

Dear Benton Student and Parents,

Welcome to the 2008-2009 school year. We hope by working together Benton Community can produce outstanding results academically, socially, and emotionally for all students. We are excited about the 2008-2009 school year and hope you are as well.

The Benton Community School District will continually strive for educational excellence. Through the district core values and beliefs of a caring/ belonging environment, continuous growth, and team work, we believe we can better meet our goals of providing a quality education for a lifetime of learning to each individual student.

Please read all information contained in the student handbook to ensure that you are aware of the operating procedures and suggestions for success.

We value your input and encourage any communication you may have to make Benton Community the best it can be this year and in the future. We look forward to working with you.

James Bieschke
High School Principal

TABLE OF CONTENTS

GENERAL INFORMATION

School Closings & Cancellations.....5
Fire & Disaster Procedures.....5
Building Map.....47
Daily Announcements5
Guidance Services6
Assignment Books.....6
Lockers6
Lunch.....7
Emergency Forms.....7
Student Center Area8
Student Messages8
Telephone Usage8
Leaving School Activities8
Visitors9
Church Night9
Collections.....9
Locker Rooms9
Student Publications10
Child Abuse.....11
Lost and Found11
Medications11
School Fees.....11
Student Records.....12
MCNS Policy Statement.....13

ACADEMICS

Report Cards/Progress Reports.....15
Academic Eligibility.....15
Graduation Requirements16
Early Graduation16
Alternative Graduation17
Home School Graduation Requirements18
Grading Policy.....19
Homework19
Growth & Development20
Independent Study.....20
Special Course Offerings.....20
Correspondence Course Policy.....20
Course Changes21
Open Enrollment.....22
Procedure for Student Transfer.....22

Post-Secondary Enroll Options Act.....	22
Service Learning.....	23
National Honor Society	24
Special Education Statement	24

ATTENDANCE & ABSENCE

Attendance.....	25
Late Arrival/Early Departure	25
Unexcused Absence Policy	25
Tardiness/ Work Make Up After Absences.....	26
Senior Early Release/ College Visits	26
Assemblies.....	26

ACTIVITIES

Activities	27
Academic Eligibility.....	27
Good Conduct Policy.....	28

STUDENT CONDUCT/DISCIPLINE

Harassment	31
Behavior/Disciplinary Expectations	33
Care of School Property	35
Theft/ Stealing	35
Threats	35
Dress Code	36
Cell Phones.....	37
Gum, Snacks & Pop.....	38
Cheating & Plagiarism.....	38
Driving & Parking Regulations	39
Behavior/Disciplinary Consequences	40
Detentions & Saturday School	41
Suspension from School	42
Seminar Guidelines.....	42
Library	44
Technology Acceptable Use Policy.....	45
Late Start & Early Out Schedules.....	48

JURISDICTIONAL STATEMENT:

This handbook is an extension of board policy and is a reflection of the goals and objectives of the board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students are expected to treat teachers, other employees, students, visitors and guests with respect and courtesy. Students may not use abusive language, profanity, or obscene gestures or language.

DEFINITIONS:

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings. The term "school activities" means all school activities in which students are involved whether they are school sponsored or school approved whether they are an event or an activity, or whether they are held on or off school grounds.

*****SPECIAL SCHEDULES*****

ONE HOUR LATE START

(BAND 9:15-9:50, CHOIR 9:53-10:28)

BLOCK A	9:15-10:28	(8 MIN. PASSING)	73 MIN.
BLOCK B	9:48-11:12	(4 MIN. PASSING)	72 MIN.
BLOCK C	11:48-12:12 / 12:16-12:44 A LUNCH (9-10 SEMINAR) (MX. CH.) (CEL. CO.)		28 MIN.
	11:52-12:20 / 12:20-12:44 (11-12 SEM) (C LUNCH)		
BLOCK D	12:48-2:00	(8 MIN. PASSING)	72 MIN.
BLOCK E	2:08-3:20		72 MIN.

TWO HOUR LATE START:

(BAND 10:15-10:45, CHOIR 10:47-11:17)

BLOCK A	10:15-11:17	(4 MIN. PASSING)	62 MIN.
BLOCK C	11:17-11:41 / 11:45-12:06 A LUNCH (9-10 SEMINAR) (MX. CH.) (CEL. CO.)		21 MIN.
	11:21-11:42 / 11:42-12:06 (11-12 SEM) (C LUNCH)	(4 MIN. PASSING)	
BLOCK B	12:10-1:10	(5 MIN. PASSING)	60 MIN.
BLOCK D	1:15-2:15	(5 MIN. PASSING)	60 MIN.
BLOCK E	2:20-3:20		60 MIN.

GENERAL INFORMATION

SCHOOL CLOSINGS AND CANCELLATIONS:

When adverse conditions make it necessary to close school, radio and TV stations (WMT, KCRG, KGAN) will be notified and will air the announcements as early as possible. Information can also be obtained by calling the Bobcat Voice Link (toll free), 830-2164.

FIRE AND DISASTER PROCEDURES:

Fire--Continuous sounding of the alarm system. All persons in the building should move to the proper exit without delay. Keep in line and do not push. Move at least 100 feet from the building and remain there until given an all-clear signal to return.

Tornado/Disaster--This will be announced over the PA system. All persons in the building should move to the designated area for the room they are in at the time of the alarm. Remain there until given an all clear signal.

Each room should have a sign indicating fire exits and disaster areas to be used. Always follow the instructions of your teacher.

Anyone who deliberately sets off a false alarm will be turned over to law enforcement officials for prosecution.

DAILY ANNOUNCEMENTS:

Announcements will be read in each class at the beginning of first period. The announcements will also be posted in the student commons area and in the middle school student center. Announcements must be turned into the office by 7:30.

If it is in the announcements, and it relates to YOU, you are accountable for knowing it.

GUIDANCE SERVICES:

should treat others in the library with courtesy and respect. Misuse or abuse of library materials or other school property is prohibited. Eating, drinking and chewing gum are not permitted in the library.

**Benton Community Technology
Acceptable Use Policy**

1. This policy applies to all technology resources in the Benton Community School District. The use of these resources is a privilege and must be treated as such by all users. The actions listed below are violations of acceptable use of technological resources in the Benton Community School District:

Unauthorized copying or theft of software or other intellectual property. It is unacceptable to copy or download software of any kind unless expressed permission has been obtained from its creator.

Damaging, vandalizing, hacking, or destroying technological systems or equipment, including computer hardware or software. All users shall respect the technological resources at Benton Community. Users shall not in any way vandalize or misuse school district equipment.

1. Harassment using any technological systems. Use of any district technological resource to send or receive inappropriate, obscene or harassing messages anywhere or to anyone is prohibited.

Invasion of the property of individuals or the school including computer files. All users shall respect the privacy of others. A user's files are private and shall be accessed only by the owner. School files are strictly off limits. All users must observe appropriate password security and should never share their passwords with others. Users are encouraged to

Non-Maintenance Searches: The student's locker and its contents may be searched when a school authority has reasonable suspicion that the locker contains illegal or contraband items.

Such searches will be conducted in the presence of another adult witness, when feasible. Searches by trained canines or searches by other law enforcement means may be conducted. These searches are an effort to keep Benton Community Schools free of contraband and illegal drugs.

LUNCH:

Bringing food into the lunch area for the purpose of sharing will not be tolerated. A student may bring a lunch from home, but bringing commercially produced food into the lunch room is not consistent with the purposes of our lunch room and lunch program. A student who does not buy a lunch cannot receive (share) food from students who have bought lunch. Point of Emphasis: Students need to keep the lunch room appropriately clean during lunch period.

EMERGENCY FORMS:

At the beginning of each school year during our registration process, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

STUDENT CENTER AREA:

The Student Center is a multi-purpose area in the building. It serves as our cafeteria during the school

day. It is also used as a commons area before and after school and during our many school activities in the evening. Quality student conduct is expected at all times in the “Student Center”.

*Keep the area clean, pick up paper and wrappers, and put pop cans in the recyclable containers.

*Please put chairs back at all times in the correct manner when leaving the student center. Chairs are NOT to be moved during the A lunch and middle school lunch.

*Inappropriate behavior will result in office detention and / or suspension. Seats may be assigned at lunch if students are unable to keep areas clean.

STUDENT MESSAGES:

No personal messages from students or employers will be read over the intercom or delivered. Only messages from parents or immediate family members will be delivered to students.

Encourage your family to contact you only when absolutely necessary, as the office staff cannot act as a personal message service.

TELEPHONE USAGE:

Students may be called out of class for telephone calls **ONLY** in the case of emergency. All long distance calls must be made collect or on the pay phone. Students are not to request to use the office phones unless they need to leave the building; then, secretaries need to talk to parents.

LEAVING SCHOOL ACTIVITIES:

Once a student enters a school event to participate or as a spectator, they will not be allowed to leave the event and then re-enter. Administration may waive these regulations in extraordinary circumstances.

VISITORS:

Students wishing to schedule a visitor will apply for permission with the Principal at least one day prior to the visit. Generally, visitation by school age students

LIBRARY:

Instructional Media Guidelines:

The Instructional Media Center (IMC) combines print and electronic resources to support and enrich both the middle and high school curricula. Students are encouraged to research and to prepare class assignments at the library. The collection also includes fiction titles, magazines and newspapers for leisure reading. Accelerated Reader books make up the bulk of the fiction collection. The library should be used for education-related purposes.

The librarian is available to help students locate needed information and resources. Do not hesitate to ask the librarian for assistance.

Class research needs determine whether the library will be open for general use or reserved to class use. When open for general use, students are to sign-in at the circulation desk in accordance with the procedures established by the librarian.

Books may be borrowed for up to two weeks, and checked-out materials may be renewed for an additional loan period. Reference volumes may be checked out at the end of the school day and must be returned by the start of the following school day. If materials are lost or damaged, students are responsible for paying replacement costs.

Library computers should be used only for educational purposes. Game playing, chat and instant messaging, e-mail, and inappropriate internet surfing are strictly prohibited. There is no charge for printing, but it should be limited to that which is essential for class assignments.

When using the library, students should work independently, quietly and productively. Students

4. Students desiring to use one of the three computer labs must have a pre-signed pass from the lab supervisor. Passes may be limited in any of the lab areas.
5. Unexcused absences to seminar will result in disciplinary consequences to be determined by the administration. This will be considered a truancy situation.
6. Teachers desiring to see student(s) during the seminar period will provide the student with a pass to their classroom.
7. A master calendar for seminar activities will be maintained in the office.

will be discouraged due to the academic schedule and daily lesson instruction. Students wishing to visit will be required to fill out the appropriate form before attending scheduled classes. All visiting students will obtain a signed pass before entering any classrooms. If a visitor becomes a distraction for regular attending students they will be required to report to the office for the remainder of the school day.

CHURCH NIGHT:

Wednesday is designated as church night. School functions, practices or athletic contests shall not be scheduled after 6:00 P.M. on Wednesday night. The only exception to this is when an agency other than the local school schedules tournaments or meetings for Wednesday night.

COLLECTIONS:

Students shall not be permitted to participate in school collections for any outside agency. Students working on fundraising projects for school organizations are not permitted to make sales to school personnel (teachers, staff, etc.) at school. Such contacts should be made away from school and after school hours.

LOCKER ROOMS:

Point of Emphasis: Locker rooms are for athletics and physical education. Unless you are in a PE class or participating in a sport, you are not to be in these rooms. All gear should be locked up at all times! Do not leave valuables in the locker room!

STUDENT PUBLICATIONS:

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in the school district publications, is not an expression of official school district policy.

The school district, the board of education, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from James Bieschke, High School Principal.

A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, the restrictions against unlawful speech.

No student shall express, publish or distribute in an official school district publication material, which is obscene, libelous, slanderous, or encourages students to do the following:

- commit unlawful acts;
- violate school district policies, rules, or regulations;
- cause the material and substantial disruption of the orderly and efficient operation of the school or school activity;
- disrupt or interfere with the educational program;
- interrupt the maintenance of a disciplined atmosphere; or infringe on the rights of others.

Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure provided by the school district.

CHILD ABUSE:

A student may be suspended out of school or given Saturday School by a building administrator for violations of school rules and policies. The student is ineligible to participate in any school-sponsored activity during the duration of the suspension.

A student will have opportunity to get credit for work missed during a suspension, if the work is made up in a timely way.

In all cases of suspension from school, due process will be followed as set forth in the Code of Iowa.

Repeated suspensions may result in a student being expelled by the Board of Education (Code of Iowa 282.4).

In the event of a suspension parents will be contacted by phone or letter. Parents may also be asked to come to school for a conference before a student is readmitted to classes following a suspension.

SEMINAR GUIDELINES:

1. Students will not be excused unless a legitimate reason, such as a verifiable appointment, is presented by a parent. Excuses for seminar only **MUST BE MADE IN ADVANCE** of the absence.
2. Students will be expected to bring course work or reading material to the seminar period for independent study purposes. Students who are not using the IMC for research or reading opportunities will not be allowed to loiter there.
3. Students will be expected to report to seminar for attendance purposes prior to leaving with an approved pass to another area of the building **AND** students are to return to seminar before the end of the seminar period.

substances—expulsion for a period to be determined.

POSSESSION OF WEAPON ON SCHOOL GROUNDS

Result – Long-term suspension or expulsion per district's Dangerous Weapon Policy.

THEFT

Result – Out-of-school Suspension of 3-5 days and/or Saturday School.

DETENTIONS:

Teachers may detain students before or after school for minor violations of school rules. Detentions are normally served outside of the student's school day and must be served within two days. Teachers should inform parents when students are detained and verify pick up after the detention has been served. A student who fails to serve detention will be subject to in-school suspension, and still be required to serve the missed detention.

SATURDAY SCHOOL:

Saturday school will replace what we have commonly called in-school suspension. Students will be supervised by a teacher, and the session will run from 8:30-11:30 on the announced Saturdays.

A student who refuses to attend Saturday School will be required to serve a one-day out-of-school suspension, and a parent-student-principal meeting will be conducted. The student will ALSO have to serve the Saturday School suspension at a future time.

SUSPENSION FROM SCHOOL:

It is the policy of the Benton School district that school employees not commit acts of physical or sexual abuse, including inappropriate and intentional sexual behavior, towards students. Relative to Iowa Code 280.17, a Level One investigator and alternate have been appointed to respond to allegations of abuse of students by school employees.

The processing of a complaint or allegation will be handled confidentially to the maximum extent possible. Level One investigator: Jason West, Ph 446-7525. Alternate investigator: Kelly Buscher, Ph 227-7142.

Abuse of minor students by other persons responsible for their care is a reportable event, as teachers and school employees are mandatory reporters.

LOST AND FOUND:

Articles lost or found should be reported to the office promptly. The loss of property can be minimized by putting your name on all of your belongings and keeping them in your lockers.

MEDICATIONS:

All medications, including over the counter products, must be checked in at the nurse's office. Regarding students who are taking prescription medications at home: School nurses would like to have this information. It is for medical records and will remain confidential.

SCHOOL FEES:

The school district charges fees for certain items, such as field trips, class materials, class dues, and rental. Students who have concerns about the fees should contact the principal.

Benton Community also charges a registration fee for book rental and an activity fee. Books must be returned at the end of the class. If books are not returned, students are charged a replacement fee. Damage to a book in excess of normal wear and tear is also charged to the student.

Students whose families meet the income guidelines for free and reduced price lunch, the Family Investment Program (FIP), Supplemental Security Income (SSI), transportation assistance under open enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact the principal at registration time for a waiver form.

This waiver does not carry over from year to year and must be completed annually.

STUDENT RECORDS:

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest are allowed to access a student's records without the parent's permission.

Parents may access and request amendments to and copy their child's records during regular office hours.

Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated. For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary, in the central administration office.

BENTON HIGH SCHOOL DISCIPLINARY CONSEQUENCES:

The following violations of student behavior will result in the consequences listed. Suspension lengths and consequences are subject to modification by the administration. Unless noted as "out-of-school," a suspension will be served at Saturday School.

USE OF PROFANITY TOWARD A SCHOOL EMPLOYEE

Result - Minimum of ½ day suspension

VERBAL THREATS TO SCHOOL EMPLOYEE

Result - Minimum of 1 day suspension

USE OF PROFANITY OR OBSCENE LANGUAGE

Result - Minimum detention or suspension

ACTS OF INSUBORDINATION

Result - Minimum detention or suspension

CAUSING DISRUPTION/DISTURBANCE

Result - Minimum detention or suspension

FALSIFICATION OF NOTE OR EXCUSE

Result – Minimum detention or suspension

FIGHTING

Result – Minimum of 1 day out-of-school suspension

POSSESSION, USE, DISTRIBUTION OF A CONTROLLED SUBSTANCE (IE, ALCOHOL, TOBACCO, AND DRUGS)

Result - Suspension or Expulsion (Any form of tobacco-2 days out-of-school and referred to legal authorities). Possession or use of marijuana or other controlled

2. Parking permits must be displayed by all students.
3. Students may not go to their vehicles between 8:15 a.m. and 3:20 p.m. unless they are leaving school with an approved early dismissal, on a work study program, or unless they have permission from an administrator.
4. The maximum speed limit in all driveways and parking lots is 10 mph.
5. NO parking is permitted along the emergency lanes in the parking lot. Cars parked inappropriately in this area, or cars parked inappropriately in any way can be referred to the Benton County Sheriff's Department for tickets. No warnings will be given.
6. Students must drive on school property with extreme caution and consideration. Reckless or careless driving may result in the removal of parking privileges and a referral to the Benton County Sheriff's office.
7. Students may not park in designated faculty parking areas, the visitors' parking area, or in the delivery driveway and parking area.
8. Benton Community Schools are not responsible for cars or items left in cars while parked on school grounds. There is no liability on the part of the school.
9. The school retains the authority to conduct routine patrols of parking lots and inspections of vehicles on school property. The interiors of vehicles may be inspected whenever an authorized school official has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Inspections may be conducted without notice, without consent, and without a search warrant. A search of the parking lot by trained canines or other law enforcement means may be conducted.

Student directory information is released without parental permission unless the parents ask the school district not to release it. Parents must notify the school district at the beginning of the school year if they do not want the school district to release directory information.

Directory information includes name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

MCNS POLICY STATEMENT:

It is the policy of the Benton Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, gender, in its educational program and activities, or its employment and personnel policies. Affirmative steps will be taken to integrate students in attendance centers, programs and classes on the basis of race, national origin, gender, and disability.

This agency shall provide activities, a curriculum, and instructional resources that will reflect the racial and cultural diversity present in the United States and the variety of careers, roles and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, ethnicity, religion, age, marital status, and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society. It is the policy of this agency to affirmatively recruit women and men, members of diverse racial/ethnic

groups and persons with disabilities for job categories where they are under-represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status, or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, marital status, or religion, made from one employee to a student or vice versa, and from one student to another is a violation of this policy.

Inquiries or grievances related to this policy may be directed to Mr. Eric Huinker, Equity Coordinator, 100 School Drive, Norway, Iowa 52318, Office 319-227-7142, Fax 319-227-7969, or to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Regional VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

The school district, in its educational program, has a process to assist students experiencing behavior and learning difficulties.

The building child study team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building principal.

With permission cell phones may be used in the office area during the school day. They are not to be seen or heard outside of the office area. The use of electronic devices other than cell phones will be left to the discretion of the classroom teacher.

GUM, SNACK FOODS, AND POP:

Classroom teachers reserve the right to allow gum chewing in their classroom. Food and colored or flavored drink of any kind are banned in classrooms with the exception of an organized party. Water is allowed. No food or beverage (except water) will be allowed in lockers.

Pop and candy machines are turned off during the school day.

CHEATING AND PLAGIARISM:

Students at Benton Community High School are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. Teachers have good means to detect plagiarism.

Cheating and plagiarism will be handled according to the following guidelines:

1. Any student caught cheating in class may receive a failing score for the assignment in question.
2. Any student cooperating in a situation involving cheating will also receive a failing score for the assignment.
3. Repeated cheating or individual instances of cheating may result in removal from class with a failing grade and no credit.

DRIVING AND PARKING REGULATIONS:

1. Failure to comply with the parking regulations may result in revocation of the on-campus parking privilege.

- Exposed undergarments
- Shirts/blouses with straps less than one inch in width
- Backless tops, tube tops, halter tops, one-shoulder tops, and strapless tops
- Exposed midriffs
- Articles of clothing that may be gang related
- Book bags, backpacks, or duffle bags will not be allowed in hallways or classrooms during the school day.

The staff is empowered to enforce this policy and the related procedures at the classroom level with the least disruption to the educational environment. Students who do not meet the standards established by this policy will be asked to remedy the situation. Any student refusing to comply, being disrespectful, belligerent or insubordinate, or found to be a habitual violator will be sent to administration who will determine appropriate consequences. Any absence from class due to the student's refusal to comply with this policy will be counted as an un-excused absence.

CELL PHONES:

While it is recognized that cell phones are a valued communication tool between parents and students they do represent a disruption to the educational environment. Cell phones, other electronic devices, and any device that is detrimental to learning should not be seen or heard from the first bell dismissing students from the Student Center to the dismissal bell at the end of the day.

Cell phones will not be used or seen in rest rooms or locker rooms. Teachers are expected to confiscate phones and bring them to the office when they are seen or heard during school hours. Repeat offenders will be handled through administration.

ACADEMICS

REPORT CARDS/PROGRESS REPORTS:

Report cards are sent home with all students at the end of the first, second and third terms. They are mailed home at the end of the fourth term. The report cards indicate final grades for the term and are recorded on the student's permanent record. An Honor Roll will be announced at the conclusion of each nine-week term. For purposes of the Honor Roll, a 3.00 GPA will be used with a 4.00 or higher representing the A Honor Roll. Progress reports may be sent to parents at any time deemed necessary during the school year. Academic progress is available through Powerschool or contact with individual teachers.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES:

The new state-mandated eligibility will be explained to all students. For athletics, you will need to pass all classes.

All students are expected to be in attendance the day of a performance, including the second half of the day, and also the day (morning) following a performance, unless specific arrangements have been made in advance. If a student leaves school because of illness, he/she will not be allowed to participate that night. Special situations arise, and all students should check with the activities office or principal's office before they leave.

If a student is only in attendance for part of a day, the remaining time during the day must be excused or the student will not be allowed to participate.

A student who is serving a suspension (in or out of school) cannot participate in any athletic activity or practice on the day(s) of suspension. Band, vocal, art, FFA, FCCLA, and all activities are included.

GRADUATION REQUIREMENTS:

English	4.0 units	8 block classes
Government	0.5 units	1 block class
Global	0.5 unit	1 block class
U.S. History	1.0 unit	2 block classes
World History	1.0 unit	2 block classes
Math	3.0 units	6 block classes
Science	3.0 units	6 block classes
PE	2.0 units	4 block classes
Cluster	2.0 units	4 block classes
Computer Tech	0.5 units	1 block class
Electives	10.5 units	21 block classes
Total	28.0 units	56 block classes

Cluster Classes

TECHNOLOGY:

Keyboard Basics * or
Computer Tech.*
Computer Apps I
Computer Apps II
Desktop Publishing/ Graphics
Web Page Design
Intro to Drafting
Architectural Drafting_
CAD/CAM_
Advanced CAD/CAM
Intro to Programming
C++ Programming
CISCO I
CISCO II

PERSONAL:

Preventative Health
Physical Health and Safety
Relationships
Parenting
Teen Issues
Self Development
HOSA
SCHOOL-TO-WORK:
Workplace Readiness
Service Learning
School-to-Work Internship
Supervised Work Experience
Outside of School Experience
Ag Ed V
Possible PSEO options

* Must be taken by all students or test out of to meet graduation requirements.

EARLY GRADUATION:

An early graduate is one who completes all requirements for graduation in less than four (4) full years of high school attendance. The student may elect to: 1) receive a diploma upon completion of graduation requirements; or 2) receive a diploma at spring commencement exercises.

Students planning to graduate early should consult the guidance office for a complete list of conditions and requirements.

of any kind; the circumstances surrounding the threat; the age of the student; cooperation of the student and his/her parent/guardian in the investigation; the existence of any juvenile or criminal record involving the student; any other relevant information from any credible source.

DRESS CODE:

While it is realized that the primary responsibility for appearance rests with the students and their parents, the building administration reserves the right to determine what is acceptable and what is not. Clothing or appearance that is disruptive to the educational environment is not accepted.

It is expected that the following guidelines will be followed:

- Shoes are required at all times
- Clothing or accessories that promote products that are illegal for use by minors (drugs, alcohol, tobacco, or related products) are not acceptable
- Clothing with words or pictures that display explicit or inferred sexual material, profanity, lewd sayings, or violence will not be worn in school.
- Shorts and skirts must be long enough so that when a student's arms are at their sides, their fingers are above the bottom of the shorts or skirts.
- Any articles of clothing with words or pictures that are derogatory, discriminating, or harassing are not acceptable in school.
- The following are considered to be inappropriate and unacceptable:
 - Clothing or accessories that are dangerous or could be used as weapons (chains and studded collars)
 - Hats, caps, bandanas, or any other item of headgear not intended to be worn inside a building
 - Coats or jackets worn in the building
 - Shoes with cleats or rollers attached
 - Pajama type apparel

while under the influence of or in possession of any of the above may be subject to suspension as well as to law enforcement intervention.

CARE OF SCHOOL PROPERTY:

Students are responsible for the upkeep and return of school property assigned to them. In the event of loss or destruction of assigned items, students will be charged the cost of repair or replacement of the items.

DEFACING AND DESTRUCTION OF SCHOOL PROPERTY WILL BE CONSIDERED A MATTER OF PUBLIC CONCERN AND MAY BE TURNED OVER TO LAW ENFORCEMENT OFFICERS.

THEFT - STEALING:

Any student who takes school property or any object from another student, school employee, teacher, or visitor to the school or is in possession of said property or object would be suspended from school for 1 to 5 days. Violations will be reported to the Benton County Sheriff's Office.

THREATS:

All threats of violence, whether oral, written, or symbolic, against students, staff, or to district facilities are prohibited whether issued at or away from school. All threats will be investigated promptly. Law enforcement may be contacted.

Students engaging in threatening behavior will face disciplinary consequences up to and including expulsion.

The following factors will be considered in determining the extent to which a student will be disciplined for threatening or terroristic behavior: background of the student, including any history of violence or prior threatening behavior; the student's access to weapons

ALTERNATIVE GRADUATION--GUIDELINES FOR USING ALTERNATIVE CLASS WORK:

- (1) All Benton requirements in English, mathematics, science, and social studies must be met. A total of 28 units of coursework is also needed.
- (2) Courses taken from alternative institutional offerings must be pre-approved through the Guidance and Administrative offices as acceptable for Benton credits. Tuition for courses taken through Kirkwood's alternative program will be paid for by Benton. No other fees or costs will be borne by the district. Funding ends when the student's class graduates.
- (3) All course work must be complete and a final grade given at least three days prior to the graduation date of the class with which they began high school.
- (4) Transfer credit from approved alternative resources will be counted as full credit, with no grading used other than a P/F marking. Letter grades will not be transcribed.
- (5) Students taking courses from outside alternative resources will not be ranked or listed in any manner for academic achievement recognition. In order to receive academic recognition, the student must have 15 graded units from a public or private school (non-alternative) during their junior and senior years.
- (6) Students may take less than a full-time schedule at Benton and extra classes through approved resources in order to achieve graduation status.
- (7) Students successfully completing the requirements as presented in #1 will receive a Benton Alternative High School diploma, and be allowed

to participate in graduation ceremonies providing the student has completed all course work in agreement with item #3.

- (8) Students who fall short of graduating with their class may continue to work for a Benton diploma. If they maintain class work at Benton, a regular diploma may be acquired and participation in the Benton graduation ceremony allowed.

If students who fall short of graduating with their class wish to pursue credits through an alternative resource, they must have all coursework approved in advance and meet Benton Alternative requirements for graduation. Expenses are the burden of the student. A Benton Alternative diploma will be awarded when the credit level needed is met. They will not participate in the Benton graduation ceremony.

- (9) IHSAA and IGHS AU standards will be followed as it applies to eligibility for co- and extra-curricular activities.

If a student is a full time student at Benton (16 units) and wishes to take course work through an alternative resource, fees for such course work are the burden of the student and completion must follow item #3.

- (10) Students attending Kirkwood will be expected to meet that institution's expectations and requirements for attendance and course crediting.

HOME-SCHOOL GRADUATION REQUIREMENTS (BENTON DIPLOMA):

Requirements for a Benton diploma:

-Sixteen Benton or other accredited public or private

- 12. Possession, use or purchase of alcoholic beverages, including, "near beer."
- 13. Unlawful sale, distribution, or being under the influence of alcohol or drugs;
- 14. Possession, use or purchase of illegal drugs or "look alike" drugs;
- 15. Unauthorized possession, use or purchase of otherwise lawful drugs
- 16. Possession of contraband, or dangerous weapons.
- 17. Acts which endanger the safety of oneself or others.
- 18. Inappropriate display of affection.
- 19. Abusive epithets, threatening gestures, or harassment to other students, teachers, administrators, or other school personnel.
- 20. Documented conduct detrimental to the best interest of the school district.
- 21. Falsification of a note or any correspondence to the school.

This discipline policy shall govern students while on school premises, while on school owned and/or operated school or chartered buses, while attending or engaged in school activities, or while away from school grounds if the misconduct will directly affect the good order, management, and welfare of the school.

Parents and students should be aware that under certain circumstances school officials are obligated to inform law enforcement authorities of some of the behavior described above.

The administration reserves the right to use discretion in determining the severity of any student violation of a policy, rule, or directive of the district and / or any inappropriate behavior on the part of the student(s).

Any student found in violation of these rules may be suspended or expelled from school.

Students who come to school or to school functions

- demeaning jokes, stories or activities.

As per board policy, the school district has harassment complaint forms available for students in the office to utilize in the case of harassment. Disciplinary consequences are at the discretion of the school administration.

STUDENT BEHAVIOR AND DISCIPLINE EXPECTATIONS:

Benton Community School expects a great deal from each student in appropriate behavior. It is imperative that we recognize the importance of education and expect students to display this compliance with necessary rules and policies.

Students may be disciplined for conduct or behavior that disrupts or interferes with the rights of others, the educational program, or the orderly and efficient operation of the school and the learning atmosphere.

The following are examples of unacceptable behavior, and depending upon circumstances, will result in disciplinary action:

1. Fighting, assault, threats or verbal abuse directed toward a student, school employee, or visitor to the school.
2. Use of profanity, obscenities, or immoral acts.
3. Creating a false emergency.
4. Theft or robbery.
5. Arson or attempted arson.
6. Truancy.
7. Tardiness
8. Refusal to follow reasonable directions of the school staff.
9. Failure or refusal to follow district policy or school rules and regulations.
10. Intentional or malicious destruction of property.
11. Possession, use or purchase of tobacco products, regardless of the person's age;

school credits, plus a transcript record of all course work. No grades will be given for home school classes, but credit given.

-Students must meet the basic core curricular requirements of the BC district in the areas of English (4 credits), Science (3 credits), Math (3 credits), and Social Studies (3 credits) Courses taken from alternative institutional offerings must be pre-approved through the Guidance and Administrative offices as acceptable for Benton credits.

-The final six credits must be earned through the school district in the final year.

HIGH SCHOOL GRADING POLICY:

A+ = 4.33	C = 2.00
A = 4.00	C = 1.67
A- = 3.67	D+ = 1.33
B+ = 3.33	D = 1.00
B = 3.00	D- = .67
B- = 2.67	U or F = NO CREDIT
C+ = 2.33	W = WITHDRAW

TO RECEIVE CREDIT FOR A COURSE FAILED, THE STUDENT MUST: 1) REPEAT THE COURSE; OR 2) TAKE THE COURSE THROUGH CORRESPONDENCE STUDY FROM AN AGENCY APPROVED BY THE SCHOOL.

HOMEWORK:

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, to share and discuss ideas, to review materials, to become acquainted with resources, to organize thoughts, to prepare for classroom activities, or to make up incomplete homework on time. Failure to do so may result in loss of course credit and a failing grade in the

class. Homework during absences can be obtained through our website: www.benton.k12.ia.us and click on PowerSchool. Anything not posted can be made up upon student's return. You may request books to pick up, but it is your responsibility to pick up the books or get a hold of someone that can pick them up in the office after 2 pm. If you do not have access to the internet, please let us know in the office when you report the absence. Please call in by 10:30 a.m. to request homework.

HUMAN GROWTH AND DEVELOPMENT:

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

INDEPENDENT STUDY:

A student who wishes to arrange for an independent study course must make arrangements with the teacher. The criteria for the class must be written, and it must be approved by the principal. Students are allowed one independent course during each year.

SPECIAL COURSE OFFERINGS:

Students who enroll in Service Learning, Career Exploration, Independent Study, Post-Secondary Enrollment must enroll and fill out a new contract at the beginning of EACH TERM. Junior and senior students will be limited to one independent and service learning course during each year and this must be arranged with the instructor.

CORRESPONDENCE COURSE POLICY:

Benton Community School District may allow students to take correspondence or learning center courses for

time or later; how the student felt; and how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and
- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and

the meeting with the board.

If the school board reverses the decision of the administration, the student shall be immediately eligible and shall have any record of the ineligibility period and violation deleted from the student's record.

STUDENT CONDUCT/ DISCIPLINE

HARASSMENT:

Initiations, Hazing, Bullying or Harassment

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should:

Tell a teacher, counselor or principal; And write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including; what, when and where it happened; who was involved; exactly what was said or what the harasser or bully did; witnesses to the harassment or bullying; what the student said or did, either at the

high school credit if the following conditions are met.

1) The high school counselor and principal must approve all courses. Forms are available in the Guidance Office.

2) Required courses offered at Benton must first be taken at Benton. If a course has been failed it may be made up by correspondence or learning center at the expense of the student.

3) One year of courses may be taken. If more credits are needed a student will have to return to regular day school to earn credit.

4) Tuition payment is the responsibility of the student, unless the student is considered as attending an alternative high school completion program.

5) If a senior chooses to drop school and wishes to complete requirements for a Benton Diploma through correspondence or the learning center the following will apply:

A. Students are responsible for all tuition.

B. Dropouts will NOT be allowed to go through commencement exercises.

COURSE CHANGES:

After two days of a term, no course changes will be allowed except for the following reasons:

1. clerical error;
2. a graduation requirement;
3. improper placement as determined by the teacher and counselor. A drop/add form needs to be completed.

Students cannot add or drop a class after the second day of a term without the approval of the instructor and counselor. Dropping a class after the deadline may result in F.

OPEN ENROLLMENT:

Iowa's open enrollment law allows students residing in one school district to request transfer to another school district upon the parent's request.

Students wishing to open enroll to another school district must apply for open enrollment by January 1 of the school year preceding the school year in which they wish to open enroll unless there is good cause as defined by the law. Then the deadline is June 30. Open enrolled students from low-income families may qualify for transportation assistance.

Open enrollment may result in loss of athletic eligibility for students open enrolling. Students interested in open enrolling out of the school district must contact the Central Administration Office for information and forms.

PROCEDURE FOR STUDENT TRANSFER:

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

POST-SECONDARY ENROLLMENT OPTIONS

ACT: The Post-secondary Enrollment Options Act allows students in grades 9 through 12 to enroll part time at an eligible community college, State University, or private college or university. The act has a dual purpose: to promote rigorous educational pursuits and

professional counseling session within the six weeks of ineligibility.

--Third Offense within the student's high school career: One year of ineligibility plus proof of attendance at an approved (by administration) professional counseling session within the one year of ineligibility.

In all cases the period of ineligibility begins with the first date of competition for the activity the student is involved in. If the student is not currently engaged in an extracurricular activity, or the ineligibility period is not completed during a current activity, the penalty is carried over to the next applicable activity that the student seeks to go out for.

If a student completes his or her period of ineligibility during an activity season, the student must finish the entire activity season in order for the ineligibility period to count.

Good Conduct Rule Appeals:

Any Student who is found by the administration to have violated the Good Conduct Rule may appeal this determination to the superintendent by contacting the superintendent within three (3) days of being advised of the violation. The penalty will be in effect pending the superintendent's decision. If the student is still dissatisfied, he or she may appeal to the school board by filing a written appeal within 5 days of being advised of the superintendent's decision. The review by the board will be in closed session unless the student's parent (or the student, if the student is 18) requests an open session. The grounds for appeal to the school board are limited to the following: the student did not violate the Good Conduct Rule; the student was given inadequate due process in the investigation and determination; or the penalty is in violation of the handbook rule or board policy. The penalty will remain in effect pending the outcome of

behaviors:

- Possession, use or purchase of tobacco products, regardless of the person's age;
- Possession, use or purchase of alcoholic beverages, including, "near beer."
- Unlawful sale, distribution, or being under the influence of alcohol or drugs;
- Possession, use or purchase of illegal drugs or "look alike" drugs;
- Unauthorized possession, use or purchase of otherwise lawful drugs;
- Engaging in any act that would be grounds for arrest or citation in the criminal or juvenile court system, excluding minor traffic offenses, regardless of whether the student was cited, arrested, convicted or adjudicated for the act(s).

If a student transfers in from another school district and the student has not yet completed a period of ineligibility for a Good Conduct Rule violation in the previous school, the administration will have the discretion to review each case and determine the appropriate ineligibility on a case-by-case basis.

Good Conduct Rule Penalties:

Any Student who, after a hearing before the administration, is found to have violated the Good Conduct Rule, is subject to a loss of eligibility as follows:

--First Offense within the student's high school career: three (3) weeks of ineligibility, may be reduced to two weeks if the student attends an approved (by administration) professional counseling session within the two weeks of ineligibility and provides proof of attendance.

--Second Offense within the student's high school career: six (6) weeks of ineligibility plus proof of attendance at an approved (by administration)

to provide a wide variety of options for students. Ask your high school counselor for a complete list of eligible institutions.

A. A maximum fee of \$250 per course is paid by Benton. Students who fail a class or drop a class after the designated date are responsible for the course fees.

B. No more than two PSEO classes may be taken in any semester unless special permission is granted through the guidance office or if the student pays expenses.

C. Comparable classes offered at Benton Community High School must be taken first. Any exceptional situation can be reviewed by the guidance office and administration.

D. No summer classes will be considered PSEO.

E. Students who desire to take college classes not within PSEO guidelines may take them at their own expense.

F. All paperwork and enrollment forms must be completed in a timely manner as prescribed by the college and the high school.

SERVICE LEARNING:

Students who desire to use a class period for service learning shall have that arrangement made with a teacher or other supervisor before the first day of the affected term. A form is available in the office for that arrangement to be planned.

Teachers have been asked to have service learners only if they can provide substantial and continual meaningful work. Service learners are expected to be in class every day and to be punctual, just as any class.

Students shall be limited to one service learning block in one term during high school. This will only be allowed during their senior year. (The principal can approve exceptions.)

NATIONAL HONOR SOCIETY:

Membership in National Honor Society is one of the highest honors that can be bestowed upon a BC student or any student. The society recognizes students who excel in character, scholarship, leadership and service. The scholarship requirement—a cumulative GPA of 3.25—is what can QUALIFY YOU for consideration under the other criteria. A student who wishes to be worthy of membership, should know that the entire four years of high school are considered. A student should demonstrate superior character, leadership and service throughout high school. It is hoped that students have and demonstrate these good traits day after day, not that they intentionally plan opportunities to demonstrate them.

SPECIAL EDUCATION STATEMENT:

Our district is fortunate to have several different support services available to assist teachers and parents when concerns arise about children. This includes support staff from the Grant Wood AEA, services of a school psychologist, social worker, consultant and speech-language pathologist. We also have services from building counselors and nurses. Teachers and parents may ask for assistance from these staff members in discussing a concern, in identifying strategies or methods to address the concern, or in monitoring a student’s progress. Teachers and parents may ask for help on an informal basis, or a more formal written plan may be developed using a short-term or “Brief Intervention”. Prior to using the “Brief Intervention”, parents will be notified and an explanation of the plan will be summarized for you.

Utilizing all the skills and experience of our local and AEA team is one way we are able to provide the best education possible for children in the Benton Community School District. If you would like more information about the types of services available to help your child, please contact your building principal.

BENTON COMMUNITY GOOD CONDUCT POLICY:

Statement of Philosophy:

The Board of Directors of the Benton Community School District offer a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school 365 days of the year, both in and out of school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with the board policy and must meet the eligibility criteria established by the board, administration and individual activity coaches and sponsors.

Applicable Activity Programs:

The following activities are covered by, but not limited to, the Board’s policy and these rules:

1. Athletics
2. Fine Arts
3. Elected offices, including royalty
4. Clubs and organizations
5. Any other school activity where the student represents the school outside the classroom, (i.e. overnight trips, etc.)

Good Conduct Rule:

After a due process proceeding at which the student shall be confronted with the allegation, the basis of the allegation, and given an opportunity to tell the student’s side, any student who is found to have violated the school’s Good Conduct Rule will be deemed ineligible for a period of time, as set forth below. All applicable activities may have additional standards/consequences that must be reviewed with the student participants and made available upon request to parent(s) or guardian(s) within the first 2 weeks of the season. A student may lose eligibility under the Good Conduct Rule for the following

ACTIVITIES

ACTIVITIES:

All 9-12 students will be required to purchase an activity ticket during fall registration. Activity tickets are encouraged for students in grades 7-8.

Towel Fee: Students will be charged a \$3.00 towel fee for each activity they are involved in using locker/towel services. Prior to each season the coach will collect fees.

Once a student enters a school event to participate or as a spectator, they will not be allowed to leave the event and then re-enter. The Administration may waive these regulations in extraordinary circumstances.

ACADEMIC ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES:

The new state-mandated eligibility will be explained to all students. For all extra-curricular activities, you will need to pass all classes.

All students are expected to be in attendance the day of a performance, including the second half of the day unless specific arrangements have been made in advance. If a student leaves school because of illness, he/she will not be allowed to participate that night. Special situations arise, and all students should check with the activities office before they leave.

A student who is serving a suspension (in or out of school) cannot participate in any extra-curricular activity.

ATTENDANCE & ABSENCE

ATTENDANCE:

Parent or guardian is required to call in or send a written note to report absences, preferably on the same day as the absence, but no later than 8:30 a.m. the day after the absence. See page 19 in regard to requesting homework.

LATE ARRIVAL/EARLY DEPARTURE:

Students are required to check in the office if they arrive late or leave early. Teachers must be handed a pass from the office. Parent or guardian needs to call the school if a student is arriving late or leaving early so the student may get an excused pass from the office.

Students will not be allowed to leave during the school day unless parents contact the school office prior to school absence, or with administrator's permission. If a student needs to leave school because of illness, she or he must be sent by a nurse or administrator. A student who fails to sign out in the office will be considered unexcused. Any student leaving school without permission will be considered truant.

UNEXCUSED ABSENCE POLICY:

Truancy or an unexcused absence is any absence for which the school does not receive notification within one day--no later than 8:30 a.m. of the next school day.

If the parent or guardian does not call the high school office before 8:30 the next day after the absence, then the absence will become an unexcused absence, and consequences will be enforced.

Parents will be given the latitude in determining the nature of the absence; however, the following are recommended guidelines for excused absences: illness, family bereavement, participation in school activities, religious observance, Dr. visits, and court appearances.

educational program.

TARDINESS:

Students will be allowed ample time to move from one class to the next. If a teacher detains a student at the end of a class period, the student should obtain a pass from that teacher and present it to the teacher in the next class to avoid any penalty for tardiness.

Consequences for tardiness to classes will be at the discretion of the classroom teacher. If a student is more than 25 minutes late for class, (s)he is considered to be absent, not tardy.

MAKING UP WORK AFTER ABSENCES:

A student will have the opportunity to make up all work for an excused absence with the length of the absence plus one-day to make up work.

SENIOR EARLY RELEASE:

Parents may release seniors from a class block each term provided parents have completed and turned in the early release form.

Students must be off campus during this release or make arrangements through administration.

COLLEGE VISITS:

Students are encouraged to visit college campuses on weekends or during school holidays. However, if that arrangement cannot be made, they may be excused to visit college campuses with parents' permission.

ASSEMBLIES:

Special assemblies may be called throughout the year. All students are required to attend unless notified otherwise. Pep assemblies will be held with activity director's approval. Students who become behavior problems will be excluded. Students are NOT to be excused from assemblies unless they have appointments or unavoidable conflicts. Assemblies are part of the