District Vision

LEADING Learning through innovation, collaboration, and dedication

Core Beliefs

Students are THE CORE
We are committed to:
• Collaboration
• Ongoing Learning
• Relationships
• Engaged Learners

District Mission

Bentonville Schools is committed to excellence in all we do through innovative, inspiring learning experiences.
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**2019-2020 Calendar**

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[Image of the Handbook cover]
## District Contact Information

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<th>Address</th>
<th>Phone:</th>
<th>Fax:</th>
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<td><strong>Administration Office</strong></td>
<td>500 Tiger Boulevard Bentonville, AR 72712</td>
<td>479.254.5000</td>
<td>479.271.1159</td>
</tr>
<tr>
<td><strong>Student Services Center</strong></td>
<td>500 Tiger Boulevard Bentonville, AR 72712</td>
<td>479.367.8050</td>
<td>479.271.1123</td>
</tr>
<tr>
<td><strong>Special Services Center</strong></td>
<td>1000 SE 14th Street Bentonville, AR 72712</td>
<td>479.254.5065</td>
<td>479.271.1123</td>
</tr>
<tr>
<td><strong>ESL Center</strong></td>
<td>1002 SE 14th Street Bentonville, AR 72712</td>
<td>479.254.5034</td>
<td>479.271.1188</td>
</tr>
<tr>
<td><strong>Transportation Department</strong></td>
<td>3503 NW Marquess Drive Bentonville, AR 72712</td>
<td>479.254.5080</td>
<td>479.271.1117</td>
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## Bentonville Schools Media

- [http://bentonvillek12.org](http://bentonvillek12.org)
- [Facebook](http://bentonvillek12.org)
- [Twitter](http://bentonvillek12.org)
Student Handbook Purpose:
This Student Handbook answers questions regarding policies, practices and procedures of the Bentonville School District our high schools. The information contained in the handbook is a valuable guide to both parents and students. A committee of parents, teachers, students and administrators reviews the handbook each year to be sure appropriate information is in the handbook (A.C.A. § 6-18-502). Changes in law or board policy may occur during the school year, the most current school board policies can always be found online at Bentonville Schools> Leadership> Board of Education> Policies. We would encourage parents to call a school administrator if they have a question.

Bentonville Schools provides a School-Parent Compact for parental involvement outlining the responsibilities of parents, students, and school staff in raising academic achievement and in building partnerships enabling students to meet state academic standards. A copy of this document is available at Parent/Teacher Conferences, the Back-to-School Event, and on our website. After reviewing the handbook please complete, sign and return the Student/Parent Handbook Verification page. We wish everyone a successful school year.

Dr. Debbie Jones, Superintendent
Dr. Jennifer Morrow, Executive Director of Secondary Education - 479.254.5008
Tanya Sharp, Executive Director of Student Services – 479.367.8050
Thomas Rice, Director of Technology – 479.254.5050
Paula Webber, Director of Special Service – 479.254.5065
Trish Wood, 504 Coordinator – 479.418.7365
Deborah Keith, Coordinator of Health Services – 479.367.8049
Teresa Hudson, Coordinator of Ignite Professional Studies Program – 479.418.7359
Scott Passmore, Director of Athletics – 479.254.5157
TBD, Assistant Director of Athletics – 479.286.9889
TBD, Assistant Director of Athletics - TBD
Chris DeWitt, Director of Transportation – 479.254.5080

Bentonville High School Vision and Mission Statement
COGNITO PRO VITA
“Learning for Life”

The BHS mission is to provide rigorous and relevant academic experiences within a culture of effective and caring relationships.

The BHS vision is TIGERS for life!
T - Tenacious.
I – Innovative.
G – Good citizen.
E - Engaged.
R - Responsible.
S - Successful.

Bentonville West High School Vision and Mission Statement
Every Learner; Future Ready

BWHS will foster a culture of innovation and engagement where all learners achieve and belong.

Bentonville West High School will create a positive, innovative, and engaging environment where all stakeholders contribute their unique gifts for the betterment of the school, the community, and the world. Each student and staff member will be an active participant in an ever-evolving and inclusive learning atmosphere, which creates successful lifelong learners and productive citizens.
Bentonville High School
Contact and Campus Information
Telephone: (479) 254-5100, Main Number
http://bhs.bentonvillek12.org
Office Hours: 7:00 AM – 4:30 PM
Counseling Center: 8:00 AM – 4:30 PM
School Colors: Black and Gold
School Mascot: Tigers

Jack Loyd, Principal
Greg Puckett, AP, 11th Grade
Rose Spaulding, AP, 10th Grade & 504
Tanya Vaughn, AP, 12th Grade & Special Services
Julia Woods, AP, 9th Grade
Ben Lewis, AP, Counseling Center
Jason Salmons, Arend Arts Center Director
George Radell, Counselor, A-Ca
Jodie Fields, Counselor, Ce-Fo
Lisa Salisbury, Counselor, Fr-H
Maolina Yang, Counselor, I – Ma
Amy Dewar, Counselor, Mc-Po
Lori McGinnis, Counselor, Pr-Sta
Parra Byron, Counselor. Ste-Z
Cindy Evins, Counselor, Special Services
Alice Haney, Post-secondary Advisor
John Loncarevic, Resource Officer (SRO) N. Bldg.
Kevin Albert, Resource Officer (SRO) S. Bldg
Amanda Lynch, 9th Grade Dean of Students
Lisa Williams, 10th Grade Dean of Students
Chris Hutchens, 11th-12th Grade Dean of Students
Sally Geren, 9th & 10th Attendance
Twila Butler, 11th-12th Attendance
Theresa Northway, 9th-12th Student Discipline

Bentonville High School
Frequent Contact Phones
Dean of Students-479-254-5184
Counselors Office-479-254-5115
Registrars-479-254-5115
Attendance-479-254-5112 or 5156
Nurse-479-254-5186
Special Education-479-696-3454
Resource Officer-479-254-5183

REAP—Alternative Learning Program
Telephone: 479-986-0807
Terry Ciganak, Principal

Bentonville West High School
Contact and Campus Information
Telephone: (479) 286-9800, Main Number
http://bwhs.bentonvillek12.org
Office Hours: 7:00 AM – 4:30 PM
Counseling Center: 8:00 AM – 4:30 PM
School Colors: Navy and Gold
School Mascot: Wolverines

Jonathon Guthrie, Principal
Leann Barnwell, AP, 12th Grade & Special Services
Josh Thompson, AP, 11th Grade & ESL
Skyler Brown, 10th Grade
Sarah Miser, AP, 9th Grade & 504
Jason Salmons, Performing Arts Center Director
Kori Wilber, Counselor, A-C
Tamara White, Counselor, D-Hf
Michelle Rieff, Counselor, Hi-Mi
Emily Farley, Counselor, Mj-Se
Anne Gray, Support Counselor
Rebecca Camarigg, Post-secondary Advisor
David Lopez, Resource Officer (SRO)
Callie Sanchez, 9th-12th Grade Dean of Students
DJ Jones, 9th-12th Grade Dean of Students
Melanie Holmquist, 9th-12th Grade Attendance
Deb Lee, 9th-12th Grade Student Discipline

Bentonville West High School
Frequent Contact Phones
Dean of Students-479-286-9803
Counselors Office-479-286-9796
Registrars-479-286-9796
Attendance-479-286-9796
Nurse-479-286-9673
Special Education-479-286-9671
Resource Officer-479-286-9700

Gateway—Alternative Learning Program
Telephone: 479-367-8000
Josh Vest, AP
Kim Smith, Counselor, Gateway
Maria Goostree, Registrar
Crisis Hotline Contact Information

Local:
Child Abuse 1-800-482-5964
Crisis Hotline anytime 1-800-798-8336
Loving Choices Pregnancy Center 1-479-631-6677
Teen Action Support Center 24 hours 1-479-636-TASC (8272)

Arkansas:
Alcohol & Drug Abuse Hotline (8:30-5 M-F) 1-501-686-9866
Arkansas Child Abuse & Neglect Hotline 1-800-482-5964
Arkansas Drug Info (8:30-5:00 M-F) 1-888-228-1233
Arkansas Poison & Drug Info 1-800-376-4766
Arkansas State Drug Hotline 1-800-553-3820
Crisis Center for Women 1-800-359-0056
Planned Parenthood 1-479-443-7791
Rape Crisis 1-800-813-5433
Sexual Assault 1-877-432-5368
Suicide Prevention 1-800-784-2433
Youth Bridge 1-800-628-2260

National:
Drug & Alcohol Hotline 1-800-662-4357
Runaway Hotline 1-800-Runaway (786-2929)
STD & AIDS Hotline 1-800-342-2437
Teen Line National Hotline (3-12 PM) 1-800-522-8336
Trevor Hotline for Gay Youth Crisis 1-800-850-8078
Dear Parents and Guardians of Students in Bentonville Schools

Bentonville Public Library (BPL) is excited to partner with Bentonville Schools to give youth in our local community with a BPL Tech Card!

BPL Tech Cards provide access to educational resources through a dedicated portal created just for students located at [www.bentonvillelibrary.org/student-portal](http://www.bentonvillelibrary.org/student-portal). Students also have the option to “check-out” a card through the school library.

Some library resources offered include:
- Homework help
- Online tutoring
- Language instruction
- Prep for standardized exams
- Career and life skills guidance
- Access to databases for research
- Free downloadable eBooks, audiobooks, music and magazines*

BPL Tech Cards are free to youth in the library’s service area and access to our resources is provided at no charge. The cards cannot be used for borrowing materials at the library. Students and parents must apply for a standard card at the library to check-out books, devices, DVDs, print magazines or music CDs. Library cards are free to all residents of Benton County with valid proof of identification and residency.

BPL’s mission is to engage our community, encourage discovery and promote literacy by offering lifelong learning opportunities. Together, through the tremendous support and partnership with Bentonville Schools, Bentonville Public Library is strengthening the educational opportunities of students by providing access to reputable resources and reliable information. We hope your child and family will find the BPL Tech Card useful.

For any questions regarding the program, please contact Courtney B. Fitzgerald, Circulation Librarian at (479) 271-5988. Email: library@bentonvilllear.com

Best Regards,

Bentonville Public Library Team

*Parental advisory recommended regarding content
eSchool Home Access Center

To view grades or attendance, navigate to the Bentonville Schools home page at [www.bentonvillek12.org](http://www.bentonvillek12.org).

Scroll to the bottom of the home page and select Grades.

Click on the link to Student Attendance or Student Grades (5-12).

Select Bentonville School District in the dropdown and enter your user name and password. Contact the building if you do not have an account or if you have forgotten your password.
ACADEMICS
Bentonville Schools communicates high school academic policies and procedures in a course catalog that is published in January each year. The current catalog and those from recent years can be found online at Bentonville Schools> Departments> Academic Services> Secondary> Course Catalog. Questions regarding courses, schedules, graduation, credits, academic honors, etc. can be found in the course catalog.

ASSEMBLIES
Assemblies are part of the regular school day. Students who do not show proper behavior may be removed and subject to disciplinary penalties. Students are reminded to remember that some events require appropriate auditorium behavior.

AAA - ATHLETICS AND ACTIVITIES
- Good sportsmanship is strongly encouraged and expected from participants and fans at all athletic events.
- Contact the Intramural and Activities Coordinator for information concerning extracurricular activities and the Athletic Director’s Office concerning sports.
- Thematic spirit costuming must remain within dress code guidelines during the school day and at evening events.
- Athletic practices, games, and competitions will be canceled on days when school has been dismissed due to inclement weather or other unscheduled closures. However, athletic practices may be scheduled with approval from the district administration and principal. Approved practices during inclement weather will not be mandatory practices.

Failure to Attend School
- Any student with an unexcused absence on the day of a school-sponsored activity is not eligible to participate or compete in any extracurricular activity scheduled after school hours. This also includes practice sessions.
- At the request of a coach the AD, campus principal, or designee may approve an exception to allow participation on a case-by-case basis.
- A student who participates in any practice session in violation of this procedure shall be suspended from participation in the next scheduled practice.
- Any student who participates or competes in a game, competition, or other school-sponsored activity in violation of this procedure shall be suspended from participation in the next scheduled game, competition, or activity (other than practice).

AAA Sportsmanship Policy for Fans at Athletic Events
Sportsmanship is a general way of thinking and behaving. Good sportsmanship includes the following:
- Be courteous to all participants, coaches, officials, staff, fans, and spirit groups.
- Know the rules; abide by and respect the officials’ decisions.
- Win with character and lose with dignity.
- Display appreciation for good performance regardless of the team.
- Exercise self-control and reflect positively upon yourself, your team, and your school.
- Exhibit only positive behavior to reflect on your school and its activities.
- Fans at a ball game are not to intimidate or ridicule the other team or its fans, but to support and cheer for their team and to enjoy watching the skills and competitiveness of the teams.
CHECK RECOVERY SYSTEM
- The district uses FARS (Federal Automated Recovery Systems) as a third party administrator for recovery of non-sufficient funds checks.
- The service is electronic and will involve a charged fee for the collection to the check writer.
- Checks written to high schools must contain the following information: driver’s license number; full name; current street address; and current telephone number.

DISCRIMINATION DISCLAIMER
- Bentonville Schools do not discriminate in the application of its educational programs nor in the treatment of its applicants for employment, nor in any of its programs and activities, nor does it use any unlawful criteria such as age, race, color, sex, handicap, religion or national origin, in its dealing with employees, students, or the general public.
- The following persons have been designated to handle inquiries regarding the nondiscrimination policies:
  - For Section Title IX: Executive Director of Human Resources
    500 Tiger Blvd, Bentonville AR 72712
    479-254-5000
  - For Section 504: District 504 Coordinator
    1000 SE 14th St, Bentonville AR 72712
    479-367-8050

DRIVER’S PERMIT REQUEST
- Obtain, complete, and return Driver’s Attendance Forms in the counseling centers at each high school.
- Student must have a 2.0 GPA for the most recently completed semester to qualify.
- Please allow 24 hours for processing requests.

EMERGENCY PLANS
Fire Drills - a long, continuous buzzing sound is the signal to follow the emergency exit plan.
- Teachers should have a fire exit map in their rooms, posted by the door.
- Students should leave the classroom in a quiet, orderly manner.
- Junior Fire Marshals are assigned to help close doors and check the building.
- Teachers will take attendance outside at the designated area to be sure that all students are safe and present.
- Students must stay in the designated area with their teacher until the return signal is given.
- Students will be told to return to classes by intercom/radio communication.

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

Crisis Drill – An announcement over the intercom will be made for teachers to lock-down their rooms.
- Students are to locate the nearest classroom and enter for the time of the Crisis.
- Teachers are to sweep the hallway by his/her classroom and lock their doors.
CRISIS INTERVENTION
Bentonville Schools recognize that its responsibility for the safety of students extends to possible natural and man-made disasters and that such emergencies are best met by planning and preparedness. Crisis intervention teams have been identified in each school to be activated in case of a crisis. These teams, as well as building and district administrators, will be responsible for a coordinated response to emergencies. Emergency procedures are posted in each classroom and drills are to be conducted at least three times a year. In the event of terrorism and/or national disasters, governmental agencies will intervene.

DELIVERIES - FLOWERS AND/OR FOOD
Deliveries for students for celebratory or special occasions will not be accepted by any campus in the Bentonville Schools. This includes food, flowers, balloons, cookie bouquets, singing telegrams, etc. Parents are not allowed to bring food for any child but their own. Students may only receive food from an adult listed on their student contact list. Students may not order drop-off delivery meals.

EMERGENCY CONTACTS FOR STUDENTS
Parents may submit and maintain current emergency contact information for their student(s) via the district’s website (http://www.bentonvillek12.org) by clicking on the Student Profile link located under the Parent tab. A current work telephone number or emergency number should be on file at all times in the event your child becomes ill or is injured at school. Should the school be unable to contact a parent or designated responsible party, the child will have to remain at school and go home on the bus even though he/she is ill or injured. Should there be an emergency and parents cannot be reached, the child would be taken to a local emergency room and the doctor on call will be used for emergency treatment.

FOURTH PERIOD/FLEX PERIOD PROCEDURES
- Be There; Stay There; Stay on Task. (Not a time for travel, seeing another teacher, etc.)
- Students are responsible for having with them, at the beginning of each 4th Flex period, all necessary materials to be successful during that period; this includes A day materials.
- Students are expected to follow their most up-to-date schedule before 4th flex begins. All students need to check their schedule the morning of the flex day to see if any changes have been made.
- No student will leave an assigned location to go to another 4th Flex location until the dismissal bell.
- Disciplinary issues that arise during 4th Flex will be handled in the same manner as disciplinary issues that occur during an academic class. This includes the use of electronic devices, truancy, and insubordination.
- Administrators are able to revoke Self-Scheduling rights of any student as they deem necessary.
- It is the responsibility of the student to make themselves known for attendance in each flex period. Students not on the staff member’s roster must report to their scheduled location immediately.
- Students are responsible for self-scheduling any open periods during Friday Advisory and when they are absent. In the event the student is absent during Friday Advisory scheduling, they are able to schedule themselves while off campus. Enriching Students is open to students
beginning at 8am on Fridays. Students may have the possibility to change Thursday session on Wednesdays if not locked by teacher. Students may also have the opportunity to change a session during the week of as long as teachers don’t have them locked into a session.

- If the student knows he/she will be absent on a certain date for school business, doctor’s appointment, family trip, etc. the student needs to self-schedule to his/her advisor.
- Students are not allowed to schedule the upcoming week’s periods until Friday Advisory. Any student found scheduling early will have those appointments deleted and will lose their Self-Scheduling rights. The length of lost rights will be determined by an administrator.
- Students have until the campus deadline to self-schedule any open periods. After this time the self-scheduling privilege is blocked and an administrator will place all unscheduled students to a location. Discipline may be issued to students who repeatedly do not self-schedule open periods.
- Students will be mindful of “social-scheduling” where no academic help or enrichment has been gained. For example repeatedly scheduling to study halls/computer labs or flex fit locations.

**GUEST ATTENDEES OF HIGH SCHOOL DANCES, PROM, AND AFTER PROM**

- Students bringing a guest to a high school activity who is not a current student on that specific campus must have prior approval.
- Guest application forms are in the back of this handbook.
- Guest application forms are due a week before the scheduled event for approval and verification purposes.
- Guests are required to furnish identification prior to entrance to events (driver’s license and/or school ID).
- Guests must be in high school or under the age of 21. See the form for details. Forms are in the appendix of this book.

**GUIDANCE & SUPPORT COUNSELORS**

- Our counselors are in their offices daily to assist students with class scheduling, curriculum questions, personal problems, etc.
- Students should schedule appointments with counselors as needed.
- Students must sign in and out of the Counseling Center for safety, accountability, and attendance.

**HEALTH SERVICES**

Our Health Services Department is proud to have a Registered Nurse in every school to assist you in meeting the health needs of your child during the school day. If you have any questions after reading this information, please contact your child’s school nurse.

*Bentonville Schools Health History Form:* (HIPPA/FERPA)

A student Health History form must be completed annually and updated as needed by the parent. It is important for parents to bring to the nurse’s attention any medical concerns either physical or emotional. The nurse may need to consult with the teacher/staff on an “as need to know basis” to not only ensure the safety and welfare of your child but to possibly modify activities if needed. District supplied _over the counter medications will not be given without a signed form._
**Health Pass:** The health pass is a legal document and should be treated accordingly. All students must have a pass to come to the health office. The only exceptions are emergencies or the teacher escorting the student. After each visit, the yellow portion will be given to the student to take home. Visits between classes are not allowed without a pass. At the end of class, a student may request a pass from their instructor.

**State Mandated Health Screening - Vision:** (A.C.A. 6-18-1501) Act 1438 of 2005 requires students in grades Pre-k, k, 1, 2,4,6,8, and transfer students to have an eye and vision screen. Only failure notifications will be sent home. A child who does not pass the screening shall be required to have an exam conducted by an optometrist or ophthalmologist within 60-days of receipt of the screening report and show proof of the exam. Parents needing financial assistance should contact the school nurse.

**State Mandated Health Screening - Hearing:** Hearing screens are mandated for students in grades Pre-k, K, 1, 2,4,6,8, and transfer students. Only failure notices will be sent home. Parents have 60 days to show proof that a doctor or audiologist examined their child. Students covered under Medicaid/Arkansas Kids 1st will be billed, where applicable, for hearing and vision screenings conducted at school unless notified, in writing, by parents to decline within 60 days of receipt of handbook.

**State Mandated Health Screening - BMI:** (ARK Code 20-7-133 and 3.04) Act 1220 requires students in grades K, 2, 4, 6, 8, and 10 shall have their height and weight assessed. A parent who refuses to have their child assessed must provide written documentation of the refusal to the school. This is located on the Bentonville Schools Health History form. Parents of participants will be sent results.

**State Mandated Health Screening - Scoliosis:** (Act 95 of 1989 and Act 41 of 1987) The acts require girls in 6th grade and all students in 8th grade be screened for scoliosis. Parents of a child who fails the screening will be sent an informative letter stating the need to see a licensed physician. A parent, who refuses to have their child screened, must provide written documentation of the refusal to the school. This is located on the Bentonville Schools Health History Form.

**Illness - Chronic Illness:** (A.C.A. 6-18-1005) Contact your school nurse if your child has a diagnosis of Asthma, Diabetes, Seizures, Anaphylaxis, or any other medically diagnosed health condition. An Individual Health Care Plan (IHP) will be developed and kept on file. Information is shared with staff on an “as needed basis.” Check with your RN to see if your child’s condition qualifies for this. In order to receive care, all medications, medical treatments and procedures must have medical orders which are signed within a year.

**Illness - Acute Illness:** If a student develops a temperature of 100.4 degrees or above, or is vomiting, and/or has diarrhea, the school nurse or nurse delegate will notify parents to promptly, (within the hour), remove the child from school. Student should be symptom free for 24 hours, which is one entire school day from the day of dismissal, without requiring medication for fever, vomiting, diarrhea, or other symptoms prior to returning to school. If a student was ill and should not participate in physical activities, a note is required from the parent. Continued limitations, (over 3 days), will require a medical doctor’s written excuse and kept on file. If a student requests an illness dismissal from school, and does not go through the nurse, the absence will not count as medically excused unless an MD note is obtained.
Illness - Communicable Diseases: When your child is absent due to a communicable disease diagnosed by a medical professional, the parent should call the office with that information. This is particularly important if the child has chicken pox, measles, influenza, pertussis, etc. A written excuse, preferably by the doctor, should accompany your child when he/she is medically cleared to return to school. The school nurse will inform Arkansas Department of Health all cases of reportable communicable diseases and will follow their protocol.

Illness - Head Lice: It is common for children to bring head lice to school. Parents are urged to occasionally inspect the heads of their children. If nits are found, student will remain in school, but a note will be sent home. Students will be removed from school if live lice are present. The parent will be required to return with the student and proof of treatment accomplished, preferably within 24 hours of dismissal. The school nurse or nurse delegate will re-examine the student and once determined the student no longer has live lice, the student is readmitted to class. Mass screenings are strongly discouraged. It is not necessary to send letters home or do mass screenings unless evidence of classroom outbreak includes three or more students with no close contact in school within a consecutive 2-week period.

Immunizations: (Ark. Code Ann. §§ 20-7-109, 6-18-702, 6-60-501 - 504, and 20-78-206) In order for a student to attend school, the following immunization guidelines must be followed. Failure to meet these requirements will result in your child’s exclusion from school.

<table>
<thead>
<tr>
<th>Immunization Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kindergarten through 12th Grade:</td>
</tr>
<tr>
<td>DTaP/DT/Td</td>
</tr>
<tr>
<td>Polio</td>
</tr>
<tr>
<td>MMR</td>
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<tr>
<td>between doses</td>
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<tr>
<td>Hepatitis B</td>
</tr>
<tr>
<td>Varicella</td>
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<tr>
<td>OR a note from a medical professional with proof / statement of disease history</td>
</tr>
</tbody>
</table>

Plus: Students meeting the age or grade level criteria below are required to have the following additional immunizations.

<table>
<thead>
<tr>
<th>Kindergarten and First Grade:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hepatitis A</td>
</tr>
</tbody>
</table>

Students 11 years old or older on or before September 1: (This is required for any student 11-21 years of age.)

| Tdap | 1 dose |

Students entering 7th grade regardless of age:

| Meningococcal | 1 dose |

Students turning 16 years old on or before September 1 regardless of grade:
numococcal 1 dose if not previously vaccinated and if student will be 16 by Sept. 1 (If first
dose is administered at age 16 years or older, no second dose is required.) Second dose is
required if it has been 8 weeks or more since the first dose was given. No dose is required for
students 17 and older, however, it is strongly recommended.

Provide an updated copy of your child’s immunization record to your school nurse or registrar before
the first day of attendance. For questions, please contact your healthcare provider, school nurse, or
the Benton County Health Unit at 479-986-1300.

Immunization Exemption in the State of Arkansas: Parents may obtain information from the Arkansas
Department of Health at Arkansas.gov or call (501) 537-8969 or email
Immunization.section@arkansas.gov Apply annually for an Arkansas exemption, preferably in June
or July or any time a student enrolls; allow 2-4 weeks for processing. Give a copy of the ADH
application to the school registrar/nurse. When parent receives the ADH Immunization Exemption
Approval Letter, bring a copy to the school nurse/registrar. Remember that all exemptions must be
renewed before the beginning of each school year and are due the first day of school. Exemption
letter from another state is not acceptable. Exemption letter from your physician is not acceptable.
Failure to comply with timelines will result in the student’s exclusion from school.

Medications: The administration of medication will follow guidelines of ACT 1146 of 1995, Arkansas
State Board of Nursing-School Nurse Roles and Responsibilities (July 2018 - Practice Guidelines), and
BSD Medication Policy.
All medications given during school hours require prescriptive authority and parent/guardian signed
permission. This is required for both over-the-counter (ibuprofen, acetaminophen, etc.) and
prescription drugs. Any medications given at school must be dispensed through the health office.
Students are forbidden to self-medicate at school with prescription or non-prescription medications.
Students are forbidden to carry any medications on their person. Failure to comply may result in
expulsion from school. Parents are to administer prescription and non-prescription medication to their
child at home whenever possible. Prescription medications and certain non-prescription medications,
which the district does not supply, must be supplied by the parent and need a physician’s written
order. A Registered Nurse or nurse delegate administers medications.

All requirements listed below must be completed by parent and building RN before any medication
can be administered.
Prescription and non-prescription medications must be prescribed by an Arkansas Licensed Health
Care Provider.
Medications must be in the most recent, up to date - original container with the pharmacy
prescription label on the container.
A physician signed written prescription, prescribing medical professional’s signed note, or doctor
signed “Bentonville Schools Permission Form for Prescribed Medication” must accompany the
pharmacy labeled medication bottle.
Any change to a medication, feeding orders, or medical procedures will require new written orders
from the physician.
Parent/guardian is responsible to transport medicine to and from school. Students are not to
transport or deliver any medications. Failure to abide by this will result in student’s exclusion from school.
1. Only medications prescribed to be given during specific school hours will be administered. Medications ordered three times daily or less will not be given at school.
2. Parents are expected to administer the “once daily” or “morning/a.m.” dose at home. This includes medications, medical procedures, tube feeds, etc.
3. Medication administration forms must be updated at the beginning of each school year and as needed.
4. Students must present their District Photo ID in order to obtain medication.

**Inhalers:** *A.C.A 6-18-707 Students with the diagnosis of asthma and require the use of an inhaler, must keep an inhaler* in the health office. Inhalers must be in the pharmacy labeled box and also have a written doctor’s prescription/note. A doctor’s signed Asthma Action Plan can be used in Lieu of a written prescription/note. A parent must also sign the Asthma Action Plan. Qualified students will be allowed to carry their inhalers with appropriate documentation signed by the student, parent, and physician. See school nurse. It is recommended that an additional inhaler be kept in the health office but not required.

**EPI-Pens:** *A.C.A. 6-18-707* Students with the diagnosis of anaphylaxis require a physician signed Life-Threatening Allergies Plan on file along with the emergency medication(s) prescribed. These must be kept in the health office. Epinephrine must be in the pharmacy labeled box and also have a written doctor’s prescription/note. A doctor’s signed Life Threatening Allergies Plan can be used in Lieu of a written prescription/note. The plan must also be signed by a parent. Qualified students will be allowed to carry their epi-pen with appropriate documentation. See school nurse. It is recommended that an additional epi-pen be kept in the health office but not required.

**Schedule II Medications:** The RN or nurse delegate will administer only methylphenidate and amphetamine sulfate medications (ADD and ADHD meds) specifically prescribed to be administered during the school day by an Arkansas Licensed medical professional. For safety reasons, no student will be allowed to attend school if currently taking other Schedule II medications than those permitted per policy (see [www.bentonvillek12.org](http://www.bentonvillek12.org)). Students who are taking Schedule II medications, which are not allowed at school, shall be eligible for homebound instruction if provided for in their IEP or 504 plans.

**Elevator Pass/Assisted Devices:** The RN can give a student a pass to ride the elevator for no more than 3 days. A doctor’s note is required for an extended period of time. A student returning to school with sutures(stitches, staples), ace bandage (elastic bandage, slings), casts, splints, crutches, cane, walker, knee scooter or wheelchair must have a licensed health care provider’s written permission to attend school that includes: diagnosis/description of problem, duration of limitation, any recommendations and/or restrictions related to physical activity, mobility, and safety. See school nurse for form.

**911 Calls:** In event there is an emergency, 911 will be called along with a parent phone call. If parent cannot be reached, the student will be transported to a local hospital. Efforts will be made to transport to the hospital listed on your child’s health history form if advisable by EMTs.

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

Please contact your building nurse if you have questions regarding your child’s health and school attendance.

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

**LUNCHES**
All high schools are closed campuses, therefore students may not leave campus without a dismissal in the office. Lunches are served in cafeterias during designated lunch periods. For other details regarding food and nutrition see Nutrition Services in General Information of this handbook.

**LIBRARY**
Libraries, Lab Spaces and Collaborative Space Usage:
- Students must present their student ID to checkout all materials.
- Desirable behaviors include courtesy, respectful discussion, and studious purpose.
- No computer games or card games any time.
- Checkouts: 2 books for 2 weeks. Fines are charged at $0.05 for every school day. Items may be rechecked as needed to help students avoid fines.
- Students are encouraged to ask the librarians for assistance when searching for a book. The librarians will be happy to help students find books for reading enjoyment or for assignments.
- Copies made on the copy machine are $0.10. Only black and white is available.
- Computer printouts needed to complete school assignments are free, although students should limit printing to 10 pages per visit. Other copies are $.10 each.
- Students with overdue items or fines may not check out library materials until fines are paid.
- Students who drop or transfer must return all library materials and pay fines or lost book fees before their records will be released.

Computer Lab Usage:
- Teachers may not book labs in advance when they know they are going to be absent. It is very difficult to have a substitute in the labs. Reservations should be made 24 hours in advance.
- Computers are not to be used for privilege days (no games are to be played).
- The computer labs/libraries will not accept mandatory passes on Advisory days (Fast Fridays). The labs and libraries will use this time to perform maintenance and clean computers. Lunchtime promotional activities will also be conducted during this time.

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

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

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

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

MESSAGES

- Only emergency messages will be delivered to students.
- Classes will not be interrupted to deliver messages regarding personal appointments, work schedules, family errands, etc.

NUTRITION SERVICES

Meal Charges
The District does not provide credit for students to charge food. Items may be purchased by either prepayment or providing payment for the items at the time of receipt.

While credit is not permitted, any student going through the line at lunch meal service will be provided with a regular meal tray regardless of the balance of the account. The meal will be charged to the student’s account, and parents or guardians will be responsible for payment.

Families wishing to avoid these charges when a student’s account balance is not sufficient to cover the day’s meal must send a lunch to school with the student.

Families choosing not to send a packed lunch and not to pay meal charges may have negative account balances sent to an outside agency for collection.

Payment for Meals
Families may send cash or check to pay for breakfast or lunch purchases. Checks should be made payable to the school, and the student’s lunch account number should be written on the check. When sending one check for multiple students, please indicate amount to deposit in each student’s account. Deposits may also be made online at SendMoneyToSchool.com.

30 Day Correction Policy
Each student’s account balance is tracked electronically, including deposit and purchase history. Families may view this information at SendMoneyToSchool.com. Questions or corrections may be directed to the school cafeteria or the Bentonville Schools Nutrition Services office at 479-
Bentonville Public Schools Nutrition Services will make corrections to accounts that are found to be in error within 30 school days of when the error occurred.

**Notifications**
The District will contact parents via email, phone calls, text messages, and letters regarding lunch account balances.

**Free and Reduced Price Meals:**
Contact the Nutrition Services office to apply for free or reduced meals. The parent or guardian of a student participating in free or reduced meals must reapply at the beginning of every school year, as the prior year's application is only valid for the first 30 days of school. After 30 days, all students without a processed application for free or reduced meals in the current school year will pay full price. Families with circumstances that have changed may apply/reapply at any time during the school year. Additional information about meal assistance applications can be found at www.mealsense.org/bentonville.

**Meal Pattern/Offer vs Serve:**
Meals meet USDA school breakfast and lunch guidelines. We offer five different food components to choose from daily: a meat or protein, grains and bread, fruits, vegetables, and milk.

Federal guidelines do not require students to take every item that is offered for breakfast or lunch. Students are encouraged to take at least three items for breakfast and three items for lunch to ensure a well-balanced meal.

**Lunch:** Each student selects the appropriate number of food items for a reimbursable meal. Five components are offered: meat (or meat alternate), grain, fruit, vegetable, and milk. At minimum, a student must select a fruit or vegetable and two other components.

**Breakfast:** Each student selects the appropriate number of food items for a reimbursable meal. Four components are offered: meat (or meat alternate), grain, fruit, and milk. At minimum, a student must select a fruit and two other components.

**Monthly Menus and Nutritional:**
Monthly menus are posted in each cafeteria, as well as on the District website. Menu nutritional information can be found on the District website.

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

**USDA Nondiscrimination Statement:**
In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating
in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov.
This institution is an equal opportunity provider.

**PARENT-TEACHER CONFERENCES**

- Individual teacher conferences may be scheduled by email or calling the school office and requesting the teacher return the call to set up a time for the conference
- Parents may correspond with teachers by email. Teachers email are listed on the district website at Bentonville Schools> Parents> Staff Directory.
- Each student with his/her family is expected to complete the course selection process in February by attending conferences and/or by completing the online registration process. Beginning with the Class of 2022 all 8th grade students in Arkansas will create a Student Success Plan outlining their four-year plan of intended high school courses. Plans can be adapted annually.
- Students who do not complete the course selection process in February may have their course requests completed by their counselor.

**PARKING**

- To obtain a parking permit, students must present a valid Arkansas driver’s license, Arkansas car tag number, make and model of vehicle, and $20.00 for the school year ($10 per semester). Motorcycles and scooters are $10.00 per year ($5 per semester).
- Parking tags will be distributed to seniors and juniors at the start of the school year. Sophomores and freshmen may be assigned when spaces become available.
- Student drivers must read and complete the parking application and regulations form in the appendix of this handbook.
- Students are not permitted to loiter in parking areas and are not to return to their vehicles during the school day for any reason unless given permission to do so by an administrator or office staff.
Driving and parking privileges on school campuses may be revoked due to any unsafe behavior.

Students will be fined $10.00 for the first two parking violations which includes the following:
- Parking in visitors’ parking area
- Using another student’s parking permit
- Parking in another student’s parking space
- Parking on campus without a valid parking permit
- Not appropriately displaying parking permit
- Students parking in faculty parking space

Failure to pay parking fines within five days may result in consequences. On the third parking violation, the vehicle is subject to being towed at owner’s expense and parking privileges being revoked for the remainder of the semester or year. The parking space so surrendered will be assigned to another student.

See complete parking rules for additional information. Rules are issued at time parking sticker is issued.

The Bentonville and Centerton Police Departments and county law enforcement agencies have been given authority to enforce all traffic violations observed on school property.

High School Security Officers will ticket cars with the violation stickers. A copy is given to the student’s Dean of Students. The students will be instructed to pay the fines in the bookkeepers’ offices during specific hours. Proceeds from fines will be used for parking lot maintenance and improvements.

PROFESSIONAL QUALIFICATIONS OF TEACHERS
The Every Student Succeeds Act (ESSA) gives parents the right to know the professional qualifications of the classroom teacher who instructs their children. Specifically, the parents can request the information listed below:
- Has the teacher met Arkansas qualifications and licensing criteria to teach the grade level and/or subject area to which he/she is assigned?
- Has the state waived its qualifications and licensing criteria to permit the teacher to teach on an emergency or provisional license?
- What is the teacher’s college major, graduate certification or degrees, and the field or discipline for those certificates or degrees?
- What are the qualifications of a teacher’s aide or similar paraprofessional providing instructional assistance to your child?

Most of this information can be accessed on the ADE public site at https://adeaels.arkansas.gov/AelsWeb/Search.aspx

Parents may request the above information by completing request form that can be obtained from the Human Resources Department. Requests will be fulfilled in a timely manner.

Regional Educational Alternative Program
Regional Educational Alternative Program (REAP) Academy is designed to assist students who have not met success at their home campus due to discipline related issues or serious violation of school policies. REAP is an opportunity for students to continue their education in lieu of expulsion. The program provides class credits in the core subjects and credit recovery options, teaches students how
to function successfully on their home campus, and guides them to be responsible citizens who exhibit appropriate behavior and academic skills. REAP is staffed by certified teachers and is located in the Rogers School District.

**STUDENT ORGANIZATIONS**

Student Organizations are approved annually by the campus administration. Students interested in forming an organization must find a faculty advisor who will complete and submit the organizations proposed purpose and constitution to the administration. Club and organization proposals are due the administration by October 1 annually. Approved organizations will be listed on the school website. Approval is based on student interest, availability of an advisor, duplication of clubs, feasibility for equipment or space, safety, etc. Each organization establishes guidelines for membership and participation as based upon the organization’s constitution and board policy.

**TELEPHONE**

A telephone is available in the office for student use before and after school and during lunch. Cell phones are not to be seen or heard during class time except as directed by the classroom teacher for educational purposes. Cell phones are to be silenced and placed out-of-sight before entering any classroom. See also Policy 4.18 – Student Discipline for additional information regarding cell phones.

**TEXTBOOKS/CALCULATORS/EDUCATIONAL EQUIPMENT**

Students are responsible for the care of textbooks issued to them. All books must have the student’s name in ink on the inside of the front cover. Calculators are required in math classes and certain science classes. Calculators are available for checkout through the Math Department Head. Fines will be levied for the following offenses:

1. Books having minor damage - $1.00 minimum.
2. Lost or damaged books - replacement cost of books.
3. Lost calculators – replacement cost of calculator.

**VISITORS**

Parents are welcome to visit our campuses at any time. They are to report directly to the Main Office for a visitor’s badge. A state issued ID must be provided for a quick background check before a badge is given. Visitors need to make an appointment to meet with a teacher. Visitors may not visit classrooms during instructional time without permission and/or being accompanied by school personnel. Classroom visitors must complete a classroom observation protocol /student confidentiality form prior to observation. Our high schools are closed campuses for the safety and security of our students. Students are not allowed to bring friends and/or have visitors (except parent/guardian) on campus.

**WEATHER**

When weather conditions are hazardous for buses to travel safely, school may be dismissed. On mornings in question, the local radio and TV stations will announce the decision as early as possible. School closings are also posted on the district web site at [www.bentonvillek12.org](http://www.bentonvillek12.org) Parents may contact a campus registrar to update contact information for these call outs.
If weather conditions become bad enough during school hours to require buses to make their runs before the regularly scheduled time, radio and television stations will be notified. Parents are encouraged to discuss alternate plans with their children in case of such an emergency.
POLICIES AND PROCEDURES
The most current school board policies can always be found online at Bentonville Schools> Leadership> Board of Education> Policies. In this section that follows we have included policies that are utilized most often or required for publication by law. In cases where additional administrative procedures are in place, the procedures follow the policy. Note that many policies are interrelated and some procedures may relate to multiple policies. As always, your campus administration will be happy to assist you with any questions or needs.

4.1 - RESIDENCE REQUIREMENTS
Definitions:
"In loco parentis" means relating to the responsibility to undertake the care and control of another person in the absence of:
1. Supervision by the person's parent or legal guardian; and
2. Formal legal approval.

"Reside" means to be physically present and to maintain a permanent place of abode for an average of no fewer than four (4) calendar days and nights per week for a primary purpose other than school attendance.

"Resident" means a student whose parents, legal guardians, persons having legal, lawful control of the student, or persons standing in loco parentis reside in the District.

"Residential address" means the physical location where the student’s parents, legal guardians, persons having legal, lawful control of the student under an order of a court, or persons standing in loco parentis reside. A student may use the residential address of a parent, legal guardian, person having lawful control of the student, or person standing in loco parentis only if the student resides at the same residential address and if the guardianship or other legal authority is not granted solely for educational needs or school attendance purposes.

The schools of the District shall be open and free through the completion of the secondary program to all persons between the ages of five (5) and twenty one (21) years whose parents, legal guardians or other persons having lawful control of the student, or person standing in loco parentis reside within the District and to all persons between those ages who have been legally transferred to the District for educational purposes.

Any person eighteen (18) years of age or older may establish a residence separate and apart from his or her parent, legal guardian, person having lawful control of the student, or a person standing in loco parentis for school attendance purposes.

In order for a person under the age of eighteen (18) years to establish a residence for the purpose of attending the District’s schools separate and apart from his or her parents, legal guardians, persons having lawful control of the student, or person standing in loco parentis, the student is required to
reside in the District for a primary purpose other than that of school attendance. However, a student previously enrolled in the District who is placed under the legal guardianship of a noncustodial parent living outside the District by a custodial parent on active military duty may continue to attend District schools. A foster child who was previously enrolled in a District school and who has had a change in placement to a residence outside of the District may continue to remain enrolled in his/her current school unless the presiding court rules otherwise.

Under instances prescribed in A.C.A. § 6-18-203, a child or ward of an employee of the District or of the education coop to which the District belongs may enroll in the District even though the employee and his/her child or ward reside outside the District.

Children whose parent or legal guardian relocates within the state due to a mobilization, deployment, or available military housing while on active duty in, or serving in the reserve component of a branch of the United States Armed Forces or National Guard may continue attending school in the school district the children were attending prior to the relocation or attend school in the school district where the children have relocated. A child may complete all remaining school years at the enrolled school district regardless of mobilization, deployment, or military status of the parent or guardian.

Date Adopted: 6/20/2016
Date Revised: 6/17/2019
Additional Reference: ASBA Model Policies
Cross References: 4.48 - STUDENTS WHO ARE FOSTER CHILDREN, 4.47 - HOMELESS STUDENTS

POLICY 4.1 PROCEDURES
Proof of residency paperwork is required annually between July 1 and August 25 showing residency within the district boundaries. Information is posted on the district website at Departments>Student Services>Proof of Residency.
4.10 - ABSENCES

Education is more than the grades students receive in their courses. As important as grades are students’ regular attendance at school is essential to their social and cultural development and helps prepare them to accept responsibilities they will face as an adult. Interactions with other students and participation in the instruction within the classroom enrich the learning environment and promote a continuity of instruction, which results in higher student achievement.

Absences for students enrolled in digital courses shall be determined by the online attendance and time the student is working on the course rather than the student’s physical presence at school. Students who are scheduled to have a dedicated period for a digital class shall not be considered absent if the student logs the correct amount of time and completes required assignments; however, a student who fails to be physically present for an assigned period may be disciplined in accordance with the District’s truancy policy.

Excused Absences

Excused absences are those where the student was on official school business or when the absence was due to one of the following reasons. The student must bring a written statement to the principal or designees upon his/her return to school from the parent or legal guardian stating such reason. A written statement presented for an absence having occurred more than three (3) days prior to its presentation will not be accepted.

1. When attendance by the student or the student’s illness could jeopardize the health of other students, a maximum of five (5) such days are allowed per semester unless the condition(s) causing such absences is of a chronic or recurring nature, is medically documented, and approved by the principal.
2. Death or serious illness in their immediate family, i.e. – spouse, child, parent, sibling, grandparent, any relative who lives in the same household as the student
3. Observance of recognized holidays observed by the student’s faith
4. Attendance at an appointment with a government agency
5. Attendance at a medical appointment
6. Exceptional circumstances with prior approval of the principal
7. Participation in an FFA, FHA, or 4-H sanctioned activity
8. Participation in the election poll workers program for high school students.
9. Absences granted to allow a student to visit his/her parent or legal guardian who is a member of the military and been called to active duty is on leave from active duty or has returned from deployment to a combat zone or combat support posting. The number of additional excused absences shall be at the discretion of the superintendent or designee.
10. Absences granted, at the Superintendent’s discretion, to seventeen (17) year-old students who join the Arkansas National Guard while in the eleventh grade to complete basic combat training between grades eleven (11) and twelve (12).

11. Any circumstances not covered above which the District determines are excused.

Students who serve as pages for a member of the General Assembly shall be considered on instructional assignment and shall not be considered absent from school for the day the student is serving as a page.

It is the Arkansas General Assembly’s intention that students having excessive absences be given assistance in obtaining credit for their courses. Excessive absences may, however, be the basis for the denial of course credit, promotion, or graduation.

**Unexcused Absences**

Absences not defined above or not having an accompanying note from the parent; legal guardian; person having lawful control of the student; or person standing in loco parentis, presented in the timeline required by this policy, shall be considered as unexcused absences. Excessive absences shall not be a reason for expulsion or dismissal of a student.

When a student has four (4) unexcused absences, his/her parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by regular mail with a return address sent no later than the following school day.

When a student has eight (8) unexcused absences, his/her legal parents, guardians, persons with lawful control of the student, or persons standing in loco parentis shall be notified. Notification shall be by regular mail with a return address sent no later than the following school day.

Whenever a student has accumulated eleven (11) unexcused absences or has violated the conditions of an agreement granting special arrangements, in a semester, the District shall notify the prosecuting authority and the parent, legal guardian, persons with lawful control of the student, or persons standing in loco parentis shall be subject to a civil penalty as prescribed by law.

At any time prior to when a student exceeds the number of unexcused absences permitted by this policy, the student or his/her parent, legal guardian, persons having lawful control of the student or person standing in loco parentis may petition the school or District’s administration for special arrangements to address the student’s unexcused absences. If formal arrangements are granted, they shall be formalized into a written agreement which will include the conditions of the agreement and the consequences for failing to fulfill the agreement’s requirements. The agreement shall be signed by the student, the student’s parent, legal guardian, persons having lawful control of the student or person standing in loco parentis, and the school or District administrator or designee.
Credit Courses

Students with eleven (11) unexcused absences in a course in a semester shall not receive credit for that course. At the discretion of the principal after consultation with persons having knowledge of the circumstances of the unexcused absences, the student may be denied promotion or graduation.

The Bentonville Police Department, in cooperation with the District, participates in the “Operation Stay in School” program. Any certified law enforcement officer may stop and detain any unsupervised school-age student found off school premises during school hours and request the production of documentation excusing her/his presence from school.

Students who attend in-school suspension shall not be counted absent for those days. Days missed due to out-of-school suspension or expulsion shall be unexcused absences.

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

If any student’s Individual Education Program (IEP) or 504 Plan conflicts with this policy, the requirements of the student’s IEP or 504 Plan take precedence.

Date Adopted: 6/20/2016
Date Revised: 6/17/2019

POLICY 4.10 PROCEDURES
See also Driver’s License Request in the General Information section of this handbook.

Note that high school students may be denied credit for classes with more than 10 unexcused absences. Campus principals will offer credit appeals to seniors at the end of second semester for the classes that are required for graduation.

Written excuses for absences are taken past the three-day deadline at an administrator’s discretion.

Family In Need of Services (FINS) is a referral to the Juvenile Probation Office of Benton County. Attendance violations are referred to FINS.

• Students missing more than 50% of a class period at any point can be considered absent for the period.
● Excessive tardiness is subject to disciplinary consequences. See also Policy 4.18 Discipline for related procedures.
● Truancy is defined by intentionally missing class or not being present where one is supposed to be. Examples include, but are not limited to: attending the wrong lunch; presence in a parking lot without permission; not returning to class following travel time, leaving or returning to campus with or without a parent without signing in/out at the office, etc.
● Truancy may occur when one is absent or when one is tardy.
● Anyone checking a student out must be listed by the parent or guardian during annual registration updates.
● In order for students 18 or older to sign themselves out, a note from the student’s parent is to be on file indicating the parent is aware that the student is making her/his own decisions. In that case the check-out counts as an excused or unexcused (whichever applies) parent note. Students abusing this option (more than five times per year) may be considered unexcused, truant, and/or lose the option to sign themselves out.
● Lunch time dismissals are not available to students who are on record to sign themselves out (18 or older). An adult on the student’s list must be involved.

Attendance Monitoring:
● Parents and students are encouraged to monitor attendance through their online access portal to student records.
● Written notification and conferences occur when students have excessive absences. Referral to juvenile court may also be required in compliance with all applicable laws.
● Students who choose to attend away athletic events or extra-curricular events during the school day will be recorded as a truancy unless the student is participating or a parent note is provided. These absences are “unexcused parent notes”.
● A student absence will be recorded as School Business/Principal Approved for attendance, at a state championship event for their campus, only with written parent/guardian permission and if they sign in with administrators at the event.
● Forged notes or fake phone calls will be considered truancy and appropriate discipline may occur.
● The Bentonville and Centerton Police Department, in a cooperative agreement with the district, participates in the “operation stay in school” program. Any certified law enforcement officer may stop and detain any unsupervised school-age student located off school premises during school hours and request the production of documentation excusing her/his absence from school.

Absences for College Visitation:
Seniors will be granted an excused absence two days per year for college visits. Other students are also eligible for one excused absence for a college visit per year. Notification from the college/university must be submitted to the attendance clerk upon return. Pre-approval is not required for these allowable visits to colleges and universities. Pre-approval from the grade level dean or principal is required for additional days.

Mandatory Attendance
● All students who are ages 5 through 17 on or by August 1st are required to be in school that school year with the exception of five-year-old children for whom kindergarten has been waived by the custodial adult.
● Students who have not received a high school diploma or its equivalent; or students who are not enrolled in a post-secondary or vocational-technical institution, community college, or a two-year or four-year institution of higher learning must attend school.

● Students who are 18 to 21 years of age will be educated with the understanding that they must comply with district policies and procedures. Those who do not comply with district policies and procedures may be dropped from school.
4.14 - STUDENT PUBLICATIONS & THE DISTRIBUTION OF LITERATURE

Student Media

Publications that are supported financially by the school or by use of school facilities, or are produced in conjunction with a class shall be considered school-sponsored student media. School-sponsored media does not provide a forum for public expression. Student media, as well as the content of student expression in school-sponsored activities, shall be subject to the editorial review of the District’s administration, whose actions shall be reasonably related to legitimate pedagogical concerns and adhere to the following limitations.

1. Advertising may be accepted for media that does not condone or promote products that are inappropriate for the age and maturity of the audience or that endorses such things as tobacco, alcohol, or drugs.

2. Media may be regulated to prohibit writings which are, determined by the appropriate teacher, student media advisor, and/or administrator, to be ungrammatical; poorly written; inadequately researched; biased or prejudiced; vulgar or profane; or unsuitable for immature audiences.

3. Media may be regulated to prohibit the dissemination of material that may reasonably be perceived to advocate drug or alcohol use; sexual activity; conduct that is otherwise inconsistent with the shared values of a civilized social order; or to associate the school with any position other than neutrality on matters of political controversy.

4. Prohibited media includes those that:
   - Are obscene as to minors;
   - Are libelous or slanderous, including material containing defamatory falsehoods about public figures or governmental officials, and made with knowledge of their falsity or a reckless disregard of the truth;
   - Constitute an unwarranted invasion of privacy as defined by state law,
   - Suggest or urge the commission of unlawful acts on the school premises;
   - Suggest or urge the violation of lawful school regulations;
   - Attacks ethnic, religious, or racial groups; or
   - Harass, threaten, or intimidate a student.

Student Media on School Web Pages

Student media displayed on school web pages shall follow the same guidelines as listed above and shall also:

1. Not contain any non-educational advertisements;
2. Adhere to the restrictions regarding use of Directory Information as prescribed in Policy 4.13 including not using a student’s photograph when associated with the student’s name unless written permission has been received from the student’s parent or student if over the age of 18.

3. State that the views expressed are not necessarily those of the Board or the employees of the District.

Student Distribution of Non-school Literature, Publications, and Materials

A student or group of students who distribute ten (10) or fewer copies of the same non-school literature, publications, or materials (hereinafter “non-school materials”), shall do so in a time, place, and manner that does not cause a substantial disruption of the orderly education environment. A student or group of students wishing to distribute more than ten (10) copies of non-school materials shall have school authorities review their non-school materials at least three (3) school-days in advance of their desired time of dissemination. School authorities shall review the non-school materials, prior to their distribution and will bar from distribution those non-school materials that are obscene, libelous, pervasively indecent, or advertise unlawful products or services. Material may also be barred from distribution if there is evidence that reasonably supports a forecast that a substantial disruption of the orderly operation of the school or educational environment will likely result from the distribution. Concerns related to any denial of distribution by the principal shall be heard by the Superintendent, whose decision shall be final.

The school principal or designee shall establish reasonable regulations governing the time, place, and manner of student distribution of non-school materials.

The regulations shall:
1. Be narrowly drawn to promote orderly administration of school activities by preventing disruption and may not be designed to stifle expression;
2. Be uniformly applied to all forms of non-school materials;
3. Allow no interference with classes or school activities;
4. Specify times, places, and manner where distribution may and may not occur; and
5. Not inhibit a person’s right to accept or reject any literature distributed in accordance with the regulations.

The Superintendent, along with the student media advisors shall develop administrative regulations for the implementation of this policy. The regulations shall include definitions of terms and timelines for the review of materials.

Date Adopted: 6/20/2016
Date Revised: 7/16/2019
Additional Reference: ASBA Model Policies
4.18 - STUDENT DISCIPLINE

Section 1: Introduction

The Board has a responsibility to protect the health, safety, and welfare of the District’s students and employees. To help maintain a safe environment conducive to high student achievement, the Board establishes policies necessary to regulate student behavior to promote an orderly school environment that is respectful of the rights of others and ensures the uniform enforcement of student discipline. Students are responsible for their conduct that occurs: at any time on the school grounds; off school grounds at a school-sponsored function, activity, or event; going to and from school or a school activity.

The District’s administrators may also take disciplinary action against a student for off-campus conduct occurring at any time that would have a detrimental impact on school discipline, the educational environment, or the welfare of the students and/or staff. A student who has committed a criminal act while off campus and whose presence on campus could cause a substantial disruption to school or endanger the welfare of other students or staff is subject to disciplinary action up to and including expulsion. Such acts could include but are not limited to a felony or an act that would be considered a felony if committed by an adult, an assault or battery, drug law violations, or sexual misconduct of a serious nature. Any disciplinary action pursued by the District shall be in accordance with the student’s appropriate due process rights.

The District’s licensed personnel policy committee shall annually review the District’s student discipline policies, including State and District student discipline date, and may recommend changes in the policies to the Board. The Board has the responsibility of determining whether to approve any recommended changes to student discipline policies.

The District’s student discipline policies shall be distributed to each student during the first week of school each year and to new students upon their enrollment. Each student’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall sign and return to the school an acknowledgment form documenting that they have received the policies.

The District shall develop and provide programs, measures, or alternative means and methods for continued student engagement and educational access during periods of suspension or expulsion.

The superintendent/superintendent designee is authorized to modify the penalties set forth in the District’s student discipline policies on a case-by-case basis.

It is required by law that the principal or the person in charge report to the police any incidents the person has personal knowledge of or has received information leading to a reasonable belief that a person has committed or threatened to commit an act of violence or any crime involving a deadly weapon on school property or while under school supervision. If the person making the report is not the Superintendent, that person shall also inform the Superintendent of the incident. Additionally, the principal shall inform any school employee or other person who initially reported the incident that a
report has been made to the appropriate law enforcement agency. The Superintendent or designee shall inform the Board of any such report made to law enforcement.

The Board believes that penalties for violations of the behavioral standards indicated in Section 1 of this policy should be fairly administered and appropriate to the particular violation (or cumulative violations, in the case of a student who repeatedly misbehaves). The following interventions are available to school personnel; however, nothing in this policy is intended to require that a less severe intervention be used prior to the use of any other intervention. School personnel are expected to choose the particular intervention, which they believe to be most appropriate for a specific student who has committed a specific offense. Corporal punishment is not an approved method of discipline. While the following corrective measures are approved by the Board, staff members are expected to treat all students with courtesy and respect and to maintain positive approaches in helping students develop acceptable patterns of behavior.

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

All consequences imposed by school personnel should meet the following guidelines:

1. All methods of discipline should avoid causing a serious inconvenience to students other than the student(s) involved. Mass punishment is to be avoided.

2. All methods of discipline should avoid promoting an attitude unfavorable to academic or other school work.
The superintendent/superintendent designee shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation: the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

**Section 2: Arkansas Codes: Offenses and Penalties**

In accordance with Arkansas statutes, the following minimum and maximum penalties are prescribed for the indicated offenses:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Minimum Penalty</th>
<th>Maximum Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assisting or threatening to assault or abuse any student or school employee</td>
<td>1 day suspension</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Using an electronic communication device on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons such as policies 4.31 &amp; 4.33</td>
<td>Warning</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Possession of any firearm; knife; or other weapon prohibited upon the school campus by law. For the purposes of this policy, &quot;firearm&quot; means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use. Knife means any bladed hand instrument three inches (3&quot;) or longer that is capable of inflicting serious physical injury or death by cutting or stabbing, including a dirk, a sword or spear in a cane, a razor, an ice pick, a throwing star, a switchblade, and a butterfly knife.</td>
<td>Expulsion for 1 calendar year, although the Superintendent shall have the discretion to modify any such expulsion on a case-by-case basis</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Possession of any weapon not identified in the immediately preceding section, including a knife shorter than three inches (3&quot;), box cutter, nunchucks, pepper spray, mace, other noxious spray, explosive, taser, other instrument that uses electrical current to cause neuromuscular incapacitation, or any other instrument or substance capable of causing bodily harm.</td>
<td>Warning</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Possession, transfer, use of tobacco or tobacco products including e-cigarettes/vaping</td>
<td>3 day suspension</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Possession, use, being under the influence, offering for sale or transferring any beverage containing alcohol</td>
<td>3 day suspension</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Possession or transfer of drug-related paraphernalia as defined by Arkansas law</td>
<td>10 day suspension</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Possession, use (including being under the influence of a drug), offering for sale or transferring of a controlled substance and/or drugs as defined by Arkansas law</td>
<td>Expulsion for 1 semester</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Possession, use or distribution of prescription medication (prescribed to the student) without authorization from the school nurse</td>
<td>Warning</td>
<td>Expulsion for 1 calendar year.</td>
</tr>
<tr>
<td>Possession, use or distribution of nonprescription medication</td>
<td>Warning</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Possession, use, being under the influence, offering for sale, or transfer of drug look-a-like products or analogs</td>
<td>Warning</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Possession, use, being under the influence (inhaling) products such as solvents, aerosols, nitrates, or anesthetics which are not manufactured for the purpose of inhalation</td>
<td>10 day suspension</td>
<td>Expulsion for 1 calendar year</td>
</tr>
<tr>
<td>Willfully or intentionally damaging, destroying, or stealing school property</td>
<td>1 day suspension with restitution</td>
<td>Expulsion for 1 calendar year</td>
</tr>
</tbody>
</table>
Having the intent to engage in an activity prohibited by these rules is also an offense under these rules. This includes taking a substantial step toward engaging in an activity which is prohibited by these rules or engaging in an activity which does not violate these rules, but which would violate these rules if the facts were as the student believed them to be at the time the student engages in the conduct. Having the intent to engage in an activity prohibited by these rules may subject a violator to the same level of punishment as would apply for the offense itself.

**Section 3: District Behavioral Standards**

In addition to the offenses listed above, the District authorizes the administration to maintain a safe and orderly environment. Any student behavior that disrupts the learning environment is prohibited. Please refer to policy 4.19 Prohibited Conduct.

**Section 4: Progressive Discipline**

Discipline of secondary students will be progressive based upon a student’s disciplinary history.

**Section 5: Confidentiality**

Disciplinary actions will not be entered on a student's permanent record and will not be divulged to unauthorized personnel.

**Section 6: Discipline of Students with Disabilities**

A student with a disability, as defined in state standards, who engages in inappropriate behavior is subject to normal school disciplinary rules and procedures, provided the student's right to a free and appropriate public education is not violated. The following provisions will apply:

The individualized education plan (IEP) team for a disabled student should consider whether particular disciplinary procedures should be adopted for that student and included in the IEP, and if a disabled student’s placement is to be changed for a period of time exceeding ten (10) days, District special education personnel will be consulted to assure that proper due process procedures are followed.

*Date Adopted: 6/20/2016*

*Date Revised: 6/17/2019*


*Additional Reference: ASBA Model Policies*

**POLICY 4.18 PROCEDURES**

The public is given online access to the Parent/Student Handbook which includes the Bentonville School District Student Discipline Policy. Families may receive a paper copy upon request in the main office. After publishing the discipline policies each summer, the parent/guardian and student is asked to sign the verification form in this handbook during August registration days on campus. Failure to return the form by the Friday after Labor Day may result in the loss privileges, after school detention and/or In-School Suspension Class (ISS).
Minor Offenses are defined in the policy above.

Major Offenses are defined in the policy above.

No attempt has been made to include every detail of the high school experience as it goes beyond the scope of this handbook to describe it all. Other disruptive behavior that may occur will be categorized by the school administration in ways that maintain consistency across campuses and among various administrators and designees.

**Step Discipline Plan**

Any infractions occurring at school sponsored activities, on or off campus, will be handled as outlined under Section 2 of policy 4.18- Student Discipline. As stated under Section 4 of policy 4.18, severity of consequences will be based off of level of infraction. Students that accumulate a minimum of 10 combined infractions during the academic school year may result in an immediate 10 day suspension from school and/or expulsion.

- Any infractions will result in the student being placed on the step plan as well as the possibility of immediate/temporary removal from the school setting.
- On the third classroom minor infraction from any one teacher, students will be placed on the step plan. For each minor infraction after they have been placed on the step plan, the student will move up a step.
- Teachers will immediately send any student who has committed a major infraction to the appropriate grade level dean.
- Major infractions may result in an immediate 10-day suspension from school and/or expulsion.

**Detention**

- Detention is a supervised study period used primarily as a consequence for minor infractions. Assignment to detention is not excused due to conflict with jobs, activities, or transportation problems. Failure to serve a detention in a timely manner could result in additional consequences.
- Misconduct/Tardiness will require the student to serve the detention at another time.
- Students who report to detention and do not find a supervisor need to report to the deans where they can serve the detentions.
- Each campus will offer 30 minute detentions. Each campus will publish times and locations. See Deans for details.

**Discipline Alternative Placement**

When disciplinary actions have not corrected improper student behavior, a conference may be held for the purpose of discussing alternative educational placement. Alternative educational placement refers to placement other than regular day school classes. Examples: REAP; Alternative Classroom Settings; Online Options; etc.

**Self-Reporting**

Note that self-reporting of any prohibited conduct may not absolve someone from consequences related to a disciplinary infraction. See Policy 4.23 Weapons and Dangerous Instruments for other specific limitations on self-reporting.
**Staff Authority**
Students must courteously and respectfully comply with the reasonable request of any teacher, staff member, or administrator in or out of the classroom. Students are expected to give names, if asked for them by any staff member or school employee. Failure to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordinate and subject to immediate consequences.

**Classroom Removals**
The first time a student is removed from class by a teacher s/he may be placed into another appropriate classroom, into in-school suspension, into the district’s alternative learning environment or returned to the same classroom. The second time a student is removed from the classroom by the same teacher during a nine week period, the Dean of Students may keep the student out of the class until a conference is held for the purpose of determining the causes of the problem and possible solutions. The following individuals should be present at the conference: principal, dean of students, teacher, school counselor, and parent/guardian and if appropriate, the student. (A.C.A. § 6-18-511)

**Definitions of Major Offenses**
Note that some definitions may be referenced in other policies also.

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

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

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

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

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

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

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

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

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

**Failure to identify:** Refusal to provide proper identification, or providing false identification, to any school employee
Fighting: A disagreement between two or more students which leads to physical contact; unless school officials can establish that one or more students involved did nothing to provoke the disagreement and attempted to avoid the conflict, all students involved will be held equally accountable

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Students and staff require a safe and orderly learning environment that is conducive to high student achievement. Certain student behaviors are unacceptable in such an environment and are hereby prohibited by the Board. Prohibited behaviors include, but shall not be limited to the following:

- Disrespect for school employees and failing to comply with their reasonable directions or otherwise demonstrating insubordination;
- Disruptive behavior that interferes with orderly school operations;
- Willfully and intentionally assaulting or threatening to assault or physically abusing any student or school employee;
- Possession of any weapon that can reasonably be considered capable of causing bodily harm to another individual;
- Possession or use of tobacco in any form on any property owned or leased by any public school;
- Willfully or intentionally damaging, destroying, or stealing school property;
- Possession of any paging device, beeper, or similar electronic communication devices on the school campus during normal school hours unless specifically exempted by the administration for health or other compelling reasons such as policies 4.31 & 4.32;
- Possession, selling, distributing, or being under the influence of an alcoholic beverage, any illegal drug, unauthorized inhalants, or the inappropriate use or sharing of prescription or over the counter drugs, or other intoxicants, or anything represented to be a drug;
- Sharing, diverting, transferring, applying to others (such as needles or lancets), or in any way misusing medication or any medical supplies in their possession;
- Inappropriate public displays of affection;
- Cheating, copying, or claiming another person's work to be his/her own;
- Gambling;
- Inappropriate student dress see Policy 4.27;
- Use of vulgar, profane, or obscene language or gestures;
- Truancy;
- Excessive tardiness;
- Engaging in behavior designed to taunt, degrade, or ridicule another person on the basis of race, ethnicity, national origin, sex, sexual orientation, gender identity, or disability;
- Possess, view, distribute or electronically transmit sexually explicit or vulgar images or representations, whether electronically, on a data storage device, or in hard copy form;
- Hazing, or aiding in the hazing of another student;
- Gangs or gang-related activities, including belonging to secret societies of any kind, are forbidden on school property. Gang insignias, clothing, “throwing signs” or other gestures associated with gangs are prohibited;
- Sexual harassment;
- Bullying;
- Operating a vehicle on school grounds while using a wireless communication device; and
• Theft of another individual's personal property.

The Board directs each school in the District to develop implementation regulations for prohibited student conduct consistent with applicable Board policy, State and Federal laws, and judicial decisions.

Date Adopted: 6/20/2016
Date Revised: 6/17/2019
Additional Reference: ASBA Model Policies

POLICY 4.19 PROCEDURES
See also Policy 4.18 Discipline for related procedures.
4.2 - ENTRANCE REQUIREMENTS

To enroll in a school in the District, the child must be a resident of the District as defined in District Policy 4.1—RESIDENCE REQUIREMENTS, meet the criteria outlined in Policy 4.47—HOMELESS STUDENTS or in Policy 4.48—STUDENTS WHO ARE FOSTER CHILDREN, be accepted as a transfer student under the provisions of Policy 4.4, or participate under a school choice option and submit the required paperwork as required by the choice option under Policy 4.5.

Students may enter kindergarten if they will attain the age of five (5) on or before August 1 of the year in which they are seeking initial enrollment. Any student who has been enrolled in a state-accredited or state-approved kindergarten program in another state for at least sixty (60) days, who will become five (5) years old during the year in which he/she is enrolled in kindergarten, and who meets the basic residency requirement for school attendance may be enrolled in kindergarten upon written request to the District. Any student who was enrolled in a state-accredited or state-approved kindergarten program in another state or in a kindergarten program equivalent in another country, becomes a resident of this state as a direct result of active military orders or a court-ordered change of custody, will become five (5) years of age during the year in which he or she is enrolled in kindergarten, and meets the basic residency requirement for school attendance may be enrolled in kindergarten upon a written request to the District.

Any child who will be six (6) years of age on or before October 1 of the school year of enrollment and who has not completed a state-accredited kindergarten program shall be evaluated by the District and may be placed in the first grade if the results of the evaluation justify placement in the first grade and the child’s parent or legal guardian agrees with placement in the first grade; otherwise the child shall be placed in kindergarten.

Any child may enter first grade in a District school if the child will attain the age of six (6) years during the school year in which the child is seeking enrollment and the child has successfully completed a kindergarten program in a public school in Arkansas.

Any child who has been enrolled in the first grade in a state-accredited or state-approved elementary school in another state for a period of at least sixty (60) days, who will become age six (6) years during the school year in which he/she is enrolled in grade one (1), and who meets the basic residency requirements for school attendance may be enrolled in the first grade.

Students who move into the District from a state-accredited school shall be assigned to the same grade as they were attending in their previous school (mid-year transfers) or as they would have been assigned in their previous school. Private school students shall be evaluated by the District to determine their appropriate grade placement. Home school students enrolling or re-enrolling as a public school student shall be placed in accordance with policy 4.6 - HOME SCHOOLING.
The District shall make no attempt to ascertain the immigration status, legal or illegal, of any student or his/her parent or legal guardian presenting for enrollment.

Prior to the child’s admission to a District school:

- The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall furnish the child’s social security number, or if they request, the District will assign the child a nine (9) digit number designated by the Division of Elementary and Secondary Education.

- The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall provide the District with one (1) of the following documents indicating the child’s age:
  - A birth certificate;
  - A statement by the local registrar or a county recorder certifying the child’s date of birth;
  - An attested baptismal certificate;
  - A passport;
  - An affidavit of the date and place of birth by the child’s parent, legal guardian, person having lawful control of the student, or person standing in loco parentis;
  - United States military identification; or
  - Previous school records.

- The parent, legal guardian, person having lawful control of the student, or person standing in loco parentis shall indicate on school registration forms whether the child has been expelled from school in any other school district or is a party to an expulsion proceeding. Any person who has been expelled from any other school district shall receive a hearing before the Board at the time the student is seeking enrollment in the District. The Board reserves the right, to not allow the enrollment of such students until the time of the person’s expulsion has expired following the hearing before the Board.

- The child shall be age-appropriately immunized or have an exemption issued by the Arkansas Department of Health.

Uniformed Services Member’s Children

For the purposes of this policy:

“Activated reserve components” means members of the reserve component of the uniformed services who have received a notice of intent to deploy or mobilize under Title 10 of the United States Code, Title 32 of the United States Code, or state mobilization to active duty.

“Active duty” means full-time duty status in the active, uniformed services of the United States, including without limitation members of The National Guard and Reserve on active duty orders under 10 U.S.C. §§ 1209 and 1210.
“Deployment” means a period of time extending from six (6) months before a member of the uniformed services' departure from their home station on military orders through six (6) months after return to his or her home station.

"Active duty members of the uniformed services" includes members of the National Guard and Reserve on active duty orders pursuant to 10 U.S.C. Section 1209 and 1211;

“Eligible child” means the children of:
- Active duty members of the uniformed services;
- Members of the active and activated reserve components of the uniformed services;
- Members or veterans of the uniformed services who are severely injured and medically discharged or retired for a period of one (1) year after medical discharge or retirement; and
- Members of the uniformed services who die on active duty or as a result of injuries sustained on active duty for a period of one (1) year after death.

“Uniformed services” means the United States Army, United States Navy, United States Air Force, United States Marine Corps, United States Coast Guard, the National Oceanic and Atmospheric Administration Commissioned Officer Corps, the United States Commissioned Corps of the Public Health Services, and the state and federal reserve components of each of these bodies.

“Veteran” means an individual who served in the uniformed services and who was discharged or released from the uniformed services under conditions other than dishonorable.

The superintendent shall designate an individual as the District’s military education coordinator, who shall serve as the primary point of contact for an eligible child and for the eligible child’s parent, legal guardian, person having lawful control of the eligible child, or person standing in loco parentis. The individual the superintendent designates as the District’s military education coordinator shall have specialized knowledge regarding the educational needs of children of military families and the obstacles that children of military families face in obtaining an education.

An eligible child as defined in this policy shall:
- Be allowed to continue his/her enrollment at the grade level commensurate with his/her grade level he/she was in at the time of transition from his/her previous school, regardless of age;
- Be eligible for enrollment in the next highest grade level, regardless of age if the student has satisfactorily completed the prerequisite grade level in his/her previous school;
- Enter the District’s school on the validated level from his/her previous accredited school when transferring into the District after the start of the school year;
- Be enrolled in courses and programs the same as or similar to the ones the student was enrolled in his/her previous school to the extent that space is available. This does not prohibit the District from performing subsequent evaluations to ensure appropriate placement and continued enrollment of the student in the courses/and/or programs;
- Be provided services comparable to those the student with disabilities received in his/her previous school based on his/her previous Individualized Education Program (IEP). This does
not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;

- Make reasonable accommodations and modifications to address the needs of an incoming student with disabilities, subject to an existing 504 or Title II Plan, necessary to provide the student with equal access to education. This does not preclude the District school from performing subsequent evaluations to ensure appropriate placement of the student;
- Be enrolled by an individual who has been given the special power of attorney for the student's guardianship. The individual shall have the power to take all other actions requiring parental participation and/or consent;
- Be eligible to continue attending District schools if he/she has been placed under the legal guardianship of a noncustodial parent living outside the District by a custodial parent on active military duty.

In the event that official copies of an eligible child's education records are not available at the time the eligible child is transferring, then the District shall:

- Pre-register and place an eligible child based on the eligible child's unofficial education records pending receipt of the eligible child's official records; and
- Request the eligible child's official education records from the sending district.

Date Adopted: 6/20/2016
Date Revised: 6/17/2019
Additional Reference: ASBA Model Policies
Cross References: 4.47 - HOMELESS STUDENTS, 4.6 - HOMESCHOOLING, 4.5 - SCHOOL CHOICE, 4.4 - STUDENT TRANSFERS, 4.1 - RESIDENCE REQUIREMENTS
**4.20 - CONDUCT TO & FROM SCHOOL AND TRANSPORTATION ELIGIBILITY**

The District's Student code of conduct applies to students while traveling to and from school or to and from a school activity to the same extent as if the students were on school grounds. Appropriate disciplinary actions may be taken against commuting students who violate student code of conduct rules.

The preceding paragraph also applies to student conduct while on school buses. Students shall be instructed in safe riding practices. The driver of a school bus shall not operate the school bus until every passenger is seated. In addition to other disciplinary measures provided for violations of the District's Student Code of Conduct, the student’s bus transportation privileges may be suspended or terminated for violations of the Student Code of Conduct related to bus behavior.

Students are eligible to receive District bus transportation if they meet the requirements. Please see the Transportation Procedures section of the student handbook below. The transportation to and from school of students who have lost their bus transportation privileges is the responsibility of the student's parent or guardian.

(Date Adopted: 6/20/2016)
(Date Revised: 7/16/2019)

Legal References: A.C.A. § 6-19-119(b)
Ark. Division of Academic Facilities and Transportation Rules Governing Maintenance and Operations of Ark. Public School Buses and Physical Examinations of School Bus Drivers 4.0
Additional Reference: ASBA Model Policies

**POLICY 4.20 PROCEDURES**

See also Policy 4.18 Discipline for related procedures.

It is the purpose of the Bentonville Public Schools Transportation Department to provide students who live within the Bentonville School District safe and timely transportation. To assist us in achieving this goal, we depend on parental support and cooperation to help students understand the rules and expectations of riding the bus and the consequences of misbehavior. It is a privilege to ride a school bus. It is not required.

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

- Currently reside within Bentonville School boundaries
- Please request bus service using only one method to expedite your request. You may phone your schools office or the transportation office, online form found under the transportation website, or in person at your schools office
- Bus service may be started at any point during the school year upon request for eligible students. Bus service may end after three consecutive days with no student at the bus stop.
- Your student will be allowed to ride home with a friend if a note from a parent or guardian is provided and includes the name of your student, the name of the student your child is riding home with, your signature, and your contact number.
- Reside within the attendance zone for the school they attend.
- Reside outside the non-transport zone assigned for their school attendance zone.
- Abide by the Basic Rules, Safety Rules, and Severe Rules for Bus Riders.
- Abide by the Bus Stop Location Guidelines.
- Abide by the Student Guidelines At the Bus Stop.

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

Student Guidelines at the Bus Stop:
- Arrive at least 5 minutes before the Scheduled arrival of the bus.
- Wait off the roadway at least 10 feet.
- Be visible to the driver at the bus stop.
- Students must not wait inside a car, home, or garage. All students are required to be physically standing outside and at the bus stop 5 minutes before the scheduled time of arrival.
- Approach the bus only after it has come to a complete stop and the driver has opened the door.
- Students crossing the street/roadway at a bus stop must cross 10 feet in front of the bus as they get on and off the bus.
- When crossing the street/roadway to board the bus, wait until the bus comes to a complete stop and the driver has stopped all traffic.
- Students must watch the bus driver and wait until the bus driver gives a signal for the students to cross the roadway to board the bus.
- Students will be picked up and dropped off only at their assigned stop unless they have a note from their parent/guardian.
- If a student misses the bus, the parent will be responsible for transporting the student to school. The bus will not return to pick up your student.
- If a student misses the bus that student will not be allowed to board the bus at a stop later in the route.
- If your child is not prepared to board when the bus arrives he/she may be subject to disciplinary action.
- Kindergarten students will not be dropped off without a parent or guardian present. A parent, guardian, or older sibling is required to accept their kindergarten student.

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

Inclement Weather – Transportation:
In the event of inclement weather, Bentonville Schools may choose to run limited bus routes. The pick-up and drop-off times and locations will be developed by transportation and posted on the district web site. Even if you are not in an area prone to travel problems, often the bus routes include areas that may pose a challenge to bus transportation. Please be timely upon arrival at the designated pick up location. Buses will not be able to return for those running late. Your student will be returned to the same location for the afternoon route. If you are unable to meet the bus at the drop off site your student will be returned to the school that he/she attends. Regular bus service will resume as soon as it is determined that all routes can be run safely in their entirety.

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

Transportation Offenses and Penalties

<table>
<thead>
<tr>
<th>Category</th>
<th>Examples of Infractions</th>
<th>1st Referral</th>
<th>2nd Referral</th>
<th>3rd Referral</th>
<th>4th Referral</th>
<th>5th Referral</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Minor Misconduct</td>
<td>Boarding or exiting the bus unsafely (includes crossing in front of or behind the bus); standing while bus is in operation or not being properly seated; obstructing an empty seat, door, stairs or aisle; making excessive noise; disturbing, insulting, or harassing other students; public display of affection (PDA); eating, drinking, chewing gum; using profane or obscene language or gestures; littering; any action that causes disturbances or distractions</td>
<td>Oral / Written Warnings</td>
<td>Up to 5 day Bus Suspension</td>
<td>Up to 10 day Bus Suspension</td>
<td>Up to 20 day Bus Suspension</td>
<td>Suspension of riding privileges for remaining school year</td>
</tr>
</tbody>
</table>

Bentonville Schools
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<thead>
<tr>
<th><strong>B</strong> Serious Infractions</th>
<th>Failure to comply (disrespectful, talking back, lying) with bus driver or other adult's instruction; horseplay and spitting; throwing objects at, within, or out of bus; sticking objects or body parts out of the window/door; damage, theft, or pilfering &lt; $100; spraying or application of cologne / fragrances; misuse of electronic devices, cell phones, cameras etc.</th>
<th>Up to 5 day Bus Suspension</th>
<th>Up to 10 day Bus Suspension</th>
<th>Up to 20 day Bus Suspension</th>
<th>Suspension of riding privileges for remaining school year</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C</strong> Severe Offenses</td>
<td>Full or partial nudity; sitting in driver's seat/tampering with controls or equipment, interfering with driver; fighting/Assault (or hitting, biting, pushing); vandalism, damages, or theft &gt; $100; tobacco use or possession</td>
<td>Up to 10 day Bus Suspension</td>
<td>Up to 20 day Bus Suspension</td>
<td>Suspension of riding privileges for remaining school year</td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> Criminal or Illegal Acts</td>
<td>Any action that leads to a bus accident; possession or use of weapons or other prohibited items (including laser lights); lewd or indecent acts; possession of illegal substances; threatening or causing injury to another person (bullying and/or harassment); alcohol use or possession; bomb threat or terrorist threat</td>
<td>School Suspension / Expulsion Proceedings Initiated</td>
<td>Discipline Report Submitted to Appropriate Authorities</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

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

Disorderly activities by any student or group of students that adversely affect the school’s orderly educational environment shall not be tolerated at any time on school grounds. Teachers may remove from class and send to the principal or principal’s designee office a student whose behavior is so unruly, disruptive, or abusive that it seriously interferes with the teacher’s ability to teach the students, the class, or with the ability of the student’s classmates to learn. Students who refuse to leave the classroom voluntarily will be escorted from the classroom by the school administration.

Date Adopted: 6/20/2016
Legal References: A.C.A. § 6-18-511
Additional Reference: ASBA Model Policies

POLICY 4.21 PROCEDURES
See also Policy 4.18 Discipline for related procedures.
**4.22 - STUDENT ASSAULT OR BATTERY**

A student shall not threaten, physically abuse, or attempt to physically abuse, or behave in such a way as to be perceived to threaten bodily harm to any other person (student, school employee, or school visitor). Any gestures, vulgar, abusive or insulting language, taunting, threatening, harassing, or intimidating remarks by a student toward another person that threatens their well-being is strictly forbidden. This includes, but is not limited to, fighting, racial, ethnic, religious, or sexual slurs.

Furthermore, it is unlawful, during regular school hours, and in a place where a public school employee is required to be in the course of his or her duties, for any person to address a public school employee using language which, in its common understanding, is calculated to: a) cause a breach of the peace; b) materially and substantially interfere with the operation of the school; c) arouse the person to whom it is addressed to anger, to the extent likely to cause imminent retaliation. Students guilty of such an offense may be subject to legal proceedings in addition to student disciplinary measures.

*Date Adopted: 6/20/2016*

*Legal References: A.C.A. § 6-17-106(a)*

*Additional Reference: ASBA Model Policies*

**POLICY 4.22 PROCEDURES**

See also Policy 4.18 Discipline for related procedures.
4.23 - WEAPONS AND DANGEROUS INSTRUMENTS

Definitions:
"Firearm" means any device designed, made, or adapted to expel a projectile by the action of an explosive or any device readily convertible to that use.

“Possession” means having a weapon on the student’s body or in an area under the student’s control.

“Weapon” means any:
- Firearm;
- Knife;
- Razor;
- Ice pick;
- Dirk;
- Box cutter;
- Nunchucks;
- Pepper spray, mace, or other noxious spray;
- Explosive;
- Taser or other instrument that uses electrical current to cause neuromuscular incapacitation; or
- Any other instrument or substance capable of causing bodily harm.

No student, except for Military personnel (such as ROTC cadets) acting in the course of their official duties or as otherwise expressly permitted by this policy shall possess a weapon, display what appears to be a weapon, or threaten to use a weapon, before or after school.
- In a school building;
- On or about school property;
- At any school-sponsored activity or event;
- On route to or from school or any school-sponsored activity; or
- Off the school grounds at any school bus stop.

If a student discovers prior to any questioning or search by any school personnel that he/she has accidentally brought a weapon, other than a firearm, to school on his/her person, in a book bag/purse, or in his/her vehicle on school grounds, and the student informs the principal or a staff person immediately, the student will not be considered to be in possession of a weapon unless it is a firearm. The weapon shall be confiscated and held in the office until such time as the student’s parent/legal guardian shall pick up the weapon from the school’s office. Repeated offenses are unacceptable and shall be grounds for disciplinary action against the student as otherwise provided for in this policy.

Except as permitted in this policy, students found to be in possession on the school campus of a firearm shall be recommended for expulsion for a period of one (1) year. The Superintendent shall have the discretion to modify such expulsion recommendation for a student on a case-by-case basis.
Parents or legal guardians of students expelled under this policy shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. Parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to readmitting the student. Parents or legal guardians of a student enrolling from another school after the expiration of an expulsion period for a firearm policy violation shall also be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a firearm on school property. The parents or legal guardians shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The mandatory expulsion requirement for possession of a firearm does not apply to a firearm brought to school for the purpose of participating in activities approved and authorized by the district that include the use of firearms. Such activities may include ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs. Firearms brought to school for such purposes shall be brought to the school employee designated to receive such firearms. The designated employee shall store the firearms in a secure location until they are removed for use in the approved activity.

The District shall report any student who brings a firearm to school to the criminal justice system or juvenile delinquency system by notifying local law enforcement.

Date Adopted: 6/20/2016
Date Revised: 7/16/2019
Additional Reference: ASBA Model Policies

POLICY 4.23 PROCEDURES
See also Policy 4.18 Discipline for related procedures.
4.24 - ACADEMIC INTEGRITY

Bentonville Schools requires academic honesty and integrity by its students. Students must work to be successful in the classroom based on his/her own merit. To this end, academic misconduct of any kind is unacceptable and may result in academic sanctions in addition to other discipline.

Acting with academic integrity means:

- taking credit only for your own work and giving full credit to others whose work has been incorporated, helped or influenced your work.
- representing your own work honestly and accurately.
- collaborating with other students only as specifically directed and authorized.
- reporting breaches of academic integrity to a teacher or administrator.

Conduct that fails to achieve academic integrity includes, but is not limited to:

- giving, receiving or attempting to give or receive any unauthorized aid relating to an examination or assignment;
- knowingly misrepresenting the source of any academic work;
- unauthorized changing of grades;
- unauthorized use of school approvals or forging of signatures;
- plagiarizing of another’s work;
- otherwise acting dishonestly in regards to classroom work or assignments.

Specific examples of conduct that fail to achieve academic integrity include, but are not limited to:

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

A first offense or violation of academic integrity will result in the following:
● the student will be placed on academic probation;
● the student’s parent or guardian will be notified;
● the student immediately will be required to demonstrate mastery through an alternative assignment;
● *the student will be placed on the STEP Discipline Plan at a level that is no lower than Step 4.
● *Pending administrative verification, could result in the loss of honors.

A second offense or violation of academic integrity will result in the following:
● all first offense consequences;
● a meeting will be held with the student’s parents;
● *the student will be advanced on the STEP Discipline Plan;
● *Pending administrative verification, could result in the loss of honors.

Consequences imposed may be appealed pursuant to the procedure outlined in Section 7 of this Handbook.
*Applies to grades 9-12

Date Adopted: 6/20/2016
Date Reviewed: 5/15/2017

POLICY 4.24 PROCEDURES
See also Policy 4.18 Discipline for related procedures.
4.25 - TOBACCO AND TOBACCO PRODUCTS

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District or other school vehicles, or property utilized for school sanctioned events is prohibited. Students who violate this policy, at any school sanctioned event, may be subject to legal proceedings in addition to student disciplinary measures.

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

Date Adopted: 6/20/2016
Legal References: A.C.A. § 6-21-609
Additional Reference: ASBA Model Policies

POLICY 4.25 PROCEDURES

See also Policy 4.18 Discipline for related procedures.
4.26 - DRUGS AND ALCOHOL

An orderly and safe school environment that is conducive to promoting student achievement requires a student population free from the deleterious effects of alcohol and drugs. Their use is illegal, disruptive to the educational environment, and diminishes the capacity of students to learn and function properly in our schools.

Therefore, no student in the District shall possess, attempt to possess, consume, use, distribute, sell, buy, attempt to sell, attempt to buy, give to any person, or be under the influence of any substance as defined in this policy, or what the student represents or believes to be any substance as defined in this policy. This policy applies to any student who: is on or about school property; is in attendance at school or any school-sponsored activity; has left the school campus for any reason and returns to the campus, or is en route to or from school or any school-sponsored activity.

Prohibited substances shall include, but are not limited to, alcohol, or any alcoholic beverage, inhalants or any ingestible matter that alter a student’s ability to act, think, or respond, LSD, or any other hallucinogen, marijuana, cocaine, heroin, or any other narcotic drug, PCP, amphetamines, steroids, "designer drugs," look-alike drugs, controlled substance analogs* or any controlled substance.

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

The sale, distribution, or attempted sale or distribution of over-the-counter (OTC) medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited. The possession or use of OTC medications, dietary supplement or other perceived health remedy not regulated by the US Food and Drug Administration, or prescription drugs is prohibited except as permitted under Policy 4.39—STUDENT MEDICATIONS.

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

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

Revised: 7/16/2019
Additional Reference: ASBA Model Policies
POLICY 4.26 PROCEDURES
See also Policy 4.18 Discipline for related procedures.
4.27 - STUDENT DRESS AND GROOMING

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

Students will not be permitted to wear:

- Shirts with straps that are less than two inches wide, cut-off T-shirts, midriff shirts/blouses, netted shirts, muscle shirts, cutoffs (pants).
- Shirts, hats, buttons, etc. displaying obscene or inappropriate printing; or advertising of alcohol, drugs, or tobacco products, either explicit or implied.
- Offensive clothing and offensive writings and drawings on the body, books, and clothing.
- Rips, tears, or holes in clothing must not expose skin or undergarments above mid-thigh.
- Short shorts or dresses/skirts, including splits, must extend below mid-thigh.
- Head coverings (including bandanas) worn during the school-day in the buildings.
- Sunglasses, inside the school building, unless medically required.
- Clothing which sags (the waistband of pants, shorts, skirts, or jeans must be above the hip bones).
- Clothing which shows underwear or lack thereof when doing normal school activities (including, but not limited to, leggings, tights, yoga pants, and jeggings). If these items are worn, there must be sufficient coverage to a minimum of mid-thigh.
- Costuming, for middle school, junior high, and high school students, is not permitted unless authorized by the building administration.
- Rolling or wheeled shoes.
- Pajamas or any other sleepwear except when authorized by the building administration.
- Blankets

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

Date Adopted: 6/20/2016
Date Revised: 7/16/2019
Legal References: A.C.A. § 6-18-502(c)(1), A.C.A. § 6-18-503(c)
Additional Reference: ASBA Model Policies

POLICY 4.27 PROCEDURES

See also Policy 4.18 Discipline for related procedures.

Head coverings required for religious reasons are handled individually by principals. Otherwise, head coverings include hats, hoodies, and any article deemed by administrators to obscure facial recognition for safety purposes.

Student Display of Inappropriate Materials

Display, promotion, or depiction of obscene or inappropriate things otherwise prohibited at school such as but not limited to sex, self harm, weapons, violence, drugs, either explicit or implied, is not allowed at school on shirts, hats, buttons, etc., or otherwise displayed on one’s person. This violation
should be corrected with a change of clothing and/or entail disciplinary consequences. This is at the discretion of the campus principal afforded by Policy 4.27.
4.28 - GANGS AND GANG ACTIVITY

The Board is committed to ensuring a safe school environment conducive to promoting a learning environment where students and staff can excel. An orderly environment cannot exist where unlawful acts occur causing fear, intimidation, or physical harm to students or school staff. Gangs and their activities create such an atmosphere and shall not be allowed on school grounds or at school functions.

The following actions are prohibited by students on school property or at school functions:

- Wearing or possessing any clothing, bandanas, jewelry, symbol, or other sign associated with membership in, or representative of, any gang;
- Engaging in any verbal or nonverbal act such as throwing signs, gestures, or handshakes representative of membership in any gang;
- Recruiting, soliciting, or encouraging any person through duress or intimidation to become or remain a member of any gang; and/or
- Extorting payment from any individual in return for protection from harm from any gang.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion.

Students arrested for gang related activities occurring off school grounds shall be subject to the same disciplinary actions as if they had occurred on school grounds.

Date Adopted: 6/20/2016
Legal References: A.C.A. § 6-15-1005(b)(2), A.C.A. § 5-74-201
Additional Reference: ASBA Model Policies

POLICY 4.28 PROCEDURES
See also Policy 4.18 Discipline for related procedures.
4.29 - STUDENT SEXUAL HARASSMENT

The District is committed to having an academic environment in which all students are treated with respect and dignity. Student achievement is best attained in an atmosphere of equal educational opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational environment and will not be tolerated.

Believing that prevention is the best policy, the District will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the District does not tolerate sexual harassment and that students can report inappropriate behavior of a sexual nature without fear of adverse consequences. The information will take into account and be appropriate to the age of the students.

It shall be a violation of this policy for any student to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any student found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, expulsion.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

- Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual’s education;
- Submission to, or rejection of, such conduct by an individual is used as the basis for academic decisions affecting that individual; and/or
- Such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creates an intimidating, hostile, or offensive academic environment.

The terms “intimidating,” “hostile,” and “offensive” include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student’s ability to participate in, or benefit from, an educational program or activity.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the student self-identifies as homosexual; and spreading rumors related to a person’s alleged sexual activities.
Students who believe they have been subjected to sexual harassment, or parents of a student who believes their child has been subjected to sexual harassment, are encouraged to file a complaint by contacting a counselor, teacher, Title IX coordinator, or administrator who will assist them in the complaint process. Under no circumstances shall a student be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment.

To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation. Students who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

Students who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including expulsion.

Date Adopted: 6/20/2016
Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq. A.C.A. § 6-15-1005(b)(1)
Additional Reference: ASBA Model Policies

POLICY 4.29 PROCEDURES
See also Policy 4.18 Discipline for related procedures.

The Title IX Coordinator for each campus is the building principal or administrative designee. Please contact a principal if you have a complaint.
4.3 - COMPULSORY ATTENDANCE REQUIREMENTS

Every parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of any child age five (5) through seventeen (17) years on or before August 1 of that year who resides, as defined by Policy (4.1—RESIDENCE REQUIREMENTS), within the District shall enroll and send the child to a District school with the following exceptions:

- The child is enrolled in a private or parochial school.
- The child is being home-schooled and the conditions of Policy (4.6—HOME SCHOOLING) have been met.
- The child will not be age six (6) on or before August 1 of that particular school year and the parent, legal guardian, person having lawful control of the child, or person standing in loco parentis of the child elects not to have him/her attend kindergarten. A kindergarten waiver form prescribed by regulation of the Division of Elementary and Secondary Education must be signed and on file with the District administrative office.
- The child has received a high school diploma or its equivalent as determined by the State Board of Education.
- The child is age sixteen (16) or above and is enrolled in a post-secondary vocational-technical institution, a community college, or a two-year or four-year institution of higher education.
- The child is age sixteen (16) or seventeen (17) and has met the requirements to enroll in an adult education program as defined by A.C.A. § 6-18-201 (b).

Date Adopted: 6/20/2016
Date Revised: 6/17/2019
Legal References: A.C.A. § 6-18-201, A.C.A. § 6-18-207
Additional Reference: ASBA Model Policies
4.31 - INTERNET SAFETY AND ELECTRONIC DEVICE USE POLICY

Definition
For the purposes of this policy, "electronic device" means anything that can be used to transmit or capture images, sound, or data.

The District makes electronic device(s) and/or electronic device Internet access available to students, to permit students to perform research and to allow students to learn how to use electronic device technology. Use of District electronic devices is for educational and/or instructional purposes only. Student use of electronic device(s) shall only be as directed or assigned by staff or teachers; students are advised that they enjoy no expectation of privacy in any aspect of their electronic device use, including email, and that monitoring of student electronic device use is continuous.

No student will be granted Internet access until and unless an Internet and electronic device-use agreement, signed by both the student and the parent or legal guardian (if the student is under the age of eighteen [18]) is on file. The current version of the Internet and Electronic Device use agreement is incorporated by reference into Board policy and is considered part of the student handbook.

Technology Protection Measures
The District is dedicated to protecting students from materials on the Internet or world wide web that are inappropriate, obscene, or otherwise harmful to minors; therefore, it is the policy of the District to protect each electronic device with Internet filtering software that is designed to prevent students from accessing such materials. For purposes of this policy, “harmful to minors” means any picture, image, graphic image file, or other visual depiction that:

(A) taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
(B) depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and
(C) taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

Internet Use and Safety
The District is dedicated to ensuring that students are capable of using the Internet in a safe and responsible manner. The District uses technology protection measures to aid in student safety and shall also educate students on appropriate online behavior and Internet use including, but not limited to:

● interacting with other individuals on social networking websites and in chat rooms;
● Cyber bullying awareness; and
● Cyber bullying response.

Misuse of Internet
The opportunity to use the District’s technology to access the Internet is a privilege and not a right. Students who misuse electronic devices or Internet access in any way will face disciplinary action, as specified in the student handbook and/or Internet safety and electronic device use agreement. Misuse of the Internet includes:

- The disabling or bypassing of security procedures, compromising, attempting to compromise, or defeating the District’s technology network security or Internet filtering software;
- The altering of data without authorization;
- Disclosing, using, or disseminating passwords, whether the passwords are the student’s own or those of another student/faculty/community member, to other students;
- Divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email unless it is a necessary and integral part of the student’s academic endeavor. Personally identifying information includes full names, addresses, and phone numbers.
- Using electronic devices for any illegal activity, including electronic device hacking and copyright or intellectual property law violations;
- Using electronic devices to access or create sexually explicit or pornographic text or graphics;
- Using electronic devices to violate any other policy or is contrary to the Internet safety and electronic device use agreement.

Technology violations will result in disciplinary consequences. At the secondary level, the student will be placed on Step 4 of the discipline plan unless the student is on a higher step. Students who abuse or misuse the school computers may have the following disciplinary actions taken as well:

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

- The disciplinary action may include suspension and/or recommendation for expulsion.
- Discipline may be more severe depending on the infraction.
- Depending on the severity of the first offense, students in computer-related classes who violate the computer use agreement may be allowed to complete their coursework using a restricted account.
- Where possible, students will be transferred to a non-computer related class.

Date Adopted: 6/20/2016
Additional Reference: ASBA Model Policies

**POLICY 4.31 PROCEDURES**

The signature of students and parents/guardians to the verification sheet of this handbook signifies the parents/guardians and students agreement to abide by school policies regulating computer and network usage in Bentonville Schools.
See also the Chromebook 1:1 Agreement and the Acceptable Use Policy Form (Policy 4.31F) in the appendix of this handbook. See also Policy 4.33 Bring Your Own Device.

Note that all students are given a district email address for instructional use. Students in grades 9-12 may email inside the district and outside the district with these email addresses. Email addresses at other grade levels may be limited to inside users/recipient only. Student use of the district email address is limited to instructional purposes and those related to college and career exploration. Students may not use district email addresses for personal, commercial, political, or social purposes.
4.32 - COMPLAINTS/CONCERNS

It is the goal of the District to be responsive to the community it serves and to continuously improve the educational program offered in its schools. The District welcomes constructive criticism when it is offered with the intent of improving the quality of the system’s educational program or the delivery of the District’s services.

The Board formulates and adopts policies to achieve the District’s vision and hires a Superintendent to implement its policies through administration and supervision of the District. In order to secure prompt and equitable resolution of any student/parent complaints, students and/or parents must comply with the following steps to ensure the complaint can be properly addressed. A student may be represented by an adult at any level of the complaint.

If the complaint involves a problem with a teacher, the student/parent must discuss the matter with the teacher before requesting a conference with the principal. If the complaint does not involve a teacher, the student/parent must request a conference with the principal who shall schedule and hold a conference with the student/parent.

If the outcome of the conference with the principal is not to the student/parent's satisfaction, the student/parent may request a conference with the Executive Director of P-4, 5-8, or 9-12 Instruction according to the student's grade level. The Executive Director shall schedule and hold a conference. Prior to the conference, the student/parent shall submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student/parent’s signature, and the date of the conference with the principal.

If the outcome of the conference with the Executive Director is not to the student/parent's satisfaction, the student/parent may request a conference with the Superintendent/Superintendent Designee who shall schedule and hold a conference. The Superintendent/Superintendent Designee shall listen to the student/parent’s complaint and take whatever action is deemed appropriate.

Date Adopted: 6/20/2016
Date Reviewed: 5/15/2017

POLICY 4.32 PROCEDURES

Upon receipt of phone calls and correspondence, district administrators and assistants will inquire if the parent/student/teacher have conferred with the appropriate teacher, principal, supervisor prior to seeking assistant at the district level. District administrators and assistants will assist in scheduling a phone call or appointment at the appropriate level.
4.33 - BRING YOUR OWN DEVICE

It is the intent of the Bentonville School district to support and promote the use of informational and educational technologies in the classroom to the fullest extent practicable. To this end, the following policy has been drafted to support the use of personally-owned technology devices in the classroom at Bentonville Schools.

1. Definitions:
Device: a device is any piece of technology that has the capability to connect to a data source through any means of network access. This includes access through a cellular-carrier contractor through district Wireless network connectivity.
Network: a network is a mechanism to connect a device to any internal servers or systems, or to external resources through the Internet.
User: a user in the context of this policy is any person who is accessing network resources through the use of a device.

2. Expectations:
It is the expectation of every user that access to network resources will be limited to educational or administrative purposes. Limited personal use of these systems shall be permitted as long as the use:

- Imposes no tangible cost to the district;
- Does not unduly burden the district’s computer or network resources;
- Has no adverse effect on an employee’s job performance or a student’s academic performance.

3. Availability of Access and Restrictions:
Access to the district’s network and computing resources from personal devices is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing the use of district computer and network resources, including but not limited to this document and the appropriate acceptable use policy (Staff or Student). The district provides no guarantee of fitness or availability of access to a computer or network resources to any user on any device for any given or specified purpose or time. Access to district computer and network resources is provided on an “as is” basis. Access for personal devices is limited to wireless connectivity only. No personal devices shall be connected to the district network via hardwire connection.

4. Limitations of Support:
Access to district computer and network resources from personally-owned devices will be subject to the capabilities of the device and user. District technical support will be limited to providing basic connectivity information for wireless access. At no time will district technical staff provide support to individual users for personally-owned devices, in-district or out-of-district. Users are encouraged to seek support from private technology support services in the event that they are unable to connect their device to district network resources.
5. Responsibility of the User:
It is the responsibility of the user to use all computer and network resources in the district in accordance with these policies and in a responsible, legal, and ethical manner. Any violations of these standards, either observed in others or through your own use of technology, shall be reported to your classroom teacher or appropriate administrator immediately. Violations of District policy will subject the user to administrative discipline and any violations of state or federal law may result in criminal prosecution at the discretion of the appropriate authorities. Failure to report violations of District policy, state or federal law shall constitute an offense subject to discipline and/or prosecution according to district policies and any applicable law.

6. Active Content Filtering and Monitoring:
In accordance with the Child Internet Protection Act, all use of district devices and/or network resources will be actively filtered to prevent access to inappropriate or illegal content on the Internet. In addition, activity will be monitored as deemed appropriate and necessary by authorized technical staff to ensure safe and appropriate use.

7. School and Classroom Use of Technology:
It is expected that each school and classroom will have its own set of rules governing the appropriate use of technology. All users shall abide by those rules, subject to discipline in accordance with district policies regarding appropriate conduct. No user shall have the expectation of any right to use technology in any way other than that which is allowed explicitly by this policy and any school or classroom rules established at those levels. It is expected that the application of classroom management practices will be the right and responsibility of all teachers.

8. Expectation of Privacy:
Users are advised that they enjoy no expectation of privacy in any aspect of their use of district computer or network resources, regardless of the ownership of any device using district computer or network resources.

9. Ownership of Information:
All files, messages, and other content generated, stored, or transferred using district computer or network resources are subject to inspection by district technical staff and/or administration. In addition, all such artifacts remain the property of the district and are subject to copy, transfer, or deletion at the discretion of the district.

10. Disciplinary Measures:
In the event that disciplinary measures are deemed necessary, district staff shall follow all existing policies regarding disciplinary action for inappropriate conduct as deemed appropriate by district administration. In addition, the following sanctions may be applied by technical staff upon
observation of a violation of the terms of this or any other applicable district policy regarding appropriate use of computer and network resources:

- Temporary disabling of access to district computer and network resources;
- Permanent disabling of access to district computer and network resources;
- Referral to district administration for further disciplinary action;
- Referral to legal authorities for prosecution under applicable law.

11. Disclaimer of Liability:
The district shall not be liable for any user’s inappropriate use of a computer or network resources, or violations of copyright restrictions or other laws. The district shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information accessed or obtained through the district’s network or computer resources. The district shall not be liable for any lost, stolen, or damaged devices, including any loss of data or other content from such devices. Personally-owned devices are the sole responsibility of the owner. Users and/or their guardians will be held liable for any damage to district computer or network resources resulting from the users’ actions. Acceptance of these terms of liability is indicated by the user and/or guardian’s signatures on this policy and agreement.

12. Responsibility for Maintaining Administrative Regulations
The Board of Education of the Bentonville School District hereby authorizes the Administration of Bentonville Schools to adopt administrative regulations to carry out this policy.

Date Adopted: 6/20/2016

POLICY 4.33 PROCEDURES
See also the Chromebook 1:1 Agreement and the Acceptable Use Policy Form (Policy 4.31F) in the appendix of this handbook. See also Policy 4.33 Bring Your Own Device and 4.31 Internet Safety and Electronic Devices.

Note that all students are given a district email address for instructional use. Students in grades 9-12 may email inside the district and outside the district with these email addresses. Email addresses at other grade levels may be limited to inside users/recipients only. Student use of the district email address is limited to instructional purposes and those related to college and career exploration. Students may not use district email addresses for personal commercial, political, or social purposes.
4.33.1 - STUDENT IDENTIFICATION BADGE

The Board of Education recognizes school building security measures are important for the safety and welfare of all students and staff members attending school buildings. In recognizing this important responsibility, all students in grades 9-12 will be required to wear their District issued Student Identification (Student ID) badge at all times, prominently displaying the badge, while on school grounds. District administration will set procedures for Student ID badges. The procedures will be provided through the Student Handbook.

POLICY 4.33.1 PROCEDURES

See also Policy 4.18 Discipline for related procedures.

Student school ID badges are used for the safety of the students and staff in our high schools.

- Students are expected to have their school ID badges visible on a school issued lanyard and around the neck on shoulders at all times.
- Student school ID badges will be required with hall passes.
- Badges must be presented for checking in and out, checking out library materials, purchasing lunches, purchasing event tickets, some event attendance, etc. Students without a badge may be inconvenienced at the back of the line or in a slower line for students without scanning capabilities.
- Students on work programs or traveling to off campus classes must be wearing badges at the time of leaving or entering the building.
- Visitors are required to obtain a Raptor ID badge from the visitor’s desk when they enter the building.
- Lost or stolen badges must be replaced.
- A $5.00 charge will be assessed for replacement badges and will include a lanyard. A lanyard alone will be $1.00.
- If a student is missing their ID they must obtain a replacement for $5.00 or a temporary ID for $1.00.
- Each campus will define locations, time availability, and procedures for obtaining ID replacements and temporary IDs during registration in August.
- The Student ID Badge is the property of Bentonville Schools. The replacement cost is for the lost badge.
4.34 - SUSPENSION FROM SCHOOL

Students not present at school cannot benefit from the educational opportunities the school environment affords. Administrators, therefore, shall strive to find ways to keep students in school as participants in the educational process. There are instances, however, when the needs of the other students or the interests of the orderly learning environment require the removal of a student from school. The Board authorizes school principals or their designees to suspend students for disciplinary reasons for a period of time not to exceed ten (10) school days, including the day upon which the suspension is imposed. The suspension may be in school or out of school. Students are responsible for their conduct that occurs at any time on the school grounds, off school grounds at a school-sponsored function, activity, or event or going to and from school or a school activity. A student may be suspended for behavior including, but not limited to that which:

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

Out-of-school suspension (OSS) shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

a. Poses a physical risk to himself or herself or to others;
b. Causes a serious disruption that cannot be addressed through other means; or
c. Is the act of bringing a firearm on school campus.

OSS shall not be used to discipline a student for skipping class, excessive absences, or other forms of truancy.

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

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

When possible, a notice of the suspension, its duration, and any stipulations for the student’s readmittance to class will be given to the parent(s) or legal guardian(s) prior to the suspension. Such notice shall be handed to the parent(s) or legal guardian(s), person(s) with lawful control of the student, person(s) standing in loco parentis, or to the student if age eighteen (18) or older or mailed to the last address reflected in the records of the school district.

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

Out-of-school suspensions shall be treated as unexcused absences, and during the period of suspension, students shall not be permitted on campus except to attend a student/parent/administrator conference.

It is the responsibility of the student's parents, legal guardians, person having lawful control of the student, or person standing in loco parentis to provide current contact information to the district, which the school shall use to immediately notify the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis upon the suspension of a student. The notification shall be by one of the following means listed in order of priority:

- A primary call number; (the contact may be by voice, voicemail, or text message.)
- An email address;
- A regular first-class letter to the last known mailing address

The District shall keep a log of contacts attempted and made to the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student's period of Out of School Suspension (OSS). During the period of their suspension, student serving OSS are not permitted on campus except to attend a student/parent/administrator conference or when necessary as part of the District's engagement or access to education programs.

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

A parent/guardian may appeal suspension decisions to the building principal. If the principal upholds the suspension, the parent may make a second appeal to the Executive Director of Education per student level. If the Executive Director of Education upholds the suspension, the parent may make a third appeal to the Superintendent/Superintendent Designee.

At each level of appeal, the person or group hearing the appeal may affirm, revoke or alter the decision made at the previous level. Procedural due process, as defined by statutes and court decisions, will be followed at the stage of the suspension process.

Date Adopted: 6/20/2016
Date Revised: 7/16/2019
Legal References: A.C.A. § 6-18-507
Goss v Lopez, 419 U.S. 565 (1975)

POLICY 4.34 PROCEDURES
See also Policy 4.18 Discipline.
Students may obtain classwork and credit for make-up work completed during OSS or ISS.
4.35 - EXPULSION

The Board may expel a student for a period longer than ten (10) school days for violation of the District’s written discipline policies. The Superintendent may make a recommendation of expulsion to the Board for student conduct deemed to be of such gravity that suspension would be inappropriate, or where the student’s continued attendance at school would disrupt the orderly learning environment or would pose an unreasonable danger to the welfare of other students or staff.

Expulsion shall not be used to discipline a student in kindergarten through fifth (5th) grade unless the student's behavior:

a. Poses a physical risk to himself or herself or to others;

b. Causes a serious disruption that cannot be addressed through other means; or

c. Is the act of bringing a firearm or weapon on school campus.

Prior to any expulsion recommendation being forwarded to the Board, the case will be reviewed by the Administrative Disciplinary Hearing Team (ADHT) composed of three current administrators who will hear the case as presented by the Principal or designee. The Principal will also make a recommendation at the hearing for action to be taken. At the conclusion of the hearing, the ADHT will issue its decision based on the information presented by the Principal or designee.

After reviewing the decision of the ADHT, the Superintendent may recommend to the Board that the student be expelled for the specified length of time. In this event, the Superintendent or his/her designee shall give written notice to the parents or legal guardian (mailed to the address reflected on the District’s records) that he/she will recommend to the Board that the student be expelled and state the reasons for the recommendation. The notice shall give the date, hour, and place where the Board will consider and vote to affirm, reject or modify the recommendation.

If the parent or legal guardian of the student, involved in the disciplinary actions, wishes to appeal the expulsion to the Board, the parent or legal guardian may request an appeal hearing through the Superintendent. In the event, the disciplined student has established a residence in the District pursuant to Ark. Code Ann. § 6-18-202 that is separate and apart from the student’s parents, guardians, or other persons having lawful control of him or her under an order of a court, the student shall possess the same right to request an appeal to the Board.

The hearing shall be conducted not later than ten (10) school days following the date of the notice, except that representatives of the Board and student may agree in writing to a date not conforming to this limitation.

The President of the Board, Board attorney, or other designated Board member shall preside at the hearing. The student may choose to be represented by legal counsel. Both the District administration and Board also may be represented by legal counsel. The hearing shall be conducted in open session.
of the Board unless the parent, legal guardian, person having lawful control of the student, person standing in loco parentis, or student if age eighteen (18) or older requests that the hearing be conducted in executive session. Any action taken by the Board shall be in open session.

During the hearing, the Superintendent, or designee, or representative will present evidence, including the calling of witnesses that gave rise to the recommendation of expulsion. The student, or his/her representative, may then present evidence including statements from persons with personal knowledge of the events or circumstances relevant to the charges against the student. Formal cross-examination will not be permitted. However, any member of the Board, the Superintendent, or designee, the student, or his/her representative may question anyone making a statement and/or the student. The presiding officer shall decide questions concerning the appropriateness or relevance of any questions asked during the hearing.

Except as permitted by Policy 4.23, the Superintendent shall recommend the expulsion of any student for a period of not less than one (1) year for possession of any firearm prohibited on school campus by law. The Superintendent shall, however, have the discretion to modify the expulsion recommendation for a student on a case-by-case basis. Parents, legal guardians, persons having lawful control of a student, or persons standing in loco parentis of a student enrolling from another school after the expiration of an expulsion period for a weapons policy violation shall be given a copy of the current laws regarding the possibility of parental responsibility for allowing a child to possess a weapon on school property. The parents, or legal guardians, persons having lawful control of the student, or persons standing in loco parentis shall sign a statement acknowledging that they have read and understand said laws prior to the student being enrolled in school.

The Superintendent and the Board shall complete the expulsion process of any student that was initiated because the student possessed a firearm or other prohibited weapon on school property regardless of the enrollment status of the student.

The District shall establish programs, measures, or alternative means and methods to continue student engagement and access to education during a student’s period of expulsion. The District’s program shall include offering an expelled student an opportunity for enrollment in digital learning courses or other alternative educational courses that result in the receipt of academic credit that is at least equal to credit the expelled student may have received from the District if the student had not been expelled.

Date Adopted: 6/20/2016
Date Revised: 7/16/2019
Legal References: A.C.A. § 6-18-507
Additional Reference: ASBA Model Policies

POLICY 4.35 PROCEDURES
See also Policy 4.18 Discipline.
Students may obtain classwork and credit for make-up work completed during OSS or ISS. Students will turn in all school issued property at this time for temporary hold during the expulsion period. This includes, but not limited to, chromebook, charger, and bag; student ID badge, textbooks, etc.
4.36 - SEARCH, SEIZURE, AND INTERROGATIONS

The District respects the rights of its students against arbitrary intrusion of their person and property. At the same time, it is the responsibility of school officials to protect the health, safety, and welfare of all students enrolled in the District in order to promote an environment conducive to student learning. The Superintendent, principals, and their designees have the right to inspect and search school property and equipment. They may also search students and their personal property in which the student has a reasonable expectation of privacy, when there is reasonable and individualized suspicion to believe such student or property contains illegal items or other items in violation of Board policy or dangerous to the school community. School authorities may seize evidence found in the search and disciplinary action may be taken. Evidence found which appears to be in violation of the law shall be reported to the appropriate authority.

School property shall include, but not be limited to, lockers, desks, and parking lots, as well as personal effects left there by students. When possible, prior notice will be given and the student will be allowed to be present along with an adult witness; however, searches may be done at any time with or without notice or the student’s consent. A personal search must not be excessively intrusive in light of the age and sex of the student and the nature of the infraction.

The Superintendent, principals, and their designees may request the assistance of law enforcement officials to help conduct searches. Such searches may include the use of specially trained dogs.

A school official of the same sex shall conduct personal searches with an adult witness of the same sex present.

State Law requires that Department of Human Services employees, local law enforcement, or agents of the Crimes Against Children Division of the Department of Arkansas State Police, may interview students without a court order for the purpose of investigating suspected child abuse. In instances where the interviewers deem it necessary, they may exercise a “72-hour hold” without first obtaining a court order. Other questioning of students by non-school personnel shall be granted only with a court order directing such questioning, with permission of the parents of a student (or the student if above eighteen [18] years of age), or in response to a subpoena or arrest warrant.

If the District makes a report to any law enforcement agency concerning student misconduct or if access to a student is granted to a law enforcement agency due to a court order, the principal or the principal’s designee shall make a good faith effort to contact the student’s parent, legal guardian, or other person having lawful control by court order, or person acting in loco parentis on student enrollment forms. The principal or the principal’s designee shall not attempt to make such contact if presented documentation by the investigator that notification is prohibited because a parent, guardian, custodian, or person standing in loco parentis is named as an alleged offender of the suspected child maltreatment. This exception applies only to interview requests made by a law
enforcement officer, an investigator of the Crimes Against Children Division of the Department of Arkansas State Police, or an investigator or employee of the Department of Human Services.

POLICY 4.36 PROCEDURES
See also Policy 4.18 Discipline and Policy 4.37 Students’ Vehicles for related procedures.

Administrators shall make parent or guardian notification of a search of their student or vehicle as soon as circumstances allow within 24 hours.

Students may be questioned regarding matters that administrators are investigating. Parents are not always notified of routine questioning to resolve conflicts or maintain safety. In the event that a student has been the witness or victim of something of a serious nature administrators should contact the parent even though the student is not being disciplined. Additional witnesses of searches may be of either sex.
4.41 - STUDENT INSURANCE PROGRAM

Liability insurance is not provided by the District for any student enrolled in regular education; however, optional supplemental accident insurance is offered at the beginning of each school year and can be purchased for student coverage. The school in no way profits from this supplemental accident insurance.

Date Adopted: 6/20/2016
4.49 - BULLYING

Definitions

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

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

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

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

1. Cyberbullying,
2. Sarcastic comments "compliments" about another student’s personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student’s actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 4.27, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

"Cyberbullying" means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
o Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:

a. Building a fake profile or website of the employee;
b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
c. Posting an original or edited image of the school employee on the Internet;
d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;
f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
g. Signing up a school employee for a pornographic Internet site; or
h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

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

“Substantial disruption” means without limitation that any one or more of the following occurs as a result of the bullying:

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

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

Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously. Teachers and other school employees who have witnessed, or are reliably informed that a student has been a victim of behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible. Parents or legal guardians may submit written reports of incidents they feel constitute bullying, or if allowed to continue would constitute bullying, to the building principal, or designee.

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

A building principal, or designee, who receives a credible report or complaint of bullying shall:
1. As soon as reasonably practicable, but by no later than the end of the school-day following the receipt of the credible report of bullying:
   a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
   b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school-day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.
4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person acting in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
   a. That a credible report or complaint of bullying against their student exists;
   b. Whether the investigation found the credible report or complaint of bullying to be true;
   c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
   d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
   a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of
bullying;
b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

Students found to be in violation of this policy shall be subject to disciplinary action up to and including expulsion. In determining the appropriate disciplinary action, consideration may be given to other violations of the student handbook which may have simultaneously occurred. In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notice of what constitutes bullying, the District’s prohibition against bullying, and the consequences for students who bully shall be conspicuously posted in every classroom, cafeteria, restroom, gymnasium, auditorium, and school bus. Parents, legal guardians, person having lawful control of a student, persons standing in loco parentis, students, school volunteers, and employees shall be given copies of the notice annually.

The superintendent shall make a report annually to the Board of Directors on student discipline data, which shall include, without limitation, the number of incidents of bullying reported and the actions taken regarding the reported incidents of bullying.

Copies of this policy shall be available upon request.

Date Adopted: 6/20/2016
Date Revised: 7/16/2019
Legal References: A.C.A. § 6-18-514, A.C.A. § 5-71-217
Additional Reference: ASBA Model Policies

**POLICY 4.49 PROCEDURES**

See also Policy 4.18 Discipline for related procedures.

Taking photos of a minor without parent or guardian permission and taking photos of adults without their express permission is prohibited.
5.11 - STUDENT PERFORMANCE

GRADING SYSTEM:
Grades assigned to students for performance in a course shall reflect only the extent to which a student has achieved the expressed academic objectives of the course. Educational objectives are those contained in the Arkansas Standards and the Arkansas Curriculum Frameworks.

PROGRESS REPORTS – GRADES K-4
Student progress will be reported to parents on a regular basis.

1. A standards-based report card (Kindergarten – 4th grade) will be issued every nine-week period.
2. Parent-teacher conferences are scheduled at least once a semester; however, conferences may be requested at any time a need arises.
3. If a student retention is being considered at any time, that information will be communicated and regular progress reports will be made regarding possible retention.

Kindergarten – 4th grade report cards reflect the learning goals of the Arkansas Standards and the Arkansas Curriculum Frameworks as required by the state of Arkansas. Students should master these goals by the end of each grade level.

Scores are broken down into four 9-week periods and then listed by skill. If a student has not met mastery of a skill it will be re-assessed during the following 9-week period.

<table>
<thead>
<tr>
<th>Score</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 - Meets Mastery</td>
<td>O - On track for mastery</td>
</tr>
<tr>
<td>2 - Progressing but not yet consistent</td>
<td>N - Foundational skills not yet mastered</td>
</tr>
<tr>
<td>1 - Not yet mastered</td>
<td>T - Teacher guidance necessary</td>
</tr>
</tbody>
</table>

Shaded boxes indicate skills not assessed this quarter.

Certified Staff in grades 5-12 shall use an electronic recordkeeping system to document grades.

The following grading scale shall be used in grades 5-12 for all courses offered.*

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

* Activity classes in grades 5 and 6 may choose to use a Pass/Fail grade reporting.
Each letter grade shall be given a numeric value for the purpose of determining grade averages. For all academic classes in grades 5-12, the following Arkansas Uniform Grading Scale and numeric values will be used for assigning grades and for computing grade point averages (GPAs). A.C.A.6-15-902

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Percentage</th>
<th>Regular/Pre-AP</th>
<th>AP/IB</th>
</tr>
</thead>
<tbody>
<tr>
<td>A=</td>
<td>90-100</td>
<td>4 points</td>
<td>5 points</td>
</tr>
<tr>
<td>B=</td>
<td>80-89</td>
<td>3 points</td>
<td>4 points</td>
</tr>
<tr>
<td>C=</td>
<td>70-79</td>
<td>2 points</td>
<td>3 points</td>
</tr>
<tr>
<td>D=</td>
<td>60-69</td>
<td>1 point</td>
<td>2 points</td>
</tr>
<tr>
<td>F=</td>
<td>59 &amp; Below</td>
<td>0 points</td>
<td>0 points</td>
</tr>
</tbody>
</table>

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

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

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

<table>
<thead>
<tr>
<th>Grade Level/Course</th>
<th>Unassisted Work</th>
<th>Assisted Work</th>
</tr>
</thead>
<tbody>
<tr>
<td>5th - 6th</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>7th - 12th Regular/Pre-AP Courses</td>
<td>70%</td>
<td>30%</td>
</tr>
<tr>
<td>AP/IB Courses</td>
<td>80%</td>
<td>20%</td>
</tr>
</tbody>
</table>

Date Adopted: 6/20/2016
Date Reviewed: 5/7/2018
Date Revised: 5/21/2018
5.13 - PROMOTION AND RETENTION

The District shall, at a minimum, evaluate each student annually in an effort to help each student who is not performing at grade level. Parents, legal guardians, persons having lawful control of the student, or persons acting in loco parentis shall be kept informed concerning the progress of their student(s). Notice of a student’s possible retention or required retaking of a course shall be included with the student's grades sent home to each parent/guardian of the student if 18 or older. Parent-teacher conferences are encouraged and may be held as necessary in an effort to improve a student’s academic success.

At least once each semester, the parents, legal guardians, persons having lawful control of the student, or person acting in loco parentis, and teacher(s) of a student in kindergarten through eighth (8th) grade shall be notified in writing of the student's independent grade-level-equivalency in reading.

High school students must have completed the following number of credits in order to be classified as sophomores, juniors, and seniors:

- Five and one-half (5.5) to be classified as a sophomore;
- Eleven (11) credits to be classified as a junior; and
- Seventeen (17) to be classified as a senior.

Any grades, course credits, and/or promotions received by a student while enrolled in the Division of Youth Services system of education shall be considered transferable in the same manner as those grades, course credits, and promotions from other accredited Arkansas public educational entities.

Promotion or retention of students or their required retaking of a course shall be primarily based on their ability to succeed in the next grade. The parents or guardians of any student who is to be retained at any grade level (K-6) shall be given written notice for possible retention in writing prior to February 15. If a student enrolls after February 1, a written notice will be given as soon as possible regarding possible retention. If a deficiency of at least one full year exists in both literacy and mathematics for students in K-6, the student's Retention Committee may consider retention.

If there is doubt concerning the promotion or retention of a student or his/her required retaking of a course, a conference shall be held, before a final decision is made, that includes the following individuals:

1. The building principal or designee;
2. The student's teacher(s);
3. School counselor;
4. A 504/Special Education representative (if applicable); and
5. The student's parents, legal guardians, persons with lawful control of the student, or persons standing in loco parentis.
The conference shall be held at a time and place that best accommodates those participating in the conference. The school shall document participation or non-participation in required conferences. If the conference attendees fail to agree concerning the student’s placement or receipt of course credit, the final decision shall rest with the principal or the principal's designee.

Each student shall have a student success plan (SSP). The SSP shall be developed by school personnel, in collaboration with the student's parents and the student. The plan will be reviewed and updated annually. A student's SSP shall use multiple academic measures to personalize learning in order for students to achieve their grade-level expectations and individual growth. The SSP will identify if the student is in need of additional support or acceleration. Academic measures to be used in creating and updating a student’s SSP shall include, but are not limited to:

- Statewide student assessment results;
- Subject grades;
- Student work samples; and
- Local assessment scores.

By the end of grade eight (8), the student's SSP shall:

- Guide the student along pathways to graduation;
- Address accelerated learning opportunities;
- Address academic deficits and interventions; and
- Include college and career planning components.

Based on a student's score on the college and career assessment:

- The student's SSP will be updated in order to assist the student with college and career readiness skills, course selection in high school, and improved academic achievement; and
- Provide a basis for counseling concerning postsecondary preparatory programs.

An SSP shall be created:

1. By no later than the end of the school year for a student in grade eight (8); or
2. As soon as reasonably possible for a student in grade nine (9) or above who enrolls in the District at the beginning or during the school year.

A student's individualized education program (IEP) may supersede the student's SSP if the IEP addresses academic deficits and interventions for the student's failure to meet standards-based academic goals at an expected rate or level and includes a transition plan that addresses college and career planning components. Promotion/retention or graduation of students with an Individual Educational Plan (IEP) shall be based on their successful attainment of the goals set forth in their IEP or completion of the Alternate Pathway to Graduation when applicable.

Date Adopted: 6/20/2016
Date Revised: 4/15/2019


ADE Rules Governing the Arkansas Educational Support and Accountability Act
Murphy v. State of Ark., 852 F.2d 1039 (8th Cir. 1988)
5.14 - GRADUATION REQUIREMENTS

Bentonville Schools requirements exceed the Arkansas Department of Education (ADE) graduation requirements and are detailed in this policy. All students must have completed graduation requirements before the day of graduation in order to participate in commencement exercises. Students who have not met graduation requirements before the ceremony may continue to complete requirements for his/her expected graduating class.

All students are required to participate in the default curriculum, Smart Core, unless their parents or guardians, or the students if they are eighteen (18) years of age or older, sign a Smart Core Waiver Form to not participate. The Waiver Form will be made available annually in the academic course catalog for grades seven (7) through twelve (12) as well as Smart Core information. This policy is to be included in student handbooks for grades six (6) through twelve (12). Students not participating in the Smart Core curriculum will be required to sign the Smart Core Waiver form and fulfill the Core curriculum or the Alternate Pathway to Graduation when required by their IEP to be eligible for graduation. Counseling by trained personnel shall be available to students and their parents or legal guardians prior to the deadline for them to sign and return the consent waiver forms.

While there are similarities between the two curriculums, following the Core curriculum may not qualify students for some scholarships and admission to certain colleges could be jeopardized. Students initially choosing the Core curriculum may subsequently change to the Smart Core curriculum providing they would be able to complete the required course of study by the end of their senior year. Students wishing to change their choice of curriculum must consult with their counselor to determine the feasibility of changing paths.

This policy, the Smart Core curriculum, and the courses necessary for graduation shall be reviewed by staff, students, and parents at least every other year to determine if changes need to be made to better serve the needs of the District’s students. The superintendent, or his/her designee, shall select the composition of the review panel.

Sufficient information relating to Smart Core and the District’s graduation requirements shall be communicated to parents and students to ensure their informed understanding of each. This may be accomplished through any or all of the following means.

- Inclusion in the course catalog and student handbook of the Smart Core curriculum and graduation requirements;
- Discussion of the Smart Core curriculum and graduation requirements at the school’s annual public meeting for course selection, Parent - Teacher Organization (PTO) meetings, or a meeting held specifically for the purpose of informing the public on this matter;
- Discussions held by the school’s counselors with students and their parents.

Administrators, or their designees, shall train newly hired employees, required to be licensed as a condition of their employment, regarding this policy. The District’s annual professional development shall include the training required by this paragraph.
To the best of its ability, the district shall follow the requirements covering the transfer of course credit and graduation set forth in the Interstate Compact on Educational Opportunity for Military Children for all students who meet the definition of 'eligible child' in Policy 4.2 - ENTRANCE REQUIREMENTS including the waiving of specific courses that are required for graduation if similar coursework has been satisfactorily completed.

**Graduation Requirements**
The number of credits (or units) students must earn to be eligible for high school graduation is to be earned from the categories listed below. A minimum of twenty-two (22) credits are required for graduation for a student participating in either the Smart Core or Core curriculum. In addition to the twenty-two (22) credits required for graduation by the Division of Elementary and Secondary Education (DESE), the District requires an additional two (2) credits to graduate for a total of twenty-four (24) credits. The additional required credits may be taken from one (1) credit of practical arts/career studies and one (1) credit from any electives offered by the District. There are some distinctions made between Smart Core credits and Graduation credits. Not all credits earned toward graduation necessarily apply to Smart Core requirements. Beginning with 2019-2020 school year, incoming ninth (9th) grade students with Individualized Education Plans (IEPs) who are not participating in Smart Core must either meet the requirements for the Core Pathway or the Alternate Pathway in order to graduate with a regular diploma.

**Arkansas Civics Exam**
All students must pass the test approved by ADE that is similar to the civics portion of the naturalization test used by the United States Citizenship and Immigration Services in order to graduate.

**Digital Learning Courses**
The District shall offer one or more digital learning course(s) through one or more District approved provider(s) as either a primary or supplementary method of instruction. The courses may be in blended learning, online based, or other technology-based formats. In addition to the other graduation requirements contained in this policy, students are required to take at least one (1) digital learning course for credit while in high school.

**Personal and Family Finance**
Beginning with the Class of 2021 (freshmen entering in August 2017), all students shall cover the Personal and Family Finance Standards in tenth (10th), or twelfth (12th) grade by receiving credit for Economics.

**Smart Core:** Sixteen (16) credits
English: four (4) credits – 9th, 10th, 11th, and 12th

Oral Communications: one-half (1/2) credits
Mathematics: four (4) credits (all students under Smart Core must take a mathematics course in grade 11 or 12 and complete Algebra II.)

1. Algebra I;
2. Geometry;
3. Algebra II; and
4. The fourth unit may be either: A math unit beyond Algebra II: this can include Pre-Calculus, Calculus, Statistics, Algebra III, Quantitative Literacy, or any of several IB or Advanced Placement math courses (comparable concurrent credit college courses may be substituted where applicable); or a computer science flex credit can count for the fourth (4th) math credit.

Natural Science: three (3) credits

- DESE approved biology - 1 credit
- DESE approved Physical Science - 1 credit
- A third unit that is either:
  o An additional science credit approved by DESE; or
  o A computer science flex credit. Note, the computer science flex credit can count concurrently for math or science.

Beginning with the graduating class of 2022 (freshmen entering in August 2018), all students are required to have one credit of Physical Science, one credit of Biology, and one credit of Chemistry.

Social Studies: three (3) credits

- Civics one-half (½) credit
- World History - one (1) credit
- United States History – one (1) credit
- Economics – one-half (.5) credit - dependent upon the licensure of the teacher teaching the course, this can count toward the required three (3) social studies credits or the six (6) required Career Focus elective credits.

Physical Education: one-half (.5) credit
Note: While one-half (.5) credit is required for graduation, no more than one (1) credit may be applied toward fulfilling the necessary credits to graduate.

Health and Safety: one-half (.5) credit

Fine Arts: one-half (.5) credit

Career Focus: - Six (6) credits
All career focus unit requirements shall be established through guidance and counseling based on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum policy of the District and reflect state curriculum frameworks through course sequencing and career course concentrations where appropriate.
Core: Sixteen (16) credits
English: four (4) credits – 9, 10, 11, and 12

Oral Communications: one-half (.5) credit

Mathematics: four (4) credits
- Algebra one (1) credit
- Geometry one (1) credit
- All math credits must build on the base of algebra and geometry knowledge and skills.
- Comparable concurrent credit college courses may be substituted where applicable.
  Note, the computer science flex credit can count for the fourth (4th) math credit.

Science: three (3) credits:
- DESE approved biology - 1 credit
- DESE approved physical science - 1 credit
- A third unit that is either:
  - An additional science credit approved by DESE; or
  - A computer science flex credit may be taken in the place of a third (3rd) science credit.

Social Studies: three (3) credits
- Civics one-half (.5) credit
- World history, one (1) credit
- American History, one (1) credit
- Economics, one-half (.5) credit - dependent upon the licensure of the teacher teaching the
course, this can count toward the required three (3) social studies credits or the six (6) required
Career Focus elective credits.

Physical Education: one-half (.5) credit
Note: While one-half (.5) credit is required for graduation, no more than one (1) credit may be applied
toward fulfilling the necessary credits to graduate.

Health and Safety: one-half (.5) credit

Fine Arts: one-half (.5) credit

Career Focus: - Six (6) credit
All career focus unit/credit requirements shall be established through guidance and counseling based
on the student’s contemplated work aspirations. Career focus courses shall conform to the curriculum
policy of the District and reflect state curriculum frameworks through course sequencing and career
course concentrations where appropriate.

A students who enlist in a branch of the United States Armed Forces or the National Guard through the
military delayed entry program, the National Guard Split Training Option, or other similar early entry
program and completes basic training before graduating from high school shall receive two (2)
credits/units of the Career Focus graduation requirements.
A student who completes at least seventy-five (75) clock hours of documented community service in grades nine (9) through twelve (12) at any certified service agency or a part of a service-learning school program shall receive one (1) Career Focus credit.

Date Adopted: 6/20/2016
Date Revised: 7/16/2019
Legal References: A.C.A. § 6-4-302, A.C.A. § 6-16-149, A.C.A. § 6-16-150, A.C.A. § 6-16-1406
Standards for Accreditation 9.03 - 9.03.1.9, 14.02
ADE Guidelines for Development of Smart Core Curriculum Policy
ADE Rules Governing Distance and Digital Learning
Smart Core Waiver Form 2017
Cross References: ASBA Model Policies

POLICY 5.14 PROCEDURES
See additional notes and procedures in the Bentonville School Course Catalog available on the district website at Departments>Academic Services>Secondary>Course Catalog.

Commencement:
Participation in commencement is a privilege. Participants must
- complete all academic requirements prior to the ceremony;
- comply with all disciplinary standards, the student handbook, and be in good standing;
- resolve all financial commitments with the district; and
- comply with commencement dress codes and conduct requests presented at commencement rehearsal.

Students who are in a disciplinary placement that excludes them from school activities, during the semester in which they complete academic requirements, are therefore not allowed to participate in commencement. This may include, but not be limited to expulsion, homebound in lieu of expulsion, REAP in lieu of expulsion, or online instruction in lieu of expulsion. Attending commencement as a spectator with guardians/parents may be allowed at administrative discretion for siblings, etc.

Commencement Dress Code:
Our high schools seek to produce a formal event to honor this accomplishment. Appropriate dress is required in order to participate in the ceremony. Staff will check each senior for proper dress. Remember that absolutely no decorations may be added to the cap and/or gown. Students who do not comply will be removed from the line. Appropriate dress is defined below.

<table>
<thead>
<tr>
<th>Ladies</th>
<th>Men</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dark dress or slacks (no jeans)</td>
<td>Dark slacks (no jeans or khakis)</td>
</tr>
<tr>
<td>Dark dress shoes or dark dress sandals (no flip-flops)</td>
<td>Light shirt</td>
</tr>
<tr>
<td>Cap (front is marked inside cap)</td>
<td>Dark tie</td>
</tr>
<tr>
<td>Leave purse at home, in car, or with family</td>
<td>Cap (front is marked inside cap)</td>
</tr>
<tr>
<td>Leave phones with family</td>
<td>Dark socks and dress shoes</td>
</tr>
<tr>
<td></td>
<td>Leave phones with family</td>
</tr>
</tbody>
</table>
5.15 - CONCURRENT CREDIT GUIDELINES

A ninth (9th) through twelfth (12th) grade student who successfully completes a college course(s) from an institution approved by the Arkansas Department of Education (ADE) shall be given credit toward high school grades and graduation at the rate of one high school credit for each three (3) semester hours of college credit. Unless approved by the school’s principal, prior to enrolling for the course, the concurrent credit shall be applied toward the student’s graduation requirements as an elective.

A three-semester-hour remedial/developmental education course, as permitted by the ADE Rules Governing Concurrent College and High School Credit, shall be the equivalent of one-half unit of credit for a high school career focus elective. The remedial/developmental education course cannot be used to meet the core subject area/unit requirements in English and mathematics.

Participation in the concurrent high school and college credit program must be documented by a written agreement completed prior to enrollment between:
- The District’s student, and his or her parent(s) or guardian(s) if the public school student is under the age of eighteen (18);
- The District; and
- The publicly supported community college, technical college, four-year college or university, or private institution the student attends to take the concurrent credit course.

Students are responsible for having the transcript for the concurrent credit course(s) they have taken sent to their school in order to receive credit for the course(s). Credit for concurrent credit courses will not be given until a transcript is received. Students may not receive credit for the course(s) they took or the credit may be delayed if the transcripts are not received at all or in a timely manner; this may jeopardize students’ eligibility for extracurricular activities, graduation, etc.

Students will retain credit earned through the concurrent credit program that was applied toward a course required for high school graduation from a previously attended, accredited, public school.

A student eligible to receive free or reduced price meals shall not be responsible for any of the costs for the student’s first six (6) concurrent credit hours so long as the concurrent credit courses are taught on the District grounds and by a teacher employed by the District. Any and all costs of concurrent credit courses beyond the six (6) hours permitted, that are not taught on the District’s campus, or are not taught by a teacher employed by the District are the responsibility of the student. Students who are not eligible to receive free or reduced-price meals are responsible for any and all costs associated with concurrent credit courses.

Legal References:
A.C.A.§ 6-16-902(c) (2)
A.C.A.§ 6-16-1201 et seq.
ADE Rules and Regulations: Concurrent College and High School Credit for Students Who Have Completed the Eighth Grade
ASBA Model Policy
POLICY 5.15 PROCEDURES
See additional notes and procedures in the Bentonville School Course Catalog available on the district website at Departments> Academic Services> Secondary> Course Catalog.
5.18 - DISTRICT PARENTAL/COMMUNITY INVOLVEMENT

The District understands the importance of involving parents and the community as a whole in promoting higher student achievement and general goodwill between the District and those it serves. Therefore, the District shall strive to develop and maintain the capacity for meaningful and productive parental and community involvement that will result in partnerships that are mutually beneficial to the school, students, parents, and the community. To achieve such ends, the District shall work to:

1. Foster effective parental involvement strategies and support partnerships among schools, parents, and the community to improve student achievement by:
   a. involving parents and the community in the development of the District’s long range school improvement and parental involvement planning process;
   b. scheduling regular parent involvement meetings to explain to parents and the community the content and achievement standards of the State of Arkansas, State and local student assessments, how the District’s curriculum is aligned with the assessments, and how parents can work with the District to improve their child’s academic achievement;
   c. maintaining a coordinated involvement program where the involvement activities of the District enhance the involvement strategies of other programs such as Head Start, HIPPY, Parents as Partners, Parents as Teachers, ABC, ABC for School Success, area Pre-K programs, and Even Start;
   d. communicating to parents all available opportunities to participate in parental involvement programs, meetings, and other activities, including those activities specific to parents of limited English proficient students, students with disabilities, and/or gifted and talented students. Such communication shall be, to the extent practical, in a language the parents can understand; and
   e. locating and modifying other successful parent and community involvement programs to suit the needs of our District.

2. Provide coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective parental involvement by:
   a. designating a highly qualified, certified staff member at each school to serve as a parent involvement facilitator;
   b. reserving a minimum of 1% of the Title I, Part A annual allocation to support parental involvement activities, with 95% allocated to participating Title I, Part A schools. Parents of children receiving Title I, Part A services shall be involved in the development of the school’s parental involvement plan and decisions regarding how the school’s Title I, Part A Parental Involvement set aside funds are utilized;
   c. providing parents with the materials and training they need to be better able to help their children achieve. The District may use parent resource centers or other community based organizations to foster parental involvement and provide literacy and technology training to parents;
d. implementing strategies that eliminate barriers that keep parents from being involved in their child’s education. This may include providing transportation and childcare to enable parents to participate, arranging meetings at a variety of times, and being creative when scheduling parent/teacher conferences; and
e. providing reasonable support for other parental involvement activities as parents may reasonably request.

3. Build the school’s capacity for strong parental involvement by:
   a. providing schools the support necessary to enable them to plan and implement effective parental involvement activities;
   b. educating District staff, with the assistance of parents, in ways to work and communicate with parents and to know how to implement parent involvement programs that will promote positive partnerships between the school and parents; and
   c. training parents to enhance and promote the involvement of other parents.

4. Ensure the continued improvement of the District’s parental/community involvement program by:
   a. conducting, with the involvement of parents, community members, District administration, and certified and classified staff, an annual evaluation of the District’s parental involvement policy as it relates to strategies for increasing parental participation, identifying barriers to greater parent participation, and promoting higher student achievement; and
   b. utilizing the findings from the evaluation process to make recommendations to each school for parental involvement plan revisions and provide suggestions for designing school improvement policies as they relate to parental involvement.

This policy shall be part of the District and each school’s Title I, Part A plan and shall be distributed to parents of the District’s students and provided, to the extent practical, in a language the parents can understand.

Date Adopted: 6/20/2016

Legal References: 20 U.S.C. § 6318 (No Child Left Behind Act of 2001, Section 1118)

POLICY 5.18 PROCEDURES

The parental involvement plan can be found on the district website at Parents> Parental Involvement.

Bentonville Schools recognize that a child’s education is a responsibility shared by the school and family during the entire time a child spends in school. To accomplish this purpose, each school has a Parental Involvement Plan which addresses the need for schools and parents/guardians to work together as knowledgeable partners to promote the educational success of their children.

Involving parents/guardians is essential to improve student achievement; therefore, schools foster and support active parental/guardian involvement. Parents/guardians are always welcome and are encouraged to visit the school any time they might have questions or would like to view the operation.
of the school system. For security reasons, parents/guardians must check in at the office, provide a state ID and get a visitor’s badge before visiting any portion of the school. Parents who are observing or volunteering in a classroom setting will be given a copy of the building observation procedures as well as sign a confidentiality agreement.