	3 days out of school suspension and 30-day alternative school placement; police report may be filed	3 days out of school suspension & 45 day alternative school placement; police report may be filed	Continued alternative placement

4-2 (04686)	**Physical, Written, Verbal, or Cyber Threat/ Intimidation**	3-5 days OSS/ hearing for alternative placement/ law enforcement may be contacted	3-5 days OSS/ hearing for extended alternative placement/ law enforcement may be contacted		
4-3 (04678)	**Sexual Offences (other- such as indecent exposure)**	3-5 days OSS/ Parent Conference/ Discipline Hearing	5-10 days OSS/ Parent Conference/Discipline Hearing/Alternative School Placement		
4-4 (04692)	**Tobacco Possession or Use (Including Vapes)**	2-5 days OSS/ Parent Conference	5-7 days OSS/ Parent Conference	8-10 days OSS/ Parent Conference/ Discipline Hearing	Discipline Hearing/Alternative School Placement
Level 5/ SAM Code	**Offense**	**1st Offense**	**2nd Offense**	**3rd Offense**	**4th Offense**
5-1 (04618)	**Alcohol**	2-5 OSS/ Parent Conference/ Police report may be filed/ Counseling	5 days OSS and hearing for alternative placement/ police report may be filed / mandatory counseling/ possible expulsion		
5-2 (75004)	**Assault (Physical or Sexual)**	3 days OSS and 15 days alternative school placement; police report may be filed	3 days OSS and 30-day alternative school placement; police report may be filed	3 days OSS; 45-day alternative school placement; police report may be filed	Continued alternative placement
5-3 (04635)	**Drug Possession/ Use/ Distribution (Including Applicable Vapes & Gummies)**	5 days OSS and hearing for alternative placement/ police report may be filed / mandatory counseling/ possible expulsion			
5-4	**Pornographic content and/or distribution including AI generated content**	5 days OSS and hearing for alternative placement/ police and CPS reports will be filed/ possible expulsion			

5-5	**School Safety Threat Language, Technology Related Searches, and/or Sharing of Materials**	5 days OSS and hearing for alternative placement/ police and CPS reports will be filed/ possible expulsion			
5-6 (04671)	**School Threat**	5 days OSS and hearing for alternative placement/ police report may be filed / mandatory threat assessment/ possible expulsion			
5-7 (04677)	**Sexual Offenses**	5 days OSS and hearing for alternative placement/ police report may be filed / possible expulsion			
5-8 (04705)	**Weapon Possession (Includes toys intending to replicate weapons or toys used to cause harm to others.)**	5 days OSS and hearing for alternative placement/ police report may be filed/ threat assessment may be required/ possible expulsion			

If found guilty of a Level 4 or Level 5 offense, minimum placement in alternative school is 30 days if disciplinary hearing is called.

CODE OF CONDUCT DEFINITIONS

ACADEMIC DISHONESTY

Academic dishonesty (cheating) includes, but is not limited to: copying from another student's test paper, project, or other assignment; use or possession of materials that are not authorized by the person giving the test, project or other assignment, including but not limited to class notes, calculators, electronic devices, and specifically designed cheat sheets, textbooks, cell phones or other electronic devices, etc.; providing aid or assistance to or receiving aid or assistance from another student or individual, without authority, in conjunction with a test, project, or other assignment; discussing the contents of a test with another student who will take the test; using, buying, stealing, transporting, soliciting, or coercing another person to obtain answers to or information about an unadministered test, project, or other assignment.

Plagiarism is defined as representing as your own work any material that was obtained from another source, regardless of how or where you acquired it. Borrowed material from written works can include entire papers, one or more paragraphs, single phrases, or any other excerpts from a variety of sources such as books, journal articles, magazines, downloaded internet documents, purchased papers from commercial writing services, papers obtained from other students (including homework assignments), etc. Making minor revisions to borrowed texts amounts to plagiarism. Proper citation will keep students from plagiarism.

Collusion is defined as working with another person on an assignment for credit without the instructor's explicit permission to do so or providing information to another student for the purpose of helping them academically without the teacher's express consent.

Misrepresenting facts could be described as providing false information to postpone an exam or obtain an extended deadline for an assignment and lying on applications for awards or other non-class related activities that affect your high school diploma or transcript.

CELL PHONE USAGE

STUDENT USE OF CELL PHONES, PED's OR OTHER ELECTRONIC DEVICES DURING THE SCHOOL DAY IS A PRIVILEGE**.** Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. **Abuse of this privilege will result in consequences beginning with** confiscation of device, parent conference, suspension, or loss of other privileges such as participation in school trips, extra-curricular activities, and potentially graduation exercises.

Cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the following areas unless expressly permitted by a staff member for educational purposes: Classrooms, Science Labs, Restrooms, all Physical Education Areas, and all School Office Areas.

Students using cell phones/PDA's or other functions on electronic devices in any manner that disrupts the educational environment, from within or from outside the classroom, or violates the rights of others, including, but not limited to, using the device in violation of our academic honesty policy, violating school conduct rules, harassing or bullying staff or students, photographing or video recording or using their device for unlawful purposes will be subject to more severe disciplinary action, up to and including suspension and/or expulsion and may, **if applicable be reported appropriate local law enforcement.**

Cell Phone Rule: *The respectful, non-disruptive use of cell phones **MAY** be permitted in assigned areas by the school principal. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put away and made undetectable (i.e. silenced without vibration). Violation of the cell phone rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action:*

****It should be noted that refusal to surrender a cell phone or other electronic device when directed to do so by a school staff member, teacher or administrator is a violation of the BCS Code of Conduct. Insubordinate behavior is punishable by suspension, exclusion from school events, inclusive of graduation and or involuntary transfer proceedings.***

Policy Bullet Points

- **Cell phones are prohibited from use in classrooms and any other area in which academic work is being done unless otherwise instructed by the teacher.**
- **Cell phones and other personal electronic devices are not permitted to be charged in the school.**
- **Headphones and other Bluetooth enabled devices are not permitted to be worn in class and must be put away securely by the student in any academic area.**
- **Cell phones are not to be used in restrooms.**
- **Under no circumstances is photography or video recording allowed anywhere or anytime on the school premises.**
- **If a cell phone/electronic device rings, vibrates, or is used for any reason without teacher permission, or is visible anytime during class time or if you are caught using it on campus during class time, a staff member may confiscate the device.**
- **All cell phones and electronic devices are the sole responsibility of the student. The staff, teachers, administrators, school, and district are not responsible for lost or stolen cell phones and electronic devices.**
- **All cell phone use must be respectful and non-disruptive to students and staff.**

BUS CONDUCT

School bus drivers are required to observe state laws and numerous regulations to safeguard the lives of the students they transport. Students are under the supervision of the bus driver, and any violation of school policy as it applies within the school applies on the school bus and at the school bus stop. Any student who persists in violating the established rules of conduct or whose actions provide an unsafe environment on the bus will not be allowed to ride the bus. **A bus driver shall not permit a student to leave the bus before arrival at school, home, and/or regular stop without prior permission from a school administrator.**

Students shall . . .

1. Be at the assigned bus stop on time.
2. Remain well off the road until the bus comes to a complete stop and the bus driver indicates that it is safe to board the bus.
3. Always look both directions and walk in front of the bus when it is necessary to cross a road or street.
4. Wait until the bus comes to a complete stop before trying to load or unload.
5. Be very quiet when the bus is nearing and crossing a railroad or highway.
6. Treat the bus driver with respect and follow his/her instructions.

Parents should . . .

1. Cooperate with school officials and bus drivers in promoting safe and efficient student transport.
2. Not expect buses to operate on roads that are not properly maintained or where adequate space for turning around is not provided.
3. Have children ready at the bus stop at the time designated for the bus to arrive.
4. Help ensure that the children cooperate with bus drivers.
5. Explain the importance of acting appropriately on the bus as good behavior goes a long way toward keeping everyone safe.
6. Contact your child's school **no later than 2:15 PM** if you need to request a change of bus route.

BULLYING

Bullying or harassing behavior in public schools is prohibited. "Bullying or harassing behavior" is any pattern of gestures or communication, any physical act, any threatening communication, or any act reasonably perceived as being motivated by any actual

or perceived differentiating characteristic that takes place on school property, at any school-sponsored function, or on a school bus that causes any of the following:

1. It places a student in actual and reasonable fear of harm to his or her person.
2. It places a student in actual and reasonable fear of or damage to his or her property; or
3. It creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits.

Notice of an incident of bullying will be sent to the parent/guardian of the victim within a reasonable amount of time. The student who is being bullied should report it to the nearest staff member. All parties involved will be referred to the schools' counselor. All reports of bullying will be investigated. Incidents involving more than 2 people with harmful intent will be considered gang violence. For purposes of this section, "hostile environment" means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior. No student shall be subjected to bullying or harassing behavior by school employees or students. No person shall engage in any act of reprisal or retaliation against a victim, witness, or a person with reliable information about an act of bullying or harassing behavior. **REF: MS Code § 37-11-67**

DESTRUCTION OF SCHOOL PROPERTY

If any pupil shall willfully destroy, cut, deface, damage, or injure any school building, equipment, or other school property he/ she shall be liable to suspension or expulsion **and his parents or person or persons in loco parentis shall be liable for all damages.** **REF: MS Code § 37-11-19**

DISRUPTIVE BEHAVIOR

The term "disruptive behavior" means conduct of a student or parent that is so unruly, disruptive, or abusive that it seriously interferes with a school teacher's or school administrator's ability to communicate with the students in a classroom, with a student's ability to learn, or with the operation of a school or school- related activity and which is not covered by other laws related to violence or possession of weapons or controlled substances on school property, school vehicles, or at school-related activities. Such behaviors include, but are not limited to the following: foul, profane, obscene, threatening, defiant, or abusive language or action toward teachers or other school employees; defiance, ridicule, or verbal attack of a teacher; and/or willful, deliberate, and overt acts of disobedience of the directions of a teacher. Refer to building level discipline policies. **REF: MS Code § 37-11-18**

DRESS CODE

The dress code is not an exhaustive list of all the possible dress code violations that could arise in a school. It is a guide that addresses common issues and expectations. When a student violates an expectation that is not specifically addressed in the dress code, it is the responsibility of the staff member involved in the disciplining of the student to use his/her best profession-al judgment in taking an action that will deter the student from failing to meet that expectation again.

Clothing in General

1. Clothing or jewelry which advertises or displays the following may not be worn suggestive wording or pictures, alcoholic beverages, obscene language, obscene pictures, satanic cults, drug culture, or gang-related culture.
2. Clothing shall not be cut excessively low in the front or back.
3. Clothing which permits the underclothing to be shown may not be worn.
4. Students may not wear oversized clothing which is excessively large for their body type and size.

Shirts/Blouses

1. Shirts or tops must be long enough so that no skin is showing around the midriff when the student has one or both arms raised or when bending over, and shirts/blouses may not be excessively tight.
2. Shirts may not be unbuttoned below the second button.
3. Halter tops, backless shirts, tank tops, sleeveless shirts, muscle shirts, and spaghetti strap shirts are unacceptable unless a tee shirt is worn underneath.
4. Students may wear hooded sweatshirts, but the hood may not be worn on the head inside any school building.

Pants/Shorts/Skirts/ Dresses

1. Grades K-12 shorts must not be spandex or "biker shorts."
2. Grades K- 6 students may wear shorts, skirts, and dresses shorter than four inches above the center of the knee cap as long as they are not revealing.
3. Grades 7 -12 shorts, skirts, and dresses may be no shorter than five inches above the top of the knee cap.
4. Pants and shorts must be worn at the waist and not around the hips. Pants worn in the "sagging" style will not be tolerated at school.
5. Students who wear leggings, jeggings, tights, or yoga pants as pants must have a dress, shirt, or skirt on that completely cover the posterior.
6. Students in grades K-12 are prohibited from having any holes in their jeans, shorts, pants, etc. that is above the knee. A hole is defined as an opening that reveals skin. Any holes above the knee should be properly patched. In no way should a hole above the knee revel skin.
7. Pajamas are prohibited. This includes pajama bottoms worn with a normal shirt.

Shoes

1. Shoes must be worn at all times.
2. Bed slippers or house shoes may not be worn.

3. If a shoe is intended to have shoestrings or straps, the shoe must have strings/straps and be tied at all times.
4. Rubber flip flops such as those suited for showering and beachwear are prohibited in grades K-12.

Miscellaneous Items

1. If belts are worn, they must be worn appropriately and fastened at all times.
2. No hats, caps, or visors are permitted at school unless part of a school athletic team uniform or special permission is granted by school administration. No combs, picks, head scarves, rollers, or any other similar head wear may be worn at any time.
3. Sunglasses may not be worn indoors.
4. Students may only wear earrings in the ear. Students who have piercings in areas not listed in this policy shall remove them during the school day or at school-sponsored activities. Using a Band-Aid or other covering to mask the inappropriate jewelry is not acceptable.
5. Benton County School District cheerleaders and dancers shall wear uniforms which are not backless, and which do not bare the midriff.
6. Chains are considered a weapon and may not be worn as part of a student's clothing. A chain which is meant to be worn as jewelry and is not considered as potentially dangerous is permitted.
7. Students' hair cannot obstruct the vision.
8. Blankets are not allowed.

ADDITIONAL DRESS CODE REQUIREMENTS FOR CAREER & TECHNICAL CENTER STUDENTS (Grades 9-12)

Students enrolled in classes at the Benton County Career & Technical Center (CTC) must comply with all Benton County School District dress code requirements. In addition, students participating in Career & Technical Education programs may be required to follow program-specific dress, uniform, grooming, and safety standards established by the CTC and the program instructor. These requirements may include, but are not limited to, approved uniforms, closed-toe shoes, personal protective equipment (PPE), and restrictions on jewelry, hairstyles, or clothing that could create a safety hazard. When CTC program requirements are more restrictive than the district dress code, the program requirements shall take precedence during participation in CTC classes, laboratories, shops, and related activities. Failure to comply with CTC dress and safety requirements may result in the student's exclusion from instructional activities until the requirements are met and may result in additional disciplinary action as determined by school administration.

DRUG/ALCOHOL POSSESSION, USE, AND/OR DISTRIBUTION

No student shall have in his/her possession or in any way use or be under the influence of alcoholic beverages, morphine, marijuana, cocaine, opium, heroin, or their derivatives or compounds or any other narcotic drug, barbiturate, substance, ingredient, or compound which when ingested would cause the student to be under its influence, regardless if the substance is legal or illegal. This policy is in effect for students on Benton County School District property or at any school-sponsored activity but does not apply to any student who is under the care of a licensed physician and taking the medication according to the supervision and direction of said physician.

FIGHTING

Any student who starts and/or participates in a fight or starts and/or participates in a disturbance that could reasonably be perceived to lead to a fight on school property or any school-sponsored activity will be considered to have participated in a fight. Disciplinary actions for fighting will be the same for all participants unless the principal is able to determine beyond a reasonable doubt that a certain student instigated the fight.

Local law enforcement officials may be notified in the event of any fight and asked to take participants into custody. Fighting with more than two participants and/or a weapon or if a fight leads to serious bodily injury of a participant or a staff member attempting to stop the fight, local law enforcement officers will be asked to take participants into custody.

GANGS AND GANG ACTIVITY

The Benton County School District prohibits gang activity at school, on district-owned property, and at school-sponsored events. A gang is defined as a group that initiates, advocates, or promotes activities that threaten the safety or well-being of persons or property on school grounds or at supervised school functions or that are harmful to the educational process.

Specifically prohibited gang activity includes, but is not limited to, the following:

1. Soliciting students to become gang members,
2. Participating in gang initiations or other gang ceremonies,
3. Wearing, displaying, or possessing gang symbols, or
4. Engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.

Any gang behavior or activity that leads to theft, disrespect of staff, violence, possession of dangerous items or weapons, etc. will be handled according to code of conduct policy that directly addresses those behavioral issues.

ITEMS NOT ALLOWED AT SCHOOL

The following is a list of everyday items that should not be brought to school: radios, televisions, CD players, IPods, "vaping" devices, e-cigarettes, video games, pagers, laser pointers, trading and playing cards, dice, etc. Any of these items **and anything else deemed to be potentially disruptive to the learning environment will be confiscated by school personnel**. The Benton County School District will not be held responsible for loss of or damage to items brought from home while in the possession of students or school personnel.

If the item confiscated is of a dangerous or particularly disruptive nature, the item will be kept in the school office, and the student will be punished accordingly, see "DANGEROUS ITEMS" in the Code of Student Conduct.

Valuable instructional and administrative time will not be taken to search for lost or stolen items that are not supposed to be brought to school. Any student who violates this policy does so at his/her own risk.

LEAVING CAMPUS (SKIPPING SCHOOL OR CLASS)

Once you arrive on campus, you are not to leave until your scheduled day is complete. If it becomes necessary for you to leave campus before your scheduled day is complete, request permission to go to the office. Once in the office, request permission to leave from the principal or his/her designee. For your safety and ours, you will not be allowed to leave campus until a member of the office staff has contacted your parent/guardian or emergency contact to verify you have permission to leave. Once permission is granted to leave, you must sign out or be signed out. **Students may not leave campus for the purpose of eating and/or picking up lunch with the intent of returning to campus for the remainder of the school day.**

SOCIAL MEDIA

Social media are internet-based tools designed to create a highly accessible information highway. They are powerful and far-reaching means of communication that, as a student of the Benton County School District, can have a significant impact on your personal reputation and the reputation of our District. Examples of social media include, but are not limited to, Instagram, Twitter, Facebook, Flickr, YouTube, Snapchat, etc. Students are liable for anything they post to social media sites and the same laws, policies, and guidelines are expected to be maintained as if you were interacting in person. The Benton County School District supports your right to interact knowledgeably and socially, and guidelines have been developed to outline appropriate standards of conduct for your future and the reputation of our District.

Guidelines:

1 Social networking or "friending" of Benton County Schools' staff is prohibited.
2 Think before you post as your reputation will be permanently affected by the Internet and email archives.
3 Post responsibly and use good judgment.
4 In accordance with the Family educational rights and Privacy Act of 1974 and student privacy policies, personal information of Benton County Schools District's students should never be disclosed. Care should also be taken not to compromise the privacy of the district's faculty and staff members.
5 Threatening, harassing, and/or bullying posts that negatively impact the safety or educational progress of any school in the Benton County School District will lead to disciplinary and/or legal action.

THEFT

Theft is a serious offense and will not be tolerated. Law enforcement officials may be notified when theft occurs on Benton County School District property or at any school-sponsored activity.

Students who commit theft on Benton County School District property or at any school-sponsored event will be disciplined according to the discipline ladder that is grade appropriate.

TOBACCO/VAPING

No person shall use any tobacco product, "vaping" device or e-cigarette on any educational property. "Educational property" means any public-school building or bus, public school campus, grounds, recreational area, athletic field, or other property owned, used, or operated by any local school board, school, or directors for the administration of any public educational institution or during a school-related activity. **REF: MS Code § 97-32-29**

WEAPONS

Any student in any school who possesses a knife, handgun, other firearm, or any other instrument considered to be dangerous and capable of causing bodily harm **or** who commits a violent act on educational property as defined in Section 97-37-17, Mississippi Code of 1972, shall be subject to automatic expulsion for a calendar year by the superintendent or principal of the school in which the student is enrolled. Such expulsion shall take effect immediately subject to the constitutional rights of due process, which shall include the student's right to appeal to the local school board. Possession of a Plastic Firearm – Plastic guns of any type are prohibited on Benton County School District property or at school-sponsored events. Any student found to be in possession of a plastic gun will be subject to a three-day suspension. Any student who displays a plastic firearm in a threatening manner on Benton County School District property or at school-sponsored events will be subject to a 40-day placement in the alternative school.

Any student found to be in possession of a weapon such as pepper spray, stun gun, metal pipe, throwing stars, brass knuckles, etc. will be suspended from school while awaiting any hearing and/or appeal process. Law enforcement may be contacted.

REF: MS Code § 37-11-18

DANGEROUS ITEMS

Any student who knowingly or unknowingly possesses a dangerous item on Benton County School District property or to a school-sponsored activity adversely affects the safety of all other students and staff members. Some examples of dangerous items are as follows: gunpowder, fireworks, brass knuckles, stun guns, pepper spray, metal pipe, throwing stars, and snakes.

RESTRAINT POLICY

Except in the case of excessive force or cruel and unusual punishment, a public-school teacher, assistant teacher, principal, or an assistant principal acting within the course and scope of his employment shall not be liable for any action carried out in conformity

with state or federal law or rules or regulations of the State Board of Education or the local school board or governing board of a charter school regarding the control, discipline, suspension, and expulsion of students. REF: MS Code § 37-11-57

In accordance with the above referenced legislation, it is recognized that instructional and other staff may be called upon to intercede in situations wherein students may be displaying physically violent or non-compliant behavior. The Benton County School District prohibits the use of excessive force or cruel and unusual punishment regarding student management, but staff may use restraint techniques to control and restrain a student when there is a reasonable belief that a serious situation exists like, but not limited to, one of the following listed circumstances:

1. The student is a danger to himself.
2. The student is a danger to others.
3. To prevent the destruction of property.
4. If the student refuses to move from one location to another after being so ordered or asked. Any use of restraint will be preceded by the following verbal intervention:
    a. Ask the student to comply.
    b. Order the student to desist in the behavior.
    c. Advise the student they will be restrained if behavior does not cease.
    d. Restrain the student.
    e. Ask for assistance from other staff.

This continuum is not meant to prevent immediate restraint if so warranted. Under all circumstances, without exception, if possible, the student is to be restrained at the location the behavior occurs. Restraint is to be applied only until the student is no longer a danger or is compliant. Under absolutely no circumstances will restraint be used as punishment.

SEXUAL HARASSMENT

Students in the Benton County School District are protected from sexual discrimination, including sexual harassment by Title IX of the Education Amendment of 1972 to the Civil Rights Act. It is the intent of the Benton County School Board to maintain an environment free from sexual harassment of any kind; therefore, repeated unwelcomed sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature amounting to or constituting harassment are prohibited.

In the event a student, parent/guardian, or a member of school personnel becomes aware of a violation of this policy, this complaint must be made within five working days from the time the complaint becomes known, and a "Title IX Report Form" must be completed and submitted. This report must state the respondent's name, the nature and date of the alleged violation, the names of any witnesses to such alleged violations, and action request. Forms are available at the local schools and from Elynda Finley, Title IX Coordinator.

GRIEVANCE PROCEDURES

A "grievance" is a complaint by an individual based upon an alleged violation of a person's rights under state or federal law or board policy. This includes alleged violations based on an individual's sex or disability. A "grievant" is a person or persons making a complaint. The term "days" shall mean working school days and shall exclude weekends or vacation days.
Issues of complaint are resolved at the level of the complaint – classroom, building, and district. If an issue is not resolved at the complaint level, it is referred to the next administrative level. The Board of Trustees is the final authority for resolving issues of complaint that are not resolved at the district level.

SEARCH/SEIZURE

Desks and lockers are school property and remain at all times under the control of the Benton County School District. Students are responsible for any items contained in desks and lockers issued to them by the school district and its employees. School authorities may conduct periodic general inspections of said items at any time for any reason related to school administration. Inspection of individual lockers may occur when there is reasonable suspicion a state or federal law or district policy has been broken.

The Benton County School District retains authority to inspect student automobiles. When a school authority has reasonable suspicion that illegal or unauthorized materials are contained inside a student vehicle, the student shall be required to open the automobile for further inspection.

A student's person and or personal effects may be searched whenever a school authority has reasonable suspicion the student is in possession of illegal or unauthorized materials. If a pat down search of a student's person is conducted, it will be performed in private by a school official of the same sex with another school official as a witness.

The Benton County School District reserves the right to have law enforcement agencies use drug-sniffing canines to carry out unannounced, random searches on school district property.

DUE PROCESS

The constitutional rights of students are protected through due process. In the Benton County School District, procedures granting due process will be followed in the exercise of disciplinary authority. The practice of telling students what they are accused of doing

and the evidence against them (notice) and allowing them an opportunity to explain their version of the facts (hearing) before imposing any punishment contributes to achieving fundamental fairness.

For suspensions of eleven days or more, for expulsions, for alternative school placements, or denial of admission, the student has a right to a due process hearing to appeal the disciplinary action. It is the responsibility of the parent/guardian to contact the superintendent within 2 calendar days of day of receiving a decision if a due process hearing is desired.

If there are problems concerning school-related discipline issues at your child's school, follow this chain of command: **Contact the teacher first, the principal of the school second, and the superintendent third**.

CHILD NUTRITION

Our child nutrition program strives to provide healthy choices for our students. This includes servings of protein, grain, vegetables, fruits, and milk every day. We have experienced staff to prepare meals to taste good following USDA guidelines.

HEALTH/WELLNESS

PERSONAL HYGIENE

Every student is expected to be personally clean, to practice good hygiene, and to be well groomed. A student may be suspended for failure to abide by the health and hygiene standards if confirmed by the teacher, principal, or school nurse.

A STUDENT SHOULD STAY AT HOME IF . . .

1. The student has not been free of fever for 24 hours without the use of fever-reducing medication.
2. The student has experienced vomiting and/or diarrhea within the last 24 hours.
3. The student has an unexplained rash.
4. The student has an active case of pinkeye (redness and drainage from the eye).
5. The student has head lice and/or nits.
6. The student has chickenpox.
7. The student has any signs or symptoms of Covid-19.

Students who have had mononucleosis or pinkeye, must provide proof of treatment from a medical professional before they will be allowed to return to school. Also, just because district policy or a staff member directs your child to stay home because of illness, does not mean the absence is automatically excused. ALL students who are absent must bring an excuse when they return to school.

MEDICATION

ASTHMA MEDICATION

The Benton County School District permits the self-administration of **asthma medications** by a student if the student's parent/ guardian complies with the following:

1. Provides written authorization for self-administration to the school; and
2. Provides a written statement from the student's health care practitioner that the student has asthma and has been instructed in self-administration of asthma medications. The statement shall also contain the following information:
   a. The name and purpose of the medications.
   b. The prescribed dosage.
   c. The time or times the medications are to be regularly administered and under what additional special circumstances the medications are to be administered; and the length of time for which the medications are prescribed.

The Benton County School District and its employees and agents shall incur no liability as a result of any injury sustained by the student from the self-administration of asthma medications. The parent or guardian of the student shall sign a statement acknowledging that the school shall incur no liability, and the parent or guardian shall indemnify and hold harmless the school and its employees against any claims relating to the self-administration of asthma medications**.** The permission for self-administration of medications shall be effective for the school year in which it is granted and shall be renewed each following school year upon fulfilling these requirements. **REF: MS Code § 41-79-31**

ADMINISTERING MEDICATION

To ensure the school attendance of each student, at times it is necessary for students to use medications at school in the treatment of chronic disabilities, illness, or emergencies. The Benton County School District permits the administration of prescribed medications and emergency medications in the treatment of chronic disabilities, illness, or emergencies.

1. No medication (prescription or over the counter) may be given without parent authorization, a healthcare provider order, and an appropriate label. All medications must be brought to school by an adult (not sent by the child) in an appropriately labeled container. **Medication brought to school in an inappropriately labeled or an unlabeled container will not be dispensed to the student.**
2. The initial dose must be administered by the parent/guardian, providing the opportunity to become familiar with the medication, its side effects, and benefits to the student.

OVER THE COUNTER MEDICATIONS

Students should not bring OTC medication to school and keep it on their persons. Students should also not share any sort of OTC medication with other students as OTC medications can cause serious ad-verse reactions. For example, Tylenol can cause difficulty breathing and swelling of the face, lips, tongue, or throat in some people.

It is understood that school personnel do not have medical training, and school personnel shall not administer the medication if there are any questions concerning the purpose, dosage, route, time administered, etc. The school nurse must evaluate and approve all medications and label instructions.

COMMUNICABLE DISEASES

The Benton County School Board has the power, authority, and responsibility to exclude from the schools any student(s) with what appears to be infectious or contagious diseases provided such student may be allowed to return to school upon presenting documentation from a public health official, licensed physician, or nurse practitioner that the student(s) is free from such dis-ease. The following is the policy of the Benton County School District for educating students know to have chronic infectious diseases such as but not limited to Hepatitis B, Herpes Simplex, AIDS/ARC, Cytomegalovirus, or Covid-19:

1. The student shall be removed from the classroom temporarily, and the district's medical advisor, in consultation with the student's physician, determines whether the student's presence in the school poses a risk of transmission of the dis-ease to others.
2. Should it be determined the student's attendance poses no threat, the student shall be allowed to resume school attendance subject to whatever restrictions or limitations the district's medical advisor should recommend. The student's school attendance shall be reviewed by the district's medical advisor, in consultation with the student's physician at least once a month to determine if continued attendance poses any risk of disease transmission.
3. Should it be determined by the district's medical advisor that attendance poses a risk of transmission of the disease to others, an appropriate alternative educational setting shall be established for that student. This alternate setting shall continue until the district's medical advisor determines the risk of transmission to others has abated and normal school attendance may resume.
4. The decision of the district's medical advisor shall be considered final.

HEAD LICE

Throughout the year, especially in the lower grades, school personnel may examine students for lice and/or nits. If evidence of lice/nits is seen, the child will be removed from class and the parent/guardian of the child will be contacted to take the child home or to a medical professional for treatment. The child may return to school when he/she is free of lice and nits and the parent provides proof of treatment.

Several effective treatments are available for lice infestation. Kwell shampoo and Nix rinse both require a prescription. The pyrethrin/pyrinate products such as RID, A-200, and R&C are available over the counter at pharmacies.

An initial treatment will kill adult and larval lice but will not kill all the eggs. Eggs and nits must be removed by hand, and a second treatment seven to ten days later should kill the lice that have hatched from any nits left behind. If the second treatment is not completed, any nits left in the hair after the first treatment will become mature lice and the infestation will continue.

Bed linens, backpacks, coats, stuffed animals, carpet, clothing, furniture, etc. that the infested child has come in contact with will also need to be treated with louse-killing spray or washed in very hot water. Also, placing items in an airtight bag or container for ten days or more will kill lice on the items. Household members of a child with head lice should also be examined and treated.

Upon the third incidence of head lice infestation within a school year, the principal or his/her designee shall notify the county health department of the recurring problem.

MISSISSIPPI HEALTHY STUDENTS ACT

The Mississippi Legislature passed the Healthy Students Act in recognition that there is a problem with student inactivity and obesity in Mississippi. The following guidelines for school district physical education, health education and physical activity and fitness classes will be implemented as part of this act.

1. Kindergarten through Grade 8 – one hundred fifty (150) minutes per week of physical activity-based instruction and forty-five (45) minutes per week of health education instruction, as defined by the State Board of Education
2. Grades 9 through 12 – ½ Carnegie unit requirement in physical education and a minimum of ½ Carnegie unit requirement in health for graduation. All instruction in physical education, health education and physical activity must be based on the most current state standards provided by the State Department of Education.

Beginning with the 2015-2016 Ninth Grade class, an instructional component on the proper administration of cardiopulmonary resuscitation (CPR) and the use of an automated external defibrillator (AED) will be included as part of the physical education or health education curriculum. The curricula shall incorporate into the instruction the psychomotor skills necessary to perform cardiopulmonary resuscitation and use of an automated external defibrillator.

All students will receive an unstructured period of physical activity every day. This activity period will be in the form of a recess period for elementary students and a break period for secondary students. This activity period will take place outdoors if the weather permits.

REF: MS Code § 37-13-134

FIRST AID

At the beginning of the school year, each student will be given an Emergency Procedures Card for his/her parent/guardian to complete. These cards are very important as they let school staff members know what procedures you wish to follow in the event of illness or injury to the student. Please fill out the card carefully and neatly. Please ensure the phone numbers listed are correct.

Students who receive minor injuries such as cuts or bruises will be treated at school. In case of serious accidents or those that involve head injuries, every effort will be made to contact the parent/guardian; however, if you cannot be reached, the

principal or his/her designee will use his/her discretion regarding the best interests of the child. This may include calling 911 and requesting first responders and/or ambulance services at the school.

No student who is ill or injured will be sent home alone. A student who is ill or injured will not be taken home unless it is known there is some there to supervise the ill or injured student.

TESTING

STATE TESTING PROGRAM

The State of Mississippi requires all school districts to participate in several testing endeavors for the purpose of instructional improvement. The Mississippi Curriculum Content Assessment System is designed to measure what students are learning in Mississippi classrooms.

Students in grades 3-8 will take tests that are tailored to Mississippi's curriculum framework. Fifth and eight grade students will complete a science assessment. Parents may request information regarding any state or local policy regarding student participation in any mandatory assessment. Mississippi law mandates that "basic skills shall be completed by each student" and "in the event of excused or unexcused absences, make-up tests be given **[Mississippi Code 37-16-3(2)**]. "Whereas state law requires every school district within the state to periodically assess student performance and achievement in each school" **[Mississippi Code 37-16-5]**, student assessment therefore is not an option in the Benton County School District, but rather a requirement. The assessments given are as follows:

Required Assessments	State Law	Federal Law	State Board Policy
Kindergarten Readiness Assessment	X		
MS Dyslexia Screener- Kindergarten & Grade 1	X		
Universal Screener K-3	X		
3rd Grade Reading for promotion (currently MAAP)	X		
MAAP Reading & Math Grades 3-8		X	
Science- Grades 5 & 8		X	
English Learner (for speakers of other languages)		X	
Algebra I	X	X	
English II	X	X	
Biology I	X	X	
Pre-K Assessment (if school offers Pre-K			X
Brigance Pre-K (if school offers Pre-K)			X
ACT (Junior Year)	X		X

ACT ASSESSMENT

The ACT is a curriculum-based achievement test that assesses critical reasoning and higher order thinking skills. The four content areas tested are English, math, reading, and science. Scores reflect acquired skills and measure preparation to undertake course work in college. State board policy requires students to take the test in the spring semester of the junior year of high school. The test must be administered at the school. The following items are recommended for students to improve ACT scores: college prep core courses, practice ACT tests, review test taking strategies, retake the test, and take ACT test prep courses.

SUBJECT AREA TESTING

All regular education students must pass four statewide subject area tests as part of meeting the graduation requirements set forth by the State of Mississippi. The tests are given at the end of Algebra I, Biology I, and English II. **Students who do not pass these tests or meet alternate, state-approved requirements will not graduate and will not be allowed to participate in graduation ceremonies.**

LITERACY-BASED PROMOTION ACT

There is established an act prohibiting social promotion to be known as the "Literacy-Based Promotion Act," the purpose of which is to improve the reading skills of Kindergarten and First through Third Grade students enrolled in the public schools so that every student completing the Third Grade is able to read at or above grade level. A kindergartener, first grader, second grader, or third grader identified with a deficiency in reading must be provided intensive interventions in reading to ameliorate the student's specific reading deficiency, as identified by a valid and reliable diagnostic assessment. The intensive intervention must include effective instructional strategies, and appropriate teaching methodologies necessary to assist the student in becoming a successful reader, able to read at or above grade level, and ready for promotion to the next grade. A Kindergarten, First, Second or Third Grade student identified with a reading deficiency or not promoted may be placed in a transition class. **REF: MS Code § 37-177-1**

TEXTBOOKS

Textbooks are issued to students at the beginning of the year when appropriate for the course. Students are urged not to abuse or misuse textbooks. Fines will be assessed for books showing damage. If a book is lost or damaged beyond use, the following schedule will be used to assess the cost of replacement:

- 0-1 year old, full replacement value
- 2 years old, 80% of the cost of the textbook
- 3 years old, 60% of the cost of the textbook
- 4 years old, 40% of the cost of the textbook
- Over 4 years old, 20% of the cost of the textbook

Students will not be issued further textbooks if payment has not been received for previous lost/damaged books.

TECHNOLOGY

Benton County School District (BCSD)
Internet/Technology Acceptable Use Policy (TAUP)

TERMS AND CONDITIONS FOR USE OF THE BCSD NETWORK AND TECHNOLOGY

The Benton County School Board endorses student use of the internet and other district technology for learning and educational research. Use of district technology includes participation in distance learning activities, asking questions of and consulting with teachers, communicating with other students and individuals, and locating material to meet the educational needs of the student.

Students will be educated about appropriate and safe online behavior. All reasonable efforts will be made to ensure that students are not accessing inappropriate or unrelated material. Students are to utilize the district's computers, networks, and internet services and other district technology for school-related purposes only. Any student who uses district technology for personal or non-academic purposes will be subject to disciplinary action in accordance with district policy, the student code of conduct, and state law.

Students using the internet, district computers, networks, and/or other district technology shall comply with all applicable board policies and administrative procedures. The school board, through its administrative staff, reserves the right to monitor, without prior notice, all computer and internet activity by students. This includes filtering software along with other electronic monitoring systems. While teachers and other staff will make reasonable efforts to supervise and monitor student use of district technology, they must have student and parent cooperation in exercising and promoting responsible use. Staff and students should have no expectation of privacy in their use of district computers or other technology.

The Superintendent or his/her designee reserves the right to eliminate use of the district's computer systems or other district technology by any student at any time.

Inappropriate communications or other unacceptable uses or abuses of all district technology is prohibited. Specifically prohibited is any illegal use, or use that is a violation of board policies, procedures, or school rules including, but not limited to, those prohibiting harassment, discrimination, bullying, defamation, violence, threatening, infringement of copyright or trademark laws, use involving obscene or pornographic materials, or use that harms the reputation of the school district or its employees or disrupts the educational environment.

This board makes no assurances of any kind, whether expressed or implied, regarding any internet services provided. Neither the individual school nor school district is responsible for any damages the student/user suffers. Use of any information obtained via the Internet is at the student's own risk. This board and school district specifically denies any responsibility for the accuracy or quality of information or software obtained through its services.

PROHIBITION OF OBSCENE MATERIALS

All digital or online resources or any database provided in this district by a vendor or other entity shall contain technology protection measures that:

- Prohibit and prevent a person from sending, receiving, viewing, or downloading materials that are inappropriate or obscene; and
- Block, or otherwise prohibit and prevent, access to obscene and inappropriate materials as defined under MS Code 37-11-81.

INTERNET ACCESS AGREEMENT

In order for a student to gain access to the Internet, the student and student's parent(s) / guardian(s) must sign an Internet Access Agreement.

The superintendent is authorized to amend or revise the following board-approved initial administrative procedure as he/she deems necessary and appropriate consistent with this policy. The superintendent is further authorized to amend or revise the Internet Network Access Agreement with the advice of board counsel.

It must be understood by all concerned that the global and fluid nature of the Internet network's contents make it extremely difficult for the board to completely regulate and monitor the information received or sent by students. As such, the board cannot assure parents that students will be prevented from accessing undesirable materials or sending or receiving objectionable communications.

REF: BCSD Policy IJ-R

CIPA/COPPA Overview

The BCSD follows CIPA, FERPA, COPPA, and PPRA to ensure information security, or cyber security, which is a dynamic, ever-evolving field. The BCSD will comply with any additional state and federal regulations that pertain to technology use within the district and through use of the BCSD network infrastructure and servers that is forthcoming from the local, state, and federal regulatory agencies.

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access in schools and libraries to the Internet and other information. Among many other things, it calls for schools and libraries to have in place appropriate electronic filters to prevent children and adults from accessing and viewing inappropriate Internet content. For any school or library that receives discounts for Internet access or for internal connections, CIPA imposes certain requirements. The BCSD receives these discounts for Internet Access through the E-Rate program and therefore must follow CIPA.

NETWORK SECURITY – CIPA COMPLIANCE

Users have the responsibility to use computer and network resources for academic purposes only. Therefore, as mandated by CIPA, filtering and monitoring will be utilized on all computers accessing the Internet. Free email sites are blocked for all users. Faculty and staff must use District provided email and students will have access to Google email. The district is required by the State to archive (keep on file) all email going in and out. This is due to past litigations involving email and requirements for the district to produce email copies when requested by the courts.

Activities using the computer network in violation of Local, State, Federal or BCSD policies are strictly forbidden.

Students will not respond to unsolicited online contacts or reveal personal identifiable information over the network unless it meets District-approval (examples: ACT Registration, Scholarships or College Applications). This includes information about themselves as well as information about anyone else.

BCSD staff is prohibited from disclosing personal information about students on websites. Although teachers and other district personnel may reveal personal information about themselves over the network, they are strictly forbidden to disseminate any student information electronically to any source that has not met district approval. Information that is considered personal includes but is not limited to the following: student's full name, home address, Social Security number, personal telephone numbers, and any information relating to their health.

Because there are additional prohibitions with which users must comply, non-compliance with these regulations will result in disciplinary and/or legal actions taken by the BCSD authorities if deemed necessary.

COMPUTER NETWORK AND INTERNET USE RULES

Students and school personnel are responsible for good behavior on the school computer networks just as they are in a classroom or in a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. Within reason, freedom of speech and access to information will be honored.

In compliance with CIPA, all students (K-12) will be educated about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and in cyberbullying awareness and response. When using the Internet, all students will be closely monitored to prevent students from accidentally or otherwise accessing inappropriate material.

Computer access is a privilege, not a right, and is provided for students and staff to conduct research, fulfill course requirements, and communicate with others when appropriate or authorized. Access to network services is given to students and staff who agree to act in a considerate and responsible manner. Signed parental permission is required for all students. All faculty and staff using the district's Internet access must sign a written contract.

All users are expected to abide by the generally accepted rules of Netiquette. These include, but are not limited to the following:

- Be polite. Do not be abusive or "bullying" in your messages to others.
- Use appropriate language.

- Do not assume that email is secure and/or confidential. Never send anything that you would hesitate to have viewed by others.
- Respect other people's privacy regarding mail and files. Do not reveal personal address or phone numbers, or those of students or colleagues.
- Keep paragraphs short and to the point. Be mindful of spelling.
- Check email regularly and delete unwanted messages as quickly as possible.

Prohibited activities include, but are not limited to the following:

- Using the network to transmit or retransmit copyrighted material (including plagiarism).
- Accessing, transmitting, or retransmitting threatening, harassing, bullying (cyberbullying) obscene and pornographic or trade secret material or any material deemed harmful to minors.
- Using the network to access, transmit or retransmit language that can be considered defamatory, abusive or offensive.
- Using social networking sites, chatting, or blogging unless associated with a specific curriculum related activity.
- Users of the BCSD network are forbidden to access, transmit, or retransmit information that could cause danger or disruption, engage them in personal, prejudicial, or discriminatory attacks or that harasses or causes distress to another person.
- Users of the district network are forbidden to access transmit, or retransmit material that promotes violence or the destruction of persons or property by any device including but not limited to firearms, explosives, fireworks, smoke bombs, incendiary devices or other similar material.
- All users agree to report any accidental access of any of the material to the appropriate school authority so that the district can take steps to prevent similar future access.
- Using the network to download, upload or store large files such as music and video that are not related to projects or activities that are a part of the school curriculum.
- The use of flash (thumb) drives is limited to data storage only.
- No executable files of any type may be transferred to district property.
- Re-sending email chain letters or engaging in any spamming activities where bulk mailings of unsolicited email are sent.
- Damaging computers, computer systems, or computer networks (hardware or software). If a student maliciously damages BCSD technical equipment in such a way that requires service or repairs, the parent/guardian of the student is responsible for providing all expenses incurred for those services, grades K-12.
- Deliberate or careless action that damages the computer's configuration or limits the computer's usefulness to others.
- Downloading unauthorized software on school computers/networks. This includes students, teachers, staff and administrators. All software installed on district computers must be installed by the Technology Department and only after the proper licenses or authorizations for use have been acquired and verified.
- Creating, uploading, or transmitting computer viruses, worms, or other disruptive software code.
- Making any attempt to defeat computer or network security on the district network or any other client, server, or network on the Internet. Hacking or attempting to gain access to unauthorized areas of the district network or the Internet is prohibited.
- Invading the privacy of other individuals. Using another person's password or account or providing his/her password to another person. Trespassing in another's folder, work, or files, in the attempt to use others' work to "cheat" on assignments, tests, or any class work.
- Intentionally wasting limited resources.
- Using the network or school computer for unauthorized commercial, private, personal purposes or political lobbying.
- Unlawful activities
- Inappropriate sexual or other offensive content
- Any activity harmful to or reflecting negatively on the BCSD community or misrepresentation of BCSD, staff or students.

FILTERING

An Internet filter and firewall are in place on the BCSD network and district devices. This filter is a critical component of the BCSD network as well as Children's Internet Protection Act (CIPA) compliance since it allows valuable online Internet access while restricting access to specific unwanted material in the following categories:

- Pornography
- Gambling
- Illegal Drugs
- Online Merchandising
- Hate Speech
- Criminal Skills
- Alternative Journals
- Other Undesirable Materials

This filter is updated daily in order to restrict access to the above items. Filtering is not a 100% foolproof way of limiting access to appropriate sites. Inappropriate sites are added to the Internet daily. Students' activities are monitored while using the internet on the BCSD network. All inappropriate hits are logged along with the date/time and the IP address of the workstation making the request. Attempts to bypass the school Internet filters is in violation of this acceptable use policy and will be subject to disciplinary action that may include denial of access to technology, detention, suspension, expulsion, termination of employment or other remedies applicable under the school disciplinary policy, and state or federal law.

PRIVACY AND MONITORING

BCSD uses several methods to monitor and record network and internet activity both in real time and by review of stored data.

There is absolutely no expectation of privacy on the BCSD network. Activities at any workstation or transmission and receipt of data can be monitored at any time both electronically and by staff members. This includes the transmission and receipt of email, email attachments, Web browsing and any other use of the network.

Network administrators may review network storage files and communications to maintain system integrity and ensure that users are using the system responsibility. While user files will not be examined without good cause, users should not expect that files stored on school computers will always be private. BCSD will fully cooperate with local, state or federal officials in any investigation related to illegal activities conducted through any BCSD Internet account or using BCSD technology.

SAFETY

- Students will tell their teachers or other school employees about any message they receive that is inappropriate or makes them feel uncomfortable.
- Students are responsible for the use of their individual accounts and should take all reasonable precautions to prevent others from being able to use their account.
- Under no conditions should a user provide his or her password to another person.

DISTRICT PROVIDED LAPTOP, TABLET, OR OTHER TECHNOLOGY DEVICE

TERMS: All users of the district provided devices will always comply with the Benton County School District (BCSD) technology policies. Any failure to comply may result in termination of user rights of possession effective immediately and the district may repossess the device. Any lost, stolen, and damaged devices must be reported to school authorities immediately.

TITLE: The district has legal title to the property. The user's right of possession and use is limited to and conditioned upon full and complete compliance with this agreement and all district policies and procedures. Any device or equipment must be returned to the district upon demand of the administration or at the end of the school term.

Routine use guidelines.

- Only use your school email address for communication on district devices.
- School-approved games are allowed only when teachers have given permission to play.
- Do not ever carry, lift, grab, or hold any electronic device by the screen, except for tablets.
- When moving between classrooms, close the lid completely and place the electronic device in your bag or carry with both hands.
- Never throw, slide, or drop your electronic device.
- No food or drinks are allowed near electronic devices.
- Sign out of your electronic device when left unattended.
- Do not allow anyone to use your account or device unless authorized.
- Keep all passwords and login info private.
- Do not install or load any unauthorized software on district devices.
- Use of electronic devices on thick cloth (blankets, towels, etc.) will cause the device to overheat and is not permitted.
- Do not leave any electronic device in a location where it can be damaged by excessive weight (being sat on or laid on, heavy object on top, etc.) or knocked off or dropped from any surface (sofa, chair, table, etc.)

LOSS, THEFT OR FULL DAMAGE: If a device is stolen, the employee or parent/guardian (in the case of a student) must immediately notify the school administration. At that time, the user or the parent/guardian will be required to file a police report. Once a police report has been filed, the district, in conjunction with the local law enforcement agency may deploy locating software to aid authorities in recovering the device. It is imperative that a lost or stolen device be reported immediately. If the stolen device is not reported within three calendar days to a district/school administrator, the employee or parent/guardian will be responsible for full replacement cost.

If a device is lost or damaged because of irresponsible behavior, the user or the parent/guardian will be responsible for the full replacement or repair cost plus a fee of $25.

Device replacement costs are as follows:

Chromebook	$350
Charger	$35
Case	$80
Tablet/iPad	$350

Replacement cost of devices not listed above will be determined by school administration at the time of the loss.

Students or employees who leave the district during the school year must return all devices and additional accessories to the school administrator. Users who do not return devices are subject to wage garnishment, withholding of school records, or enforcement with law enforcement.

CONSEQUENCES OF POLICY NON-COMPLIANCE

Violation of this AUP (Acceptable Use Policy) may result in the denial, suspension or cancellation of the users' privileges as well as other disciplinary and/or legal action deemed appropriate and imposed by the school administration, district administration and/or local, state or federal law enforcement officials. Other actions not specified above may include but are not limited to monetary restitution, school suspension or expulsion, detention or any other action deemed appropriate by the administrative authorities. Reinstatement procedures will be individually addressed. Any disciplinary action that is a result of an alleged violation of this policy can be appealed through the normal channels provided by the disciplinary policy of the BCSD.

Signatures on the AUP agreement are legally binding and indicate the parties who have signed (parent/guardian) have read the terms and conditions carefully and understand their significance.

Due to the rapidly changing technology environment, BCSD reserves the right to determine if an action not listed in this document is inappropriate, and the students may be subject to discipline.

MISCELLANEOUS

All Booster Club, PTO, school and sports fundraisers must be turned in at the beginning of the year and be board approved.

BUS TRANSPORTATION

It shall be unlawful for any individual, other than a student scheduled to be a passenger upon that particular bus, a member of the public school administration or faculty, or a law enforcement official, to directly or indirectly interfere in any way with passenger ingress and egress or the operation, including unauthorized boarding thereof, of a bus used in public school student transportation unless permission has been obtained as prescribed by pertinent rules and regulations promulgated by the state board of education or the local school authorities. Upon conviction of violation of any provision of this section, such individual shall be guilty of a misdemeanor and shall be subject to a fine of not to exceed five hundred dollars ($ 500.00), imprisonment in the county jail for a period not to exceed six (6) months, or both. Any person under the age of seventeen (17) who violates any provision of this section shall be treated as delinquent within the jurisdiction of the youth court. **REF: MS Code § 37-41-2**

SCHOOL COUNSELING

Counseling services are available for students, parents, and staff. Additionally, the counselor can make referrals to outside sources for additional support to students, parents, and staff. Appointments may be made by calling the appropriate school site office. The counseling department maintains school records.

HOMEWORK

Teachers give homework to students to aid in their academic development and to instill responsibility. Parents are encouraged to help their children with homework assignments as needed but allow them to take as much responsibility as possible. This will help your child learn responsibility and be accountable for his/her own actions. **Never** complete your child's homework assignments for them.

The total amount of homework assigned should depend on the grade level of the student. The amount of homework normally increases as a child moves up in grade level. Parent/guardians should contact the teacher if there is an issue with homework.

LIBRARY / MEDIA CENTER

Books may be checked out for two weeks. Overdue books carry a penalty for each day the book is late. If a book is lost or damaged while in a student's possession, the student and/or parent/guardian are responsible for financially compensating the library for the loss or damage. The cost of replacing or repairing the book shall be determined by the school's librarian. The condition of the book when checked out will be considered in computing the fine. If a student does not pay the required fine for loss or damage by the end of the school year, the student's final report card will be held, and the student will lose the privilege of checking out library books.

Basic rules for the library are as follows:

1. Take care of all materials. They belong to all students and teachers.
2. Return all materials to their proper places.
3. The library is for learning, studying, and reading. It is not a place for socializing.
4. Check out all materials before leaving the library with them.
5. Reference materials cannot be checked out and should be used only in the library.

PARENT CONFERENCES

A parent, guardian, or custodian of a compulsory-school-age child enrolled in a public school district may be requested to ap-pear at school by the school attendance officer or an appropriate school official for a conference regarding acts of the child (specified as his or her minor child's destructive acts against school property or persons) or for any other discipline conference regarding the acts of the child.

Any parent, guardian, or custodian of a compulsory-school-age child who fails to attend a discipline conference to which such parent, guardian, or custodian has been summoned under the provisions of this section or refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars ($ 250.00). **REF: MS Code § 37-11-53.**

A 24-hour notice to schedule a parent conference is required. Parent conferences will be scheduled before the school day begins, after the school day ends, or during the teacher's planning period.

PARTIES AND PARTY INVITATIONS

When parents/guardians send party invitations to be passed out at school or when students invite others to a party while at school, this causes hurt feelings for those not invited and causes a disruption to the educational process; therefore, this will not be allowed. Parents are to use the telephone, mail, internet, or other such methods for this purpose.

School party plans are under the control of the local school administrators. Details will be established during the school year for various grades, and parents will be notified in the event of a classroom party. Birthday parties for students are not permitted at school. Due to an increased number of food allergies among students, any food brought to school for parties must be store bought and sealed with labels available. Food prepared at home will not be allowed. Candy that is distributed to students must be individually wrapped.

PARENTAL RESPONSIBILITIES

1. Weapons Possession – A parent may be guilty of a misdemeanor and fined up to $1000.00 and up to six months in the county jail for knowingly allowing a child (under 18) to have, own, or carry a concealed weapon.
2. General Responsibility for Child's Act – A parent, guardian, or custodian of a compulsory school-aged student enrolled in a public school district shall be responsible for any criminal fines brought against such student for unlawful activity occurring on school grounds (fine not to exceed $3,500.00)
3. Damages – Any public school district shall be entitled to recover damages in an amount not to exceed $ 20,000.00, plus necessary court costs, from the parents of any minor under the age of eighteen (18) years and over the age of six (6) years, who maliciously and willfully damages or destroys property belonging to such school district. The action authorized in this section shall be in addition to all other actions which the school district is entitled to maintain and nothing in this section shall preclude recovery in a greater amount from the minor or from a person, including the parents, for damages to which such minor or other person would otherwise be liable. REF: MS Code § 37-11-53
4. Attendance at Discipline Conference – Any parent, guardian or custodian of a compulsory-school-age child who (a) fails to attend a discipline conference to which such parent, guardian or custodian has been summoned under the provisions of this section, or (b) refuses or willfully fails to perform any other duties imposed upon him or her under the provisions of this section, shall first be given the opportunity to enroll in a series of parenting classes consisting of not less than twenty (20) hours of instruction as developed by the M.P.A.C. Program Coordinator and appropriate to the age of the parent's child. If the parent does not attend the series of classes, he shall be guilty of a misdemeanor and, upon conviction, shall be fined not to exceed Two Hundred Fifty Dollars ($250.00). REF: MS Code § 37-11-53

PLEDGE OF ALLEGIANCE

All teachers are required to have all pupils repeat the oath of allegiance to the flag of the United States of America at the be-ginning of the first hour of class each day school is in session, such oath of allegiance being as follows: "I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all." Any student or teacher who objects to reciting the oath of allegiance shall be excused from participating without penalty. REF: MS Code § 37-13-6

ASBESTOS

In compliance with the Asbestos Hazard Emergency Response Act, the Benton County School District has regular asbestos inspections of all school buildings. The inspection findings and our asbestos management plan are on file in the office of the superintendent and the administrational offices of each campus. They are available upon request, and a reproduction fee is charged for any duplication.

SIGNS
A sign or poster may not be posted in any building or on the campus without permission from the building's administrator. The individual responsible for posting the sign must remove the sign within twenty-four hours after the event is complete.

EMERGENCY DRILLS
It shall be the duty of the principals and teachers in all public-school buildings to instruct the pupils in the methods of fire drills and to practice fire drills until all the pupils in the school are familiar with the methods of escape. Such fire drills shall be conducted often enough to keep such pupils well drilled. It shall be the further duty of such principals and teachers to instruct the pupils in all programs of emergency management as may be designated by the state department of education. REF: MS Code § 37-11-5

MESSAGES
If a parent/guardian needs to contact his/her child during the school day, he/she may do so by leaving a message in the office. If the message concerns some sort of family emergency, the office staff will make every effort to deliver the message without delay; however, it is not possible to hand deliver every message that comes into a school without interrupting classes and interfering with the learning environment. For this reason, students should ask parents, friends, employers, etc. to leave non-emergency messages at their homes – not at school.

STUDENT PRAYER
It shall be lawful for any teacher or school administrator in any of the schools of the state which are supported, in whole or in part, by the public funds of the state, to permit voluntary participation by students or others in prayer. Nothing contained in this section shall authorize any teacher or other school authority to prescribe the form or content of any prayer. REF: MS Code § 37-13-4

WEATHER NOTIFICATION
In the event of bad weather or other occurrence which causes the schools to be closed, parents and students should watch for reports on local television stations regarding closings. In addition, recorded messages will be broadcast via telephone through our automated system**. If your number is not listed in our student database, you will not receive the automated alert**.

WASTE, FRAUD, & ABUSE
The Benton County School District shall comply with all state and federal laws regarding purchasing and procurement. The implementation of this guidance is to reduce administrative burden and risk of waste, fraud, and abuse for federal awards. See BCSD Policy DJEC. For any questions or concerns contact Federal Programs Director Mrs. Elynda Finley at efinley@benton.k12.ms.us.

WHISTLE BLOWER POLICY
Employees are encouraged to report suspected illegal, unethical, discriminatory, unsafe, or improper use of district resources through their supervisor, the Superintendent, or the Board of Trustees. Reports made in good faith will be treated confidentially to the extent permitted by law, and employees are protected from retaliation for making such reports. Any employee who retaliates against an individual for reporting concerns may be subject to disciplinary action. Knowingly making false reports may result in disciplinary consequences. See BCSD Policy GAEC. For any questions or concerns contact Federal Programs Director Mrs. Elynda Finley at efinley@benton.k12.ms.us.

Pre- K – 6th Grade Information

EMERGENCY PHONE NUMBERS
Parents should provide at least two (2) LOCAL emergency numbers for persons other than themselves. These local numbers must be for persons willing to assist with your child in case of illness. This assures a contact person in the event a parent cannot be reached during an emergency.
The school staff should be notified of any changes in address, employment, or phone numbers of parents or guardians during the school year. It is very important for this information to be accurate and current for the school to have effective communication with the parents concerning students.

LABELING OF SUPPLIES AND CLOTHING
A child's name should be on every item that is brought to school. This includes all jackets, coats, backpacks, sharing items, lunch boxes, books, etc.

SENDING MONEY OR NOTES FROM HOME
Money or notes sent to school with a child should be sealed in an envelope and marked with the student's name, teacher's name, and purpose for which it is to be used. Envelopes should be placed in the student's backpack. Please do not send large amounts of cash.

LITERACY BASED PROMOTION ACT
The Literacy Based Promotion Act passed by the Mississippi Legislature in 2013 requires that beginning in the 2014/2015 school year, a student scoring at the lowest two achievement levels in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion. For more information on the Literacy Based Promotion Act, refer to the "TESTING" section in General Information.

GRADING

No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher unless it is determined that the grade is an error or that the grade is demonstrably inconsistent with the grading policy.

The grading system will be uniform for all schools in the Benton County School District.

1. Homework/Classwork/Daily grades count as 40% of the nine weeks' average.
2. Weekly, chapter, and/or unit tests; projects; or major assignments count as 45% of the nine weeks' average.
3. Nine weeks' exams count as 15% of the nine weeks' average.
4. For semester averages, each nine weeks' average will count 50%.
5. For final averages, each semester average will count 50%.

STUDENTS IN GRADES K-3 MUST HAVE A GRADE OF 70 OR BETTER IN BOTH MATH AND ENGLISH/LANGUAGE ARTS/READING FOR PROMOTION.

Kindergarten through 3rd Grade GRADING SCALE (for Math & English/Reading/ELA ONLY)

100-90	A "Exceptionally fine work"
80-89	B "Better than average work"
75-79	C "Average work"
70-74	D "Poor Work"
Below 70	F "Unacceptable work"/ Failure

4TH through 6th Grade GRADING SCALE

100-90	A "Exceptionally fine work"
80-89	B "Better than average work"
70-79	C "Average work"
65-69	D "Poor work"
Below 65	F "Unacceptable work"/ Failure

PROMOTION/RETENTION POLICY

Grades K-3 – Students must have a minimum score of 70 in Reading/Language Arts and Math for promotion. Students who do not meet this requirement may be recommended for promotion if their standardized assessments indicate grade level performance. Teachers must submit supportive documentation to the building administrator for approval.

Grades 4-6 – Students who fail reading **OR** math or fail two major subjects will be retained. **If reading is not taught in junior high, English takes its place and must be passed for promotion**. Major subjects are reading, math, English, science, and social studies.

A student scoring at the lowest achievement level in reading on the established state assessment for 3rd grade will not be promoted to 4th grade unless the student meets the good cause exemptions for promotion. (See "Literacy Based Promotion Act")

FINAL EXAMINATION EXEMPTIONS

Students who have an **A average** with no more than four unexcused absences for the year in a subject area are exempt from the exam.

Students who have an **B average** with no more than two unexcused absences for the year in a subject area are exempt from the exam.

Students who have an **C average** with no unexcused absences for the year in a subject area are exempt from the exam.

All students who take MAAP exams on their **scheduled dates and times** will be exempt from final exams in their corresponding classes if the student is passing the course.

****School related absences, medical excuses and administrative absences do not affect exam exemptions.**

****Exempt students may choose to take an exam for which they are exempt. In that circumstance, the exam grade will count only if it raises a student's average.**

STUDENT RECOGNITION

\

Subject Area Awards

In grades K-6, subject area awards are given to the students with the highest average in a given class for each homeroom. Ex-ample: If there are five fourth grade homeroom classes; five math, science, history, etc. awards would be given in the fourth grade.

The highest average for all subject area awards will be compiled based on grades received for the class beginning with the first nine weeks' average and ending with the fourth nine weeks' average.

Attendance

Perfect attendance is defined as being present for each class 100% of the time that school is in session while the student is enrolled in the district. All absences including but not limited to excused, unexcused, partial day, full day, partial period, or full period count against a perfect attendance award. **The only absence that does not count against perfect attendance is an absence caused by school-sponsored activities.** Exemplary attendance is defined as having no unexcused absences and no more than two unexcused tardies. Students who meet the criteria for Perfect Attendance or Exemplary Attendance will receive a certificate at the end-of-year awards presentation.

Honor Roll

Superintendent's List – average of 90 or better in each class for the nine weeks
Principal's List – average of 80 or better in each class for the nine weeks

Only students completing work at their assigned grade levels will be eligible for the honor roll.

7th- 12th Grade Information

AUTOMOBILES

Driving and parking on school grounds is a courtesy offered to students and others by the Benton County School District. The parking facilities of the school district are to be used for school purposes only. School purposes include attendance at school or other school activities which may occur before or after the regular school day. Violators of this policy may be charged with trespassing. Students are responsible for locking their vehicles upon arrival, as the school district shall assume no responsibility for loss or damage to any vehicle or its contents. Students who operate a vehicle on campus are subject to the following:

1. A student who drives on campus will have a valid drivers' license, automobile insurance, and a parking permit obtained through the school office.
2. Students are not allowed to access vehicles at any time during the school day without prior administrative approval.
3. Once a student drives onto campus, the student cannot leave without appropriately checking out in the office.
4. Driving and parking privileges will be suspended for thirty school days if a student receives two transportation-related warnings or violations within a semester. If the first violation is of a severe nature, school administration may revoke a student's driving privileges at that time.
5. Students are to park only in designated parking areas and spaces. All "no parking" signs are to be honored.
6. Students who drive to campus are asked not to arrive before 7:20 a.m. unless involved in a school-sponsored activity.
7. Students are not allowed to remain in automobiles or assemble in the parking lot upon arrival to school.

CHANGE OF SCHEDULE

Thoughtful planning of your course selection with the help of teachers and guidance counselors should make schedule changes unnecessary; however, should students require a schedule change after they receive their schedule, the following procedure will be followed to make necessary adjustments:

1. Summer Changes-Counseling department schedules specific days for grade specific changes. Students are to meet with their counselor on the assigned day to make any necessary changes. If a student is unable to attend on the assigned day, he/she must call the counselor's office to schedule a date in the summer to make the necessary changes.
2. Beginning-of-School Changes-In isolated instances where adjustments are necessary during the first five days of class; students may request a "Change of Schedule" form from the guidance office to request a schedule change. The form must be signed by the student and the parent. The guidance counselor will meet with the student to discuss the requested change.

After classes have met five (5) times, schedule changes will cease unless initiated by school staff in order to balance class loads or to fulfill IEP, TST, or disciplinary considerations.

Students who are enrolled in a first semester ½ credit course must take the second semester course scheduled to follow it. The only exception to this rule is if the student has already earned ½ credit for the second semester course.

GRADING

No school board member, school superintendent, assistant superintendent, principal, guidance counselor, other teachers, coaches, or other administrative staff members of the school or the central staff of a local school board shall attempt, directly or indirectly, to change, alter, or otherwise affect the grade received by a student from his teacher unless it is determined that the grade is an error or that the grade is demonstrably inconsistent with the teacher's grading policy.

The grading system will be uniform for all schools in the Benton County School District.

1. Homework/Classwork/Daily grades count as 40% of the nine weeks' average.
2. Weekly, chapter, and/or unit tests; projects; or major assignments count as 45% of the nine weeks' average.
3. Nine weeks' exams count as 15% of the nine weeks' average.
4. For semester averages, each nine weeks' average will count 50%.
5. For final averages, each semester average will count 50%.

GRADING SCALE

100-90	A "Exceptionally fine work"
80-89	B "Better than average work"
70-79	C "Average work"
65-69	D "Poor work"
*Below 65	F "Unacceptable work"/ Failure

FINAL EXAMINATION EXEMPTIONS

Students who have an **A average** with no more than four unexcused absences in any year full semester/full credit course and two absences in a half semester/half credit course are exempt from the exam.

Students who have a **B average** with no more than two unexcused absences in any full semester/full credit course and 1 absence in a half semester/half credit course are exempt from the exam.

Students who have a **C average** with no unexcused absences in any full semester/full credit course and half semester/half credit course are exempt from the exam.

All students who take MAAP exams on their **scheduled dates and times** will be exempt from final exams in their corresponding classes if the student is passing the course.

Students in Career and Technical classes scheduled for a career and technical National Certification Exam, who are present and test on the original scheduled day of the test and receive a passing score will be exempt from their final exam in their Career and Technical class.

****School related absences, medical excuses and administrative absences do not affect exam exemptions.**

****Exempt students may choose to take an exam for which they are exempt. In that circumstance, the exam grade will count only if it raises a student's average**

PROMOTION POLICY

Grades 7-8 – Students who fail reading **OR** math or fail two major subjects will be retained. **If reading is not taught in junior high, English takes its place and must be passed for promotion**. Major subjects are reading, math, English, science, and social studies.

Ninth Grade – must have been promoted from the eighth grade

Tenth Grade – must have earned six credits

Eleventh Grade – must have earned twelve credits

Twelfth Grade – must have earned eighteen credits

CREDIT RECOVERY

If offered, students in grades seven through twelve may attend Benton County School District's **Credit Recovery Program** for the purpose of earning credit toward graduation through the BCSD online credit recovery program. Algebra I, Biology I, or English II, may not be taken through credit recovery unless the student has previously passed the subject area test for the course.

High school students may attend summer school at an accredited Mississippi high school for the purpose of earning credit toward graduation. Algebra I, Biology I, or English II **may not** be taken through credit recovery unless the student has previously passed the subject area test for the course. Any student who desires to take a class through credit recovery must have written permission from the high school principal.

VIRTUAL ONLINE CORRESPONDENCE COURSES

A student may earn no more than one Carnegie unit toward graduation through the completion of an approved correspondence course from outside the district. Permission to enroll in a correspondence course must be granted by the principal. Algebra I, Biology I, or English II, may not be taken through correspondence courses. All correspondence lessons and tests will be completed before April 15. If correspondence credit is necessary to meet graduation requirements, the final grade must be received by the principal or school counselor seven working days before graduation.

DUAL ENROLLMENT QUALIFICATIONS

Eligible students may participate in the dual enrollment program established by this school district in compliance with the Mississippi Code of 1972, Section 37-15-38.

In order to qualify to participate in dual enrollment classes, students must meet all of the following qualifications:

- Classified as a **junior or senior** OR a 30 or higher on the ACT for any academic class
- Classified as a **sophomore, junior, or senior** for any CTE dual enrollment class
- Have a minimum overall GPA of 3.0 on a 4.0 scale
- Obtain an unconditional written recommendation from the local high school counselor or principal

Full admission criteria and a list of all eligible courses for dual credit programs can be found in the *Procedures Manual for the State of Mississippi Dual Enrollment and Dual Credit Program* handbook at
http://www.mississippi.edu/cjc/downloads/dual_credit_course_listing.pdf

Pending availability of funds from the district or other local partners, all costs for classes will be paid by the school district upfront **with parents/guardians/students responsible for reimbursing up to $50 per course for a total of up to four courses per student**. Fees may vary based on the institution of enrollment. Students who withdraw from the course, do not pass the course with a C or higher, and/or students who fail the course are responsible for reimbursing the **FULL** amount for the cost of tuition and books. **Students interested in dual enrollment are responsible for completing the necessary paperwork for college admission and any cost not covered by the school district which is associated with college attendance.**

EARLY RELEASE QUALIFICATIONS

Per The Mississippi Department of Education, Early release "is a term referring to the practice of schools allowing students who have earned most of their graduation credits to leave campus for part of the school day to work in the community during their senior year."
The following requirements for early release are based on the Mississippi Department of Education requirements.

- Only allowed for high school seniors
- Meet **one** of the three following options:

Option 1: Students must meet College and Career-Readiness benchmarks of 17 in English and 19 in Math on the ACT sub-score OR earn a Silver level on the ACT WorkKeys suite of assessments.

Option 2: Have a GPA of 2.5 and have passed or meet the assessment option requirements for all end-of-course assessments AND are on track to meet the diploma requirements AND are concurrently enrolled in the appropriate Essentials for College Math or another mathematics course above their Junior year mathematics course and/or Essentials for College Literacy or another English Language Arts course above their Junior level English Language Arts course.

Option 3: Have a GPA of 2.5 and have passed or meet the assessment option requirements for all end-of-course assessments AND are on track to meet the diploma requirements AND Students meet postsecondary requirements for placement and are enrolled in ENG Comp I and/or MAT College Algebra or have previously earned credit for ENG Comp I and/or MAT College Algebra

GRADUATION REQUIREMENTS

Beginning school year 2018-2019 and thereafter, all entering ninth graders will be required to meet the Traditional Diploma guidelines as outlined below. Students planning to go directly to a four-year university must also meet IHL entrance requirements. The only exception to the traditional diploma will be for students with Significant Cognitive Disability as outlined on their IEP.

MDE Additional Requirements: All students must pass or meet the MAAP assessment requirements for end of course assessments (Algebra I, English II, & Biology I) as mandated by the State Department of Education.
*Students should identify an endorsement area prior to entering 9th grade.

SPECIAL NEEDS STUDENTS

Students who receive special education services may graduate via any of the standard graduation tracks if they are capable of completing the graduation requirements and passing the required state tests. In case a special education student's disability is so severe as to limit him/her from meeting the requirements of standard graduation, there are two other graduation options specifically designed for him/her.
They are as follows:

1. Certificate track
2. Alternate Diploma Option (for SCD Students ONLY)

It is important to note that the certificate and alternative diploma options will allow a student to participate in a graduation ceremony but will not allow a student to enter college. For more information regarding the certificate and alternative diploma option, please contact Pam Gray, Director of Special Education.

Mississippi Diploma Options

Begins with incoming freshmen of 2018-2019

Mississippi has two diploma options: The Traditional Diploma and the Alternate Diploma. The Traditional Diploma is for all students. The Alternate Diploma is an option for students with a Significant Cognitive Disability (SCD).

TRADITIONAL DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • 1 U.S. History • ½ U.S. Government • ½ Economics • ½ Mississippi Studies
Physical Education	½	
Health	½	
Art	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	5 ½	
Total Units Required	**24**	

Requirements

- Student must identify an endorsement area prior to entering 9th grade. Endorsement requirements can only be changed with parental permission.
- For early release, students must have met College or Career Readiness Benchmarks (ACT sub scores 17 English and 19 Math or earned a Silver level on ACT WorkKeys or SAT equivalency sub scores). Alternately, a student must meet ALL of the following:
  - Have a 2.5 GPA
  - Passed or met all MAAP assessments requirements for graduation
  - On track to meet diploma requirements
  - Concurrently enrolled in Essentials for College Math or Essentials for College Literacy

Recommendations

- For early graduation, a student should successfully complete an area of endorsement.
- A student should take a math or math equivalent course the senior year.

ALTERNATE DIPLOMA OPTION

Curriculum Area	Carnegie Units	Required Subjects
English	4	• Alternate English Elements I-IV
Mathematics	4	• Alternate Math Elements I-III • Alternate Algebra Elements
Science	2	• Alternate Biology Elements • Alternate Science Elements II
Social Studies	2	• Alternate History Elements (Strands: U.S. History and World History) • Alternate Social Studies Elements (Strands: Economics and U.S. Government)
Physical Education	½	
Health	½	• Alternate Health Elements
Art	1	
Career Readiness	4	• Career Readiness I-IV (Strands: Technology, Systems, Employability, and Social)
Life Skills Development	4	• Life Skills Development I-IV (Strands: Technology, Systems, Personal Care, and Social)
Additional Electives	2	
Total Units Required	**24**	

Requirements

- The Alternate Diploma is not equivalent to a traditional high school diploma and is not recognized by postsecondary entities that require a traditional high school diploma.
- All students are required to participate in the Mississippi Assessment Program-Alternate Assessment (MAAP-A) with a score TBD.
- Students who have met the criteria on their IEP for having a Significant Cognitive Disability (SCD) may participate in a program of study to earn the Alternate Diploma.

October 2017

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

Traditional Diploma Endorsement Options

Students pursuing a Traditional Diploma must identify an endorsement prior to entering 9th grade. There are three endorsement options: Career and Technical, Academic, and Distinguished Academic Endorsement.

CAREER AND TECHNICAL ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I
Science	3	• Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Art	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
CTE Electives	4	• Must complete a four-course sequential program of study
Additional Electives	3 ½	
Total Units Required	**26**	

Additional Requirements

- Earn an overall GPA of 2.5.
- Earn Silver level on ACT WorkKeys.
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One CTE dual credit or earn articulated credit in the high school CTE course
  - Work-Based Learning experience or Career Pathway Experience
  - Earn a State Board of Education-approved national credential

ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	3	• Biology I + two (2) additional science courses above Biology I
Social Studies	3½	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Art	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	7 ½	• Must meet CPC requirements for MS IHLs
Total Units Required	**26**	

Additional Requirements

- Earn an overall GPA of 2.5.
- Courses must meet MS IHL college preparatory curriculum (CPC) requirements.
- Earn Mississippi IHL and community college readiness benchmarks (ACT sub scores 17 English and 19 Math as approved by postsecondary for non-remediation at most community colleges and IHL college-ready courses in senior year, or the SAT equivalency subscore).
- Earn two additional Carnegie Units for a total of 26.
- Must successfully complete one of the following:
  - One AP course with a C or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a C or higher and take the appropriate IB exams
  - One academic dual credit course with a C or higher in the course

DISTINGUISHED ACADEMIC ENDORSEMENT

Curriculum Area	Carnegie Units	Required Subjects
English	4	• English I • English II
Mathematics	4	• Algebra I + two (2) additional math courses above Algebra I
Science	4	• Biology I + two (2) additional science courses above Biology I
Social Studies	4	• 1 World History • ½ Economics • 1 U.S. History • ½ Mississippi Studies • ½ U.S. Government
Physical Education	½	
Health	½	
Art	1	
College and Career Readiness	1	• Must occur in the student's junior or senior year, or in the student completion of a 4-year sequence.
Technology or Computer Science	1	
Additional Electives	8	• Must meet CPC requirements for MS IHLs
Total Units Required	**28**	

Additional Requirements

- Earn an overall GPA of 3.0.
- Courses must meet Mississippi IHL CPC-recommended requirements.
- Earn national college readiness benchmarks on each subtest established by ACT of 18 in English and 22 in Math or SAT equivalency subscore.
- Earn four additional Carnegie Units for a total of 28.
- Must successfully complete one of the following:
  - One AP course with a B or higher and take the appropriate AP exam
  - One Diploma Program-IB course with a B or higher and take the appropriate IB exams
  - One academic dual credit course with a B or higher in the course

STUDENT RECOGNITION

STAR

The STAR (Student-Teacher Achievement Recognition) Student Program recognizes outstanding academic achievement among Mississippi high school seniors. Eligibility requirements and the selection process for the STAR Student Program are established and administered by the Mississippi Business Alliance (MSBA), the State Chamber of Commerce, and are not determined by Benton County School District.

The STAR Student designation is awarded only to a qualifying senior who meets all eligibility requirements established by MSBA. If no senior at the school meets the established requirements, the school will not recognize or name a STAR Student for that year.

For a complete list of eligibility requirements and detailed information regarding the STAR Student selection process, please visit: https://www.msba.com/programs/star/requirements

Valedictorian and Salutatorian

A student must complete the following courses in order to be eligible for Valedictorian or Salutatorian:

-English I, II, III, and IV or dual credit English Comp I or English Comp II
-Four science credits (Biology I, Biology II, Anatomy & Physiology, Chemistry, Physics, Physical Science, Health Science, Agriculture & Natural Resources, or any advanced science/dual credit science)
-Four math credits (Algebra I, Algebra II, Geometry, and any advanced math/dual credit class above Algebra II/ Geometry)
-All social studies classes required for graduation

Valedictorian will be the senior who has met the above criteria and has the highest overall numeric average, and Salutatorian will be the senior who has the next highest overall numeric average. Valedictorian and Salutatorian will be computed at the end of the third nine weeks and will be based on overall numeric average calculated to four decimal places (ten -thousandths). In the case of a tie, the valedictorian or salutatorian honors will be shared. The overall numeric average will be computed based on final averages for any credit bearing course taken by the end of the third nine weeks of the student's senior year.

Students who are graduating early will not be considered for Valedictorian or Salutatorian honors. A student who graduates before the class he/she entered ninth grade with shall be considered an early graduate. Also, a student must attend the same school within the Benton County School District for three of the four years of high school and the entire senior year in order to be eligible for Valedictorian or Salutatorian. (BCSD policy IHC)

Honor Graduates

To be recognized as an honor graduate at graduation, the senior must have an overall average of 90 or above with the exclusion of the following courses: physical education, athletics, band, and drivers' education.

Any senior with an overall average of 90 -94 will be an honor graduate and receive special recognition (stole, pin, cord, etc.) graduation attire. Any senior with an overall average of 95 or above will be a high honor graduate and will receive special recognition (stole, pin, cord, etc.) as part of the graduation attire.

Honor Roll

Superintendent's List – average of 90 or better in each class for the nine weeks
Principal's List – average of 80 or better in each class for the nine weeks
Only students completing work at their assigned grade levels will be eligible for the honor roll.

Subject Area Awards

In grades 7-12, subject area awards are given to the student with the highest overall numeric average in a given class.

The highest average for all subject area awards will be compiled based on grades received for the class beginning with the first nine weeks' average and ending with the fourth nine weeks' average.

Attendance

Perfect attendance is defined as being present for each class 100% of the time that school is in session while the student is enrolled in the district. All absences including but not limited to excused, unexcused, partial day, full day, partial period, or full period count against a perfect attendance award. **The only absence that does not count against perfect attendance is an absence caused by school-sponsored activities.** Exemplary attendance is defined as having no unexcused absences and no more than two unexcused tardies. Students who meet the criteria for Perfect Attendance or Exemplary Attendance will receive a certificate at the end-of-year awards presentation.

GRADUATION CEREMONY

Graduation is a formal ceremony and an important rite of passage for students. Parents, students, friends, family members, etc. are asked to and expected to conduct themselves in a manner that is suitable for a formal ceremony of great importance. All participants should refrain from behaviors such as screaming, shouting, yelling, etc. Those who do not conduct themselves in an appropriate manner **will be escorted from the building and not allowed to return**.

ATHLETICS

Interscholastic athletic activities shall be under the supervision of the school-level athletic director or his or her designee. The program shall be governed by the rules and regulations of the Mississippi High School Athletic Association and applicable state law. For a more detailed review of rules and policies governing athletic participation in Mississippi, visit www.misshsaa.com.

Participation

Any student participating in any school sponsored athletic program shall provide the following to appropriate school personnel before participation in any athletic contest or practice:

1. A **physical examination** performed by a qualified medical professional who shall certify in writing that the student is medically fit to participate in the athletic programs offered by the school. The cost of such physical examination shall be the financial responsibility of the parent/guardian of the student.
2. A **consent form** to be signed and returned by the student's parent/guardian.
3. Proof that **all requirements** in Dragonfly are **completed** and **approved** by school or district personnel.

In order for a student to participate in a MHSAA sanctioned activity, the student must be present at least 63% of the school day on the day of the competition. If the competition is on Saturday, the previous Friday's attendance will count.

Per MHSAA policy, a student who transfers between schools within the district establishes "home school" wherever the student begins ninth grade. For example, a student who transfers to Hickory Flat from Ashland and begins the ninth grade at Hickory Flat may not transfer back to Ashland and be immediately eligible to play high school sports. The student would have to sit out of athletics for one year in this case.

ELIGIBILITY

To be eligible for participation as a **junior high student**, the student must be promoted from the previous grade and have passed four subjects with an overall 2.0 GPA.

To be eligible for participation as a **high school student**, the student must have a 2.0 GPA and be making satisfactory progress toward graduation.

A special education student is eligible if the student is making satisfactory progress according to his/her IEP according to a review by the IEP committee.

A student who is enrolled in any grade higher than Grade 6 in a school district in this state must be suspended from participation in any extracurricular or athletic activity sponsored or sanctioned by the school district after a semester in which the student's cumulative grade point average is below a 2.0 on a 4.0 scale. The suspension from participation in extracurricular or athletic activities may not be removed until the student's cumulative grade point average in a succeeding semester is 2.0 or higher on a 4.0 scale. A student with a cumulative grade point average below a 2.0 on a 4.0 scale at the semester of an academic school year shall be suspended from participation in extracurricular or athletic activities in the succeeding academic school year until the student's cumulative grade point average is 2.0 or higher on a 4.0 scale. REF: MS Code § 37-11-65

If a student plans on being eligible for athletics at a four-year college or university, the student must consult with the school counselor to establish which classes the student must take in order to be eligible, and the student must register with the NCAA Clearinghouse.

BCSD Alternative School

Admission to the Benton County Alternative Program will be made as needed. Students assigned to the alternative program will be required to meet with the alternative program administrator to complete all paperwork prior to admittance into the program. Prior to the completion of the student's time at the alternative school, each student will meet with the alternative teacher, alternative administrator, and a representative of the home school to determine a return-to-school plan.

Students attending the BCSD Alternative School will be required to obtain a total number of points during their time in order to return to his or her home school. Each day, students will be able to earn up to four (4) points for the following categories: attendance, dress code, work completion, and behavior. Any student who does not meet the requirement for a particular category will fail to receive the point for that category. Students will only complete his or her time at the alternative school when he or she earns the total number of points possible for the number of days they are assigned to the alternative school. For example, if a student is assigned 15 days of alternative school, the student will stay in the alternative school until he or she earns 60 points.

Attendance at the BCSD Alternative School is mandatory. A student must serve at least 63% of a school day for it to count as a full day toward the complete of their time in the program.

Students attending the Benton County Alternative School will complete the same coursework as they would in the classroom. Students will utilize Grade Results to complete all coursework to maintain pacing when they return to the regular classroom. Students whose placement is less than 20 days may have the ability to complete coursework through communication with their homeschool teacher if necessary.

At the completion of the required days in the program, students will meet with the alternative program administrator, as well as an administrator of the school to which they are returning, to determine the conditions of their return-to-school plan. Upon the return of the student to his or her home school, the student will be placed under a mandatory 30-day probationary period. During the probation period, any violation of school rules will result in the student returning to the alternative school for a minimum of 30 days.

Students attending the Benton County Alternative School will adhere to the same dress code requirements as the Benton County School to which they attend. The alternative school administrator retains the right to provide school-appropriate clothing when students are not dressed properly. Additionally, students who do not adhere to the dress code may be sent home. If a student is sent home for violation of dress code, that day will not count toward their number of days completed in the program.

Transportation to and from the students' designated school and alternative school will be provided by the district. An alternative school bus will pick up students at his/her designated school to take them to the alternative school and will bring them back to the designated school at the end of the school day.

Students assigned for alternative placement are not allowed to attend any school or district event during the time at which they are assigned to alternative placement, including attending or participating in graduation.

Benton County School District
Technology Acceptable Use Policy (TAUP)
Agreement Signature Page

By signing this document. I agree to the BCSD TAUP and guidelines outlined in the student or employee handbook. This policy is also available on the district website (https://www.benton.k12.ms.us/technology) and in any school or district office.

This form must be filled out and signed by the parent or guardian of each student (or employee for faculty and staff). Asset Tag numbers will be added when device is assigned.

Device replacement costs are as follows:

Laptop/Computer	$900
Chromebook	$350
Charger	$35
Case	$80
Tablet/iPad	$350

Student Information

Please complete the boxes below to identify the student and their assigned device(s).

Student Name (Last Name, First Name):	Grade:
Student Signature:	Homeroom Teacher:
Asset Tag(s):	

Parent or guardian contact information

Parent / guardian Name	
Cell Phone	
Work	
Work Phone	
Alternate Contact Name	
Alternate Phone	

Parent / Guardian Signature_____Date_____

Benton County School District
Student Internet Use Contract
Grades K-12

Student Contract Agreement
Carefully read the Benton County School District Technology Acceptable Use Policy (TAUP) in the BCSD student handbook. If you have any questions as to what will be expected of you when you are using the district's Internet access or school network or computer equipment, ask your teacher, your librarian, or someone in the office to help you with anything you do not understand.

When you feel that you understand the rules, sign the contract below so that you will be able to access the school's network and utilize the available technology.

Contract
I have read the BCSD TAUP. I understand the rules that I am to follow while using the Internet at school.

I understand that if I break the rules, I will be punished based on the type of rule I break. If I break a rule, the punishment will be determined by the Benton County administration. If I break a law, however, I understand that the courts and law enforcement officials who enforce the law I break will determine the punishment I receive.

BCSD is also COPPA and FERPA complaint.

Students Name (Last, First) (Please print): _____ Grade Level: _____

Student's Signature: _____ Date: _____

Internet Use Parent/Guarding Signature Form
Grades K-12

As the parent/guarding of this student, I have read the Technology Acceptable Use Policy of Benton County School District and understand the rules and regulations that my child is to follow while using the Internet and/or school network while at school. I understand that the school's Internet access is available for educational purposes only and have discussed proper use of the Internet at school with my child.

I understand that if my child breaks the rules, he/she will be punished based on the type of rule broken just as it is with any other school activity. If he/she breaks a rule made by BCSD, the punishment will be determined by the building administrator. If he/she breaks a law, however, I understand that that the courts and law enforcement officials who enforce the broken law will determine the punishment received by my child.

I understand that BCSD has taken available electronic precautions to eliminate controversial material. However, I also recognize it is impossible for the school district to restrict access to all controversial materials and will not hold them responsible for materials this student may acquire on the network. Further, I accept full responsibility for any/all expenses for any damages on the network caused by my child.

By signing below, my child has permission to use the Benton County School District's network to access the Internet.

Parent/Guardian Name (Please print): _____

Parent/Guardian Signature: _____ Date: _____

Benton County School District
SCHOOL-PARENT-STUDENT COMPACT
2025-2026

WE KNOW THAT STUDENTS LEARN BEST WHEN EVERYONE WORKS TOGETHER TO ENCOURAGE LEARNING.

School Responsibilities:

- Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student achievement standards.
- Hold parent-teacher conferences (at least annually) during which parent involvement policy and parent rights will be discussed.
- Provide a positive learning environment that builds self-esteem and academic knowledge where students can be successful.
- Provide parents with frequent reports on their children's progress. Specifically, the school will provide:
    1. Progress reports will be sent every 4.5 weeks.
- Provide parents with reasonable access to the staff as held upon request with prior notice during normal school operating hours.
- Provide parents the opportunity to volunteer and participate in their child's class once cleared by the principal.

.

Student Responsibilities: We as students, will share the responsibility to improve our academic achievement and achieve the State's high standards. Specifically, we will:

- Attend school regularly and be on time.
- Do my best in class and schoolwork.
- Ask for help when I don't understand something.
- Come prepared each day (supplies, books, completed work).
- Keep a positive attitude towards self, others, school, and learning.
- Discuss with my parents what I am learning about in school.
- Read frequently at home.

Parent Responsibilities: We as parents will support our children's learning in the following ways:

- Ensure that my child attends school regularly and is on time.
- Provide enough time and an environment at home that allows my child to complete schoolwork and/or study at home.
- Encourage my child to do his/her best work.
- Be aware of my child's progress by attending conferences and requested meetings, monitoring homework, checking schoolwork, and communicating with school staff.
- Reinforce to my child the importance of respect for self and others.

Parent Signature_____

Principal/Teacher Signature_____

Student Signature _____

Distrito Escolar del Condado de Benton

PACTO ESCUELA-PADRE-ESTUDIANTE

2025-2026

WE KAHORA QUE LOS ESTUDIANTES APRENDEN MEJOR CUANDO TODOS TRABAJAN JUNTOS PARA FOMENTAR EL APRENDIZAJE.

Responsabilidades de la escuela:

- Proporcionar un plan de estudios e instrucción de alta calidad en un entorno de aprendizaje de apoyo y efectivo que permita a los niños participantes cumplir con los estándares de rendimiento estudiantil del Estado.
- Elebrar conferencias de padres y maestros (al menos una vez al año) durante las cuales se discutirán la política de participación de los padres y los derechos de los padres.
- Proporcionar un ambiente de aprendizaje positivo que construye la autoestima y el conocimiento académico donde los estudiantes pueden tener éxito.
- Proporcionar a los padres informes frecuentes sobre el progreso de sus hijos. Específicamente, la escuela proporcionará:
  1. Los informes de progreso se enviarán cada 4.5 semanas.
- Proporcionar a los padres un acceso razonable al personal según lo solicitado con previo aviso durante las horas normales de funcionamiento de la escuela.
- Proporcionar a los padres la oportunidad de ser voluntarios y participar en la clase de sus hijos una vez que el director lo autorice.

.

Responsabilidades de los estudiantes: Nosotros, como estudiantes, compartiremos la responsabilidad de mejorar nuestro rendimiento académico y alcanzar los altos estándares del estado. Específicamente, haremos lo siguiente:

- Asista a la escuela regularmente y llegue a tiempo.
- Do lo mejor de mí en clase y en el trabajo escolar.
- Unsk de ayuda cuando no entiendo algo.
- Come preparado cada día (suministros, libros, trabajos terminados).
- Guardar una actitud positiva hacia uno mismo, los demás, la escuela y el aprendizaje.
- Descuss con mis padres lo que estoy aprendiendo en la escuela.
- Leer con frecuencia en casa.

Responsabilidades de los padres: Nosotros, como padres, apoyaremos el aprendizaje de nuestros hijos de las siguientes maneras:

- Asegurarque mi hijo asista a la escuela regularmente y llegue a tiempo.
- Proporcionar suficiente tiempo y un ambiente en casa que le permita a mi hijo completar las tareas escolares y / o estudiar en casa.
- Animara mi hijo a hacer su mejor trabajo.
- Sé conscientedel progreso de mi hijo asistiendo a conferencias y reuniones solicitadas, monitoreando la tarea, revisando las tareas escolares y comunicándose con el personal de la escuela.
- Reforzar a mi hijo la importancia del respeto por uno mismo y por los demás.

Firma Padres _____

Firma del Director/Maestro_____

Firma del estudiante (Si la edad es apropiada) _____

ኣውራጃ ቤት ትምህርቲ ኣውራጃ በንተን

ናይ ቤት ትምህርቲ ወለድን ተማሃሮን ውሕሉል

2025-2026

ኣብዚ እዋን እዚ ተማሃሮ ትምህርቲ ንምትብባዕ ኩሉ ሰብ ብሓባር ክዓዪ ኽሎ ብዝበለጸ ኢዮም ዝማሃሩ ።

ናይ ቤት ትምህርቲ ሓላፍነታት -

- ነቶም ተሳትፎ ዝገብሩ ቈልዑ ነቲ ናይ ተማሃሮ ኣሳልጦ መዐቀኒታት ንኽማልኡ ዘኽእሎም ዝድግፍን ውድኢታውን ናይ ትምህርቲ ሃዋሁ ብዝምልከት ብሉጽ ስርዓተ-ትምህርቲ ከምኡውን መምርሒ ሃቦም።
- ይ ወለዲ ፖሊሲታትን ናይ ወለዲ መሰላትን ምይይጥ ዝግበረሉ ናይ ወለዲ መምህራን ኣኼባታት (እንተ ወሓደ ኣብ ዓመት) ኣቐምጡ።
- ተማሃሮ ዕዉታት ክኾኑሉ ዝኽእሉ ርእሰ-ተኣማንነትን ኣካዳምያዊ ፍልጠትን ዘማዕብል ኣወንታዊ ናይ ትምህርቲ ሃዋሁ ከም ዝህልወካ ዝገብር ኢዩ።
- ንወለዲ ብዛዕባ ዕቤት ደቆም ብተደጋጋሚ ጸብጻብ ሃቦም ። ብፍላይ እቲ ቤት ትምህርቲ ኽምዚ ዝስዕብ ክህብ ኢዩ -
- ጸብጻብ ምዕባለ ኣብ ነፍሲ ወከፍ 4.5 ሰሙን ኪለኣኽ እዩ።
- ንወለዲ ኣብቲ ንቡር ናይ ቤት ትምህርቲ ሰዓታት ኣቐዲሞም መጠንቀቕታ ብምሃብ ነቶም ሰራሕተኛታት ግቡእ መገዲ ሃቦም።
- ንወለዲ ኣብቲ እቲ ርእሰ-መምህራን ዘጽረዮ ኽፍሊ ውሉዶም ወለንተኛታት ኩይኖም ንኽካፈሉ ኣጋጣሚ ሃቦም።

.

- **ናይ ተማሃሮ ሓላፍነታት** - ከም ተማሃሮ መጠን ነቲ ኣብ ኣካዳምያዊ ኣሳልጦና ንምምሕያሽን ነቲ መንግስቲ ዘውጽኦ ልዑል መለክዒታት ንምብጻሕን ሓላፍነት ክንካፈል ኢና ። ብፍላይ ከምዚ ዝስዕብ ክንገብር ኢና -
- ኣዘውቲርካ ኣብ ቤት ትምህርቲ ኽትካፈልን ኣብ ሰዓቱ ኽትበጽሕን ። ።
- ኣብ ትምህርትን ኣብ ዕዮ ትምህርትን ዝከኣለኒ ኹሉ ግበር ።
- ገለ ነገር ኣብ ዘይርድኣኒ እዋን ሓገዝ ሕተቶ ።
- መዓልቲ መዓልቲ (ኣቕሑን መጻሕፍትን እተዛዘመ ዕዮን) ተዳሎ ።)
- ብዛዕባ ገዛእ ርእስኻ ብዛዕባ ኻልኦት ብዛዕባ ቤት ትምህርቲ ከምኡውን ብዛዕባ ትምህርቲ ኣወንታዊ ኣረኣእያ ይሃሉኻ ።
- ኣብ ቤት ትምህርቲ ብዛዕባ እተመሃርክዎ ነገራት ምስ ወለደይ ተዘራረቡ ።
- ኣብ ቤትካ ብተደጋጋሚ ኽተንብብ ። ።

ሓላፍነታት ወለዲ፦ ከም ወለዲ መጠን ንደቅና በዚ ዚስዕብ መገድታት ክንድግፎም ኢና፦-

- ወደይ ኣዘውቲሩ ኣብ ቤት ትምህርቲ ኽም ዚመሃርን ኣብ ሰዓቱ ኽም ዚመሃርን ኣረጋግጽ ።
- ንውሉደይ ትምህርቱ ንኺውድእን/ወይ ኣብ ቤቱ ንኼጽንዕን ዜኽእሎ እኹል ግዜን ሃዋሁን ሃቡ።
- ንውሉደይ ብሉጽ ዕዮኡ ኪዓዪ ኣተባብዓዮ።
- ኣብ ኣኼባታት ብምክፋል ንዕዮ ገዛ ብምቑጽጻር ዕዮ ቤት ትምህርቲ ብምምርማር ከምኡውን ምስ ሰራሕተኛታት ቤት ትምህርቲ ሓሳብ ንሓሳብ ብምልውዋጥ ብዛዕባ ዕቤት ውሉደይ ፍለጥ።
- ንርእሰይን ንኻልኦትን ኣኽብሮት ምርኣይ ንውሉደይ ኣደልድሎ ።

ወለዲ Signature_____

ርእሰ/መምህራን ክታም_____ _____

ተምሃሪት ክታም (ዕድመ ግቡእ እንተ ኾይኑ)_____

Benton County School District
Student Handbook Agreement
Grades K-12

Student's Name: _____, _____ (Please Print)
Last Name First Name

Grade: _____

Student Agreement:

I have received a copy of the 2026-2027 Benton County School District Student Handbook and I understand the policies as outlined. I also understand that it is my responsibility to read its contents and abide by the rules and regulations.

Student Signature: _____ Date: _____

Parent/Guardian Agreement:

My student received a copy of the 2026-2027 Benton County School District Student Handbook. I understand it is my responsibility to read its contents and explain the policies outlined to my child.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

MISSISSIPPI DEPARTMENT OF EDUCATION
Ensuring a bright future for every child

HOME LANGUAGE SURVEY

FOR K-12 SCHOOL DISTRICTS

STUDENT INFORMATION

Student Name _____ **Grade** _____
First *Middle* *Last*

Date of Birth _____ **Gender** _____ **School** _____

1. What is the dominant language **most often** spoken by the student? _____
2. What is the language **routinely** spoken in the home, regardless of the language spoken by the student? _____
3. What language was **first** learned by the student? _____
4. Does the parent/guardian need **interpretation** services? ☐ Yes ☐ No
   If so, what language? _____
5. Does the parent/guardian need **translated** materials? ☐ Yes ☐ No
   If so, what language? _____
6. What was the date the student first enrolled in a school in the United States? _____
   MM/YYYY
7. In what country was the student born? _____

_____ _____
Parent / Guardian Signature *Date (MM/DD/YYYY)*

DISTRICT USE ONLY

☐ Designated English Learner on the LAS Links Screener

DOCUMENTATION OF LAS LINKS SCREENER FOR STUDENT					
Date	*Speaking Score*	*Listening Score*	*Reading Score*	*Writing Score*	*Composite Score*

Benton County School District

2026-2027 Academic Calendar

July 2026

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2026

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2026

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
2						

November 2026

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 2026

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2027

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2027

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2027

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2027

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 2027

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1st Nine Weeks
AUG 3 - OCT 2

Progress Reports: SEPT 2
Exams: SEPT 28 - OCT 2
Report Cards: OCT 15

2nd Nine Weeks
Oct 13 - Dec 18

Progress Reports: NOV 11
Exams: DEC 14 - 16
Report Cards: JAN 7

3rd Nine Weeks
Jan 5- Mar 5

Progress Reports: FEB 3
Exams: MAR 1 - 5
Report Cards: MAR 18

4th Nine Weeks
Mar 15 - May 25

Progress Reports: APR 14
Senior Exams: MAY 12-14
Final Exams: MAY 17 - 25

- 1st Nine Weeks
- 2nd Nine Weeks
- 3rd Nine Weeks
- 4th Nine Weeks
- Holiday- No School
- Registration
- 60 % Day for Students
- Staff PD- No Students

IMPORTANT DATES

JULY 4	Independence Day	OCT 12	Staff PD- No Students	FEB 15	Presidents' Day
JULY 17, 20, 21	Student Registration	NOV 23-27	Thanksgiving	MAR 8-12	Spring Break
JULY 23	New Teacher Induction	DEC 18	60% Day for Students	MAR 26	Good Friday
July 29-31	Staff PD- No Students	DEC 21-JAN 1	Winter Break	MAR 29	Easter Monday
AUG 3	First Day for Students	JAN 4	Staff PD Day-No Students	MAY 22	Graduation
SEPT 7	Labor Day	JAN 18	Martin Luther King Jr Day	MAY 25	60% Day for Students
OCT 5-9	Fall Break				

GRADUATION IS MAY 22, 2027. HICKORY FLAT ATTENDANCE CENTER'S GRADUATION CEREMONY WILL BEGIN AT 10:00 AM.
ASHLAND HIGH SCHOOL'S GRADUATION CEREMONY WILL BEGIN AT 2:00 PM.