BENTON CONSOLIDATED HIGH SCHOOL
511 East Main Street ★ Benton, Illinois 62812
Phone 618/439-3103 ★ Fax 618/438-2915
www.bentonhighschool.org

Benton Consolidated High School
District #103

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Benton, Illinois 62812
Phone: 618-439-3103
Fax: 618-438-2915
Web Site: www.bentonhighschool.org

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This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios, which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administrators or faculty to respond to situations that are not specifically addressed herein.

School Mascot - RANGER
School Colors - Maroon and White
Athletic Affiliation - River to River Conference - Mississippi Division
Illinois High School Association
Accreditation - State of Illinois
North Central Association of
Colleges and Schools

BCHS Mission Statement

The mission of BCHS is to encourage students to become lifelong contributing members of society. The aforementioned will be accomplished by providing the following major components of a quality education:

1. A curriculum which provides all students with the knowledge and skills necessary for college and career readiness.
2. Instruction that requires the students to use critical thinking, decision-making, and problem solving in real-world applications of learning.
3. A safe school environment which promotes individual self-worth, supports and encourages diversity and differences of opinion while developing conflict resolution and teamwork skills.
4. Development of the whole student through participation in the arts, sports, extracurricular clubs and service organizations.
5. A school attitude that promotes and invites parents and the community to become active partners in the educational process.

BCHS MOTTO

RANGER NATION SHOW THE PRIDE

P – Problem Solving
R – Readiness for College & Careers
I – Individual Responsibility
D – Development of the Whole Student
E – Everyone Involved & Valued

NOTICES

WEBSITE: All information that is contained within this Student Handbook can also be found on www.bentonhighschool.org. This includes a Calendar of Events, School Board Meetings, District #103's current budget, and many more items.

NON-DISCRIMINATION - No person in the United States shall, on the grounds of race, color, religion, national origin, or handicap be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance, or be so treated on the basis of sex under most educational programs or activities receiving Federal assistance. Individuals with disabilities should notify the superintendent or the principal if they have a disability, which will require special assistance of services, and, if so, what services are required. This notification should occur as far as possible before the school sponsored function, program, meeting, or event.

CIVIL RIGHTS: The U.S. Department of Agriculture prohibits discriminations against its customers, employees, and applicants for employment on the base of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)
If you wish to file a Civil Rights program complain of discrimination, complete the USDA Program Discrimination Complaint Form found online at http://www.ascr.udsa.gov/complaint_filing_cust.html, or at the USDA office, or call (866)632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of

Adjudication, 1400 Independence Avenue, S.W. Washington, D.C. 20250-9410, by fax (202)690-7442 or email at program.intake@usda.gov.
Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800)877-8339: or (800)845-6136 (Spanish). USDA is an equal opportunity provider and employer.

ASBESTOS NOTICE: In accordance with federal and state laws, BCHS has been inspected to determine the location and condition of asbestos-containing materials and has developed an asbestos management plan to remove, repair, or maintain asbestos-containing material as needed to protect the health of students and staff members. A copy of the district's management plan is available for inspection. Questions concerning the asbestos management plan should be directed to the Superintendent.

PESTICIDE NOTICE: The building and grounds of Benton High School District #103 are routinely treated with pesticides for the purpose of controlling the populations of insects and/or rodents. Parents/guardians can obtain a pesticide schedule by contacting BCHS.

Automatic External Defibrillator (AED) Devices – In accordance with state law, AED devices are present for utilization at BCHS. An additional device is located across the hall from the Main Office.

Surveillance Camera Notice: Within the scope of safety and security, BCHS utilizes video surveillance cameras on the interior and exterior of the school property.

In compliance with the federal No Child Left Behind (NCLB) Act, parents have the right to request that the school provide them with the teaching qualifications of their child's teacher.

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BCHS TIME SCHEDULES

Lunch A

REGULAR SCHEDULE

	Start	End
1st	8:05 am	9:25 am
Advisory	9:30 am	10:05 am
2nd	10:10 am	11:30 am
Lunch A	11:30 am	12:00 pm
3rd	12:05 pm	1:25 pm
4th	1:30 pm	2:50 pm

EARLY DISMISSAL

	Start	End
1st	8:05 am	9:15 am
Advisory	9:20 am	9:35 am
2nd	9:40 am	10:50 am
Lunch A	10:50 am	11:20 am
3rd	11:25 am	12:35 pm
4th	12:40 pm	1:50 pm

Lunch B

REGULAR SCHEDULE

	Start	End
1st	8:05 am	9:25am
Advisory	9:30 am	10:05 am
2nd	10:10 am	11:30 am
3rd	11:35 am	12:55 pm
Lunch B	12:55 pm	1:25 pm
4th	1:30 pm	2:50 pm

EARLY DISMISSAL

	Start	End
1st	8:05 am	9:15 am
Advisory	9:20 am	9:35 am
2nd	9:40 am	10:50 am
3rd	10:55 am	12:05 pm
Lunch B	12:05 pm	12:35 pm
4th	12:40 pm	1:50 pm

Welcome to BCHS!

This handbook has been published for the students and their parents, as well as a reference for the faculty. It is the result of the efforts of the students, parents, faculty, administration, and the Board of Education to try to provide information, data, and policy to guide the activities of the school.

The purposes of the handbook include the following:

1. To serve as a guide and assistance to the student.
2. To establish through definite information proper habits and a correct mental attitude toward the school environment.
3. To help the student to become successful in a school environment.
4. To keep parents informed of the rules, regulations, and policies of the school and the Board of Education.

For many of our students, this is the final step in formal education. The record they compile will be in the school files and will follow them the remainder of their lives. The student should consider going to school not only a right, but also a privilege, which requires conformity to school rules and to regulations.

Let us, as individuals, strive to make this school year the best ever and set and attain goals and objectives. Don't let yourself be an underachiever. The competitive world you will face in years to come requires each of you to make a constant effort in planning and in accomplishing certain educational goals. We want students to enjoy their academic and co-curricular experiences at BCHS. At the same time, every student will be expected to conduct themselves in such a way as to ensure that BCHS remains an effective, healthy, safe, and enjoyable place. We urge you to read this booklet carefully to understand policies and procedures better so you can make wise decisions concerning your school life. Parents and students who have any questions regarding school are urged to call members of the staff who will gladly respond or assist you.

Our very best wishes to you for a successful year at BCHS!

Philosophy of Benton Consolidated High School

The philosophy of Benton Consolidated High School embraces many elements necessary to contribute to the growth and welfare of our students and community. The varied approaches to education and programs employed here make up an inclusive system of learning. All involved in the process are responsible for its success.

The staff accepts that responsibility in that it is dedicated to providing the opportunity for each student to shape his/her future in the time spent at school. There is a considerable amount of time spent on extracurricular activities in working with students: during much of this time, we are endeavoring to develop skills of cooperation and adaptation. The approach used is open – one of friendliness, helpfulness, and concern.

Cooperation exists among the teachers in six departments: Communications, Humanities, Math/Science, Vocational, Physical Education, and Special Services. Assistance in teaching is readily obtained from department chairpersons and the resource center. There is a positive rapport among the staff with a general feeling of freedom to express one's ideas. Our ever-changing society, both in Benton and elsewhere, requires that a student develop a multitude of skills to perform adequately as a working and responsible member of society. Therefore, our district provides a well-rounded program. Our academic courses encompass classes for college bound students and also for those who will pursue a job immediately after graduation. Many students have an opportunity to work and study within the community during the school day. The nonacademic courses complement our school program by exposing the student to the study and use of skills in the fine arts. Benton Consolidated High School is recognized as sponsoring outstanding extracurricular programs including organizations and sports. Here too, cooperation, interdependence, and adaptation are stressed. We strive to mold a well-rounded person through such activities. Parents of our students show decided interest and support. The parents have a good attitude toward the teachers and administration on the whole. They endorse our work as educators and feel that the school is receptive to change. They also feel there is a high degree of respect afforded to teachers in the community. The circle is complete with the coordination of school business through the Administration and Board of Education. These people act as liaison personnel to keep parents and taxpayers informed as to the progress, needs, and effectiveness of the school system.

We are determined to maintain and to further develop this educational philosophy so that we may be consistent within our community of educators and citizens. Working within the above framework, we are bound to the following objectives.

OBJECTIVES

I. Curriculum and Instruction

A. To enable our students, according to their abilities, to achieve the highest proficiency in the skills and processes of learning and to educate them in the subjects which will enrich their lives and aid them in becoming contributing, responsible citizens of our society. In an attempt to achieve this objective, we are committed to the following:

1. The development of the ability to arrive at reasoned solutions and a continuing desire for knowledge.
2. An education in the basic skills of oral and written communication, reading, and computation.
3. An education which draws from the areas of fine and applied arts, business, driver education, English, foreign language, home economics, industrial arts, mathematics, physical education, sciences, social sciences, and vocational education.
4. An education, which meets the needs and demands of a society that is becoming more technologically advanced.

B. To continue to provide diversified and comprehensive programs that meet the specific needs of students.

1. Special Education programs and supportive services.
2. Advanced and honors classes.
3. Interdisciplinary and independent studies.
4. Action learning programs including internships and work experience.

5. Alternative forms of education.
6. Guidance and counseling.

C. To provide and to maintain a positive learning environment to ensure conditions appropriate for creativity and for growth. In an attempt to achieve this objective, we are committed to the following:
    1. The development of self-discipline
    2. The respecting of individual differences.
    3. The development of each individual's active participation in earning a sense of responsibility for one's own education, and a desire to put forth maximum educational effort.

D. To instill an awareness of occupational responsibility and to nurture a respect for all careers. In an attempt to achieve this objective, we are committed to the following:
    1. Providing a general education as a sound basis for all career objectives.
    2. Developing an appreciation and respect for the value of work.
    3. Providing opportunities to develop the skills and attitudes necessary for future careers.
    4. Making vocational programs available to all students.
    5. Developing an understanding of the American economic system.

II. Growth, Development, and Creativity

A. To foster in our students the realization of individual worth and dignity as a person, thereby enabling each student to achieve satisfying social relationships, and to live a productive life. In an attempt to achieve this objective, we are committed to the following:
    1. Assisting students to assess their potentialities and capacities for growth and development.
    2. Helping students to learn from experiences.
    3. Increasing the awareness of and giving opportunities to explore artistic, musical, and dramatic expression
    4. Guiding the development of healthy bodies and minds.
    5. Encouraging the students to know the satisfaction of hard work and achievement in curricular and extra-curricular endeavors.
    6. Recognizing and maximizing strengths and abilities, acknowledging and minimizing weakness and limitations.

B. To offer our students educational experiences which will provide the resources necessary to relate to others as well as to a larger society. In an attempt to achieve this objective, we are committed to the following:
    1. Assisting in the development of problem-solving attitudes and skills through discovering and organizing knowledge and critically evaluating information.
    2. Developing sensitivity and compassion towards others.
    3. Making experiences available, which will develop values, awareness, interest, concerns, and recognition of the obligation and value of service.

C. To make our students aware of the changeable nature of the world, to understand the process of change and to facilitate flexibility and adaptability. In an attempt to achieve this objective, we are committed to the following:

1. Realizing that the key to adaptability is a sound basic education and the willingness to pursue a lifetime of learning.
2. Increasing understanding of the interaction among the technical, political, social, and economic forces.
3. Fostering respect for the government, traditions, customs, and heritage of this country and for all the citizens who have contributed to its development.
4. Developing concern, respect, and responsibility for our physical environment and natural resources with the realization of a world moving towards interdependence.

D. To encourage students to think for themselves and to be responsible for their own actions. In an attempt to achieve this objective, we are committed to the following:
   1. Developing an understanding that the experiences of the past provide lessons for the present and the future
   2. Developing and understanding of the inextricable interdependence between a disciplined freedom and accountable responsibility.

III. Board of Education, Administration, Faculty, and Staff

A. We, the Board of Education, Administration, Faculty, and Staff are committed to achieve the goals and objectives of this district in a climate of cooperation and mutual trust. In an attempt to achieve this objective, we are committed to the following:
   1. Maintaining formal and informal lines of communication and fostering a spirit of cooperation through working together to improve our educational program.
   2. Utilizing all assets to the fullest and constantly exploring methods of obtaining the resources necessary to meet our educational goals.
   3. Maintaining cooperative procedures, which will ensure that input into our educational program will be provided by all segments of the district and by the community.
   4. Maintaining an appropriate system of evaluation for all district personnel and functions, which will provide the basis for improvement.

B. We would provide encouragement and opportunities for faculty, administrators, and board members to engage in activities, which will cause them to acquire new skills, knowledge, and enthusiasm for the work, which they do in the district. In an attempt to achieve this objective, we are committed to the following:
   1. Provide an ongoing program of education and self-renewal within the district, which is generated by the interests of the staff.
   2. Providing resources to enable the staff and the board members to experience various educational opportunities thereby renewing and enriching their knowledge and enhancing their ability to contribute to the intellectual growth of others.

C. We would provide a physical climate, which is conducive to learning. In an attempt to achieve this objective, we are committed to the following:
   1. Providing buildings, which are well kept and adequately equipped to meet needs of today's students.
   2. Managing and maintaining our physical facilities to achieve maximum educational benefits.

3. Providing advanced technological equipment such as computers, laser equipment, diagnostic equipment, and electronic wire services to enhance learning in all academic areas.

To translate our philosophy into reality requires cooperation and maximum efforts from the parents and the teachers.

THIS WE EXPECT FROM STUDENTS

1. We expect all students to achieve to the best of their ability. The school has the responsibility for providing good teachers and an environment, which encourages learning. You must accept the responsibility of reaching out for new ideas and experiences. Learning can be enjoyable and rewarding, but it requires hard work on your part. We have high academic standards because we have students with ability who want to learn. For those students who plan a college career, a sound high school education is a preparation for success in college. For others, high school represents a final opportunity to obtain a well-rounded general education necessary for many job skills. We recognize the many different degrees of achievement, but we will not compromise your ability by accepting anything less than your best efforts.
2. We expect students to consider school as their first priority. Many of our students have outside jobs and work several hours a week. We generally support this trend until it causes students to carry a minimum load of classes or to ignore their school obligations. If you are not available for extra help from teachers, or for make-up work, or for participation in extra activities, the value of your job is questionable. Teachers will not recognize a conflict with work as a valid excuse to defer make-up work or extra help. Now is the time to receive an education; there is a lifetime ahead for you to experience the work ethic.
3. We expect students to attend every meeting of every class. Your attendance is required in each class period, and you cannot achieve well unless you are in class. Unexcused absences from class will be penalized.
4. We expect students to complete all homework and class assignments. You should expect to receive, and to complete, an average of 30 minutes of homework per night per class. It is not possible to confine the learning process to the class period; outside work is necessary. Teachers will expect all assignments to be completed on time. They will be returned just as promptly.
5. We expect students to be fully prepared for class each day. This means having all of the appropriate materials, being in your seat when the bell rings, and being prepared to learn by giving your full attention to the instructor.
6. We expect students to know and to conform to the Discipline Code. Of equal importance is your code of personal values, ideals, and the respect you show to yourself. We hope that you will further develop your personal values and the ability to make difficult moral decisions. We live in a time when the lines between right and wrong are shaded. Your place in a free society, or in a free high school, carries with it the responsibility for your own behavior. Developing a sense of responsibility in the classroom and in extracurricular activities is important. Developing the importance of your word as a bond should be your goal. Keep your promises, keep your appointments, and make up all missed work, all on time, without complaints. These are positive traits, which will serve you well in the future.

THIS WE EXPECT FROM PARENTS

1. Provide a study area at home where the student can work. This area should include a writing and reading area with good lighting and be relatively free from interruption. A minimum of one hour of quiet time should be provided.

2. Question our school about your son/daughter's progress. This may have been prompted by mid-term reports, telephone calls, or grade cards. Teachers have time available to discuss your son/daughter's progress. Please avail yourself of this opportunity. The most effective way to deal with any problem your son/daughter is having is to contact the school personnel who are directly involved.

3. Be aware of our expectations for students and of the Discipline Code. You can be informed by reading the Handbook, coming to school at Open House and visitation days, and calling if you have a question. We, too, are sometimes uninformed about events, and we are not always right, but if there is communication we can, together, solve most of the problems.

4. Understand that mutual trust and honesty are essential. If your student has an unauthorized absence, do not write an "excuse" to cover it. Be aware that there are no "free cuts", senior skip days, or holidays for athletes. We follow the school calendar, and, if your children choose not to attend school, they should be willing to accept the responsibility and logical consequences for their actions.

5. Realize that we cannot do the job alone. Your part, while indirect, is perhaps more important than ours. When students come to school, they bring home and family with them; and their expectation, problems, hopes, fears, and challenges will influence their work here. We need your support; we welcome your questions; we ask for your active interest and participation.

THIS WE EXPECT FROM ADMINISTRATION AND INSTRUCTIONAL STAFF

1. We expect you to treat our students as if they were your own children. Have expectations that are challenging yet attainable. Understand that students, like adults, come to class with problems that may affect their performance. Let this not serve as an excuse, but as insight.

2. Your instructional program should reflect a current, well-founded presentation of material. It should be presented in a variety of ways to maintain student interest. Teachers should expect students to complete homework and class assignments promptly, and teachers should return students' work in like manner.

3. An effective extracurricular program provides an excellent source for increased student interests and the development of student abilities. However, sponsors should bear in mind that these programs make time demands, which should not become excessive. Staff members should be aware that this does not excuse work to be done nor should students be penalized for their participation.

4. At the beginning of the course, the instructional staff should clearly define for their students their system of grading.

5. Criticisms of our existing practices are not only expected, but also welcomed. It is even more constructive when this is accomplished with concrete proposals for change.

6. Schools will encourage parents to provide a healthy breakfast for their child. BCHS provides breakfast (7:30 – 8:05) and lunch in the cafeteria each school day. Regular prices for breakfast and lunch are $1.65 and $2.70 respectively while reduced priced breakfast and lunch are $.30 and $.40.

Special Note: *The Benton Area Ministerial Alliance provides free lunches during the summer months for all students 18 years of age or less at 320 S. Main Street in Benton from 11 A.M. – Noon, Monday – Friday.*

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Benton Consolidated High School District #103 or BCHS with certain exceptions obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, BCHS may disclose appropriately designed "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of the directory information is to allow BCHS to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters the same access to secondary school students as they generally provide to postsecondary institutions or prospective employers unless parents have advised the LEA that they do not want their student's records disclosed without their prior written consent.

If you do not want BCHS to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by October 1st. BCHS has designated the following information as directory information:

-name	-parents'/guardians' names and addresses	-address	-academic awards, degrees and honors
-gender	-information in relation to school sponsored	-Activities, organizations and athletics	
-grade level	-major field of study	-birth date and place	-period of attendance in school

PARENTS RIGHT-TO-KNOW

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Benton Consolidated High School District #103 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas

in which the teacher provides instruction.

2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

SECTION I

THE SCHOOL - PROCESSES AND PROCEDURES

ADMISSIONS POLICY

Students (grades 9-12) who reside with their parent(s) or legal guardian(s) within the school district are eligible to attend BCHS. However, if a student establishes legal guardianship to seek admission expressly because of the educational program of the district, that student is not eligible to attend unless he is approved as a tuition-paying student. Requests for admission as a tuition-paying student are considered on an individual basis. Tuition is based upon the per capita expenditure of the school district for the preceding school year.

CHANGE OF ADDRESS, EMAIL, AND/OR TELEPHONE

It is very important that proper records are maintained at all times. The school also wants to be able to get in touch with parents rapidly if it should be necessary to do so. We ask that students and/or parents notify the guidance office and the principal's office immediately regarding any change in address or telephone number.

DISSEMINATION OF RECORDS

BCHS District 103 maintains up-to-date educational records on each student under the following categories: Permanent Record data, Temporary Record data, and Directory Information. Permanent Record data consist of basic identifying information, including the parents' or legal guardians' names and addresses; the student's name, birth date and place, and gender; academic transcript, including grades, class rank, graduation date, grade level achieved, scores on standardized achievement tests, scores on college admission tests, and health record; and a record of release of the permanent record information.

The Student Temporary Record consists of all information not required to be in the Student Permanent Record which may include the following: family background information; intelligence and aptitude test results; special education files and/or psychological evaluations; participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations; honors and awards received; disciplinary information from educational or non-educational persons,

agencies, or organizations of clear relevance to the education of the student; plus a record of the release of temporary record information.

Directory information includes name, parents' name and address, date and place of birth, participation in school activities, academic awards, degrees, and honors, period of attendance, and major field of study. Part of all of this directory information is included in the school yearbook, school publications such as the newspaper and daily bulletin, awards given that are often announced in the local newspapers, and other avenues of recognizing and identifying student achievement. Directory information may be released without the written consent of a parent or guardian unless the parent or guardian gives written notice to the school of the specific information that is not to be released. This is congruent with the Family Educational Rights and Privacy Act (FERPA) of 1974.

The school district uses discretion with regard to release of directory information to outside agencies.

1. The parents or legal guardians of students shall have the right to inspect, to review, and to copy any and all official records, files, and data directly related to their children.
2. The administrative staff shall grant requests from parents or legal guardians for access to their child's records within fifteen school days. Requests to inspect and to copy information contained in the student record should be directed to the school counselors.

3. Parents or legal guardians have the right to a hearing to challenge the content of their child's school records, to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or rights of the student, and to provide an opportunity for the correction or deletion of any such material.
   Parents or legal guardians have the right to control access to student records. The school district will not permit the release of personally identifiable records or files of students to any individual, agency, or organization other than school officials, officials of schools to which the student is transferring, or in connection with a student's application for financial aid without the written consent of their parents or legal guardians. A statement of the reason(s) for the release of files and the identity of the recipient, with a copy of the record(s) released shall be sent to the parents or legal guardians and to the student, if requested by the parents or legal guardians. Prior to the transfer of a record to another school district, parents have the right to inspect and to challenge the information contained in the student record.

4. When federal or state authorities receive records of information, such data shall not include information (including social security numbers), which would permit personal identification of such students or their parents or legal guardians, unless collection of personally identifiable data is specifically authorized by other federal law.
5. Temporary records are destroyed five (5) years after the graduation date of the student's graduation class or permanent withdrawal. Parents or guardians have a right to copy such information before it is destroyed.

6. No person may force a parent or student to release information from the temporary record in order to secure any right, privilege, or benefit including employment, credit, or insurance.
7. All rights of the parents or legal guardians shall become those of the student when the student has an 18th birthday.
8. All requests for information on student records or state and federal guidelines related to student records should be sent to the Guidance Office, BCHS, 511 East Main Street, Benton, Illinois 62812.

FEES/WAIVERS

A $10 activity fee is charged that goes to each student's class to help pay for prom and/or project graduation activities. The following fees are not limited to but include:

- Driver's Education BTW Training: $50/year (No Waiver)
- CNA Fees: $40 TB skin test (2-step)
  $50 Uniform
  $85 State Certification Exam
  $14 Gait Belt
  Flu vaccination
  Blood Pressure Cuff and Stethoscope (optional)

Waiver of School Fees

It is the policy of District 103 to waive the school fees for those students who meet the criteria of section 1.245 of the Illinois School Code.

Under this provision, the term "school fees" includes, but is not limited to, the following:

A) All charges and deposits collected by a school for use of school property (e.g., locks, towels, and laboratory equipment).

B) Charges for field trips made during school hours, or made after school hours if the field trip is a required part of a class or extracurricular activity (e.g., annually scheduled trips to museums, concerts, places of business and industry or field trips related to instruction in social studies, the fine arts, career/vocational education or the sciences).

C) Charges or deposits for uniforms or equipment related to varsity and intramural sports, or to fine arts programs.

Under this provision, the term "school fees" does not include the following:

1. Library fines and other charges made for the loss, misuse, or destruction of school property.
2. Parking permits or related fines.
3. Charges for the purchase of class rings, yearbooks, pictures, Diploma covers or similar items.
4. Charges for optional travel undertaken by a school club or group of students outside of school hours (e.g., a trip to Spain by the Spanish club or a senior class trip).
5. Charges for admission to school dances, athletic events, or other social events.

ELIGIBILITY FOR WAIVER

Prior to registration, eligibility forms will be sent to each student. Please take a moment to complete these forms in order to apply for Federal and/or State Grants. Free textbooks and/or meals may be available to your child with this information. Your child, however, does **not** have to utilize the free/reduced meals. A waiver of school fees will be granted, on an individual basis, to those students who meet the established standards of eligibility and who make a written request for such waiver.

Although all circumstances that would warrant the granting of a waiver cannot be listed, the general guidelines that will be followed include students who qualify for free and reduced lunches/breakfasts under the Community School Lunch Program (Ill.Rev.Stat. 1987, 2ch.122, par.712.1 et seq.) and families who have sustained loss of income due to severe illness, injury, or unusual expenses such as fire/storm damages.

The administration will review all requests for waiver on an individual basis and will notify the parents of its decision within 30 days of receipt of the request.

Parents may appeal any denial of a waiver request through a meeting with the school administration. If the appeal is denied, the district will mail a copy of its decision to the parents. The decision will be made within 30 days of the parent's request for an appeal and shall state the reason(s) for the denial. No fee shall be collected from any parent who is seeking a fee waiver in accordance with this policy until the district has acted on the initial request (or appeal if any is made) and the parents have been notified of its decision.

FREE/REDUCED MEAL PROGRAM: Many students utilize the Free/Reduced Meal Program. Individual I.D. cards will reflect this when scanned in the cafeteria. Under the guidelines of the National School Lunch and Breakfast Program, the following is a description of a Free/Reduced Meal:

3 portions from 5 main food group areas – plus a carton of milk

- Bread
- Protein source
- Dairy product
- Fruit
- Vegetable

Prices for reduced priced breakfast and lunch are $.30 and $.40, respectively. Any additional purchases other than the aforementioned description will be charged at full price on individual accounts. It is important for each student to read the cafeteria card scanner daily for individual cafeteria balances.

MEDICAL STUDENT SUPPLEMENTAL INSURANCE

The School medical insurance is a LIMITED SUPPLEMENTAL insurance and is not intended to replace the primary family insurance that parents need to maintain for their children. If you already have insurance, the school insurance is in excess coverage only. All students participating in activities that are not directly supervised must provide proof of family insurance. If no proof of insurance exists, insurance must be purchased through Hinz Claim Management, Inc. Forms are available at Registration and with the School Nurse. The school is not an agency and is not obligated to pay any cost

above that received for the insurance company. All athletic and school injuries should be reported to the school nurse immediately. The school's student insurance is limited and should be reviewed by you so that adequate coverage can be maintained for the protection of your family.

NEW STUDENTS

Parents of students entering BCHS should call the school to set up an appointment with the counselors. The counselors will set up an appropriate course of study for you. New students may be expected to take placement exams if needed to determine the correct level of placement. A transfer credit adjustment will be given to a student transferring to BCHS based on the credits available to be earned at their previous high school.

New students should bring with them as many of the following as possible:

1. Transfer grades.
2. Unofficial copy of transcript and correct name, address, phone number, and fax number of previous school.
3. Any pertinent background on curriculum from previous school (i.e. textbooks used, course descriptions, information helpful in correlating correct placement here).
4. Health records (physical and immunization records).
5. Sports eligibility information (if applicable)
6. Special testing information and/or psychological background (if applicable).
7. Proof of residency - forms of rent receipts, utility statements, birth certificate, voter registration card, utility bill, gas, electric, phone, public aid auth.(green card), court-ordered guardianship, driver's license, tax deed.
8. Students must produce a valid birth certificate.

OUT OF DISTRICT CREDIT

Students desiring to participate in out of district credit programs at Benton Consolidated High School must receive prior approval from the principal. Only those courses from schools accredited by the North Central Association of Schools and Colleges will be accepted for credit towards graduation BCHS. Students may, with the approval of the principal or counselor, take a course in another school district if the course has been failed and is needed for credit and will not be offered in this district. Summer class schedules will be announced before the end of school in May.

Participation in the correspondence program will be limited to the following:

1. Students who have failed a course and need the credit to graduate with or following their graduating class.
2. Students transferring into the district and who need to make up credits in order to graduate with his/her class.
3. Extenuating circumstances such as prolonged illness, serious accident, and traveling abroad with his/her family, etc. The maximum number of correspondence credits a student may use toward graduation is three (3)

PHYSICAL EXAMINATION AND IMMUNIZATION

According to the statutes of the State of Illinois, immunizations and physical examinations are prescribed by the department of Public Health and shall be required of all pupils in the public, private, and parochial elementary and secondary schools. Physical examinations must occur upon entrance into the ninth grade, and irrespective of grade, immediately prior to or upon first-time enrollment into any school.

The following guidelines will be adhered to in the administration of state statues:

a. Students enrolled in the district for all or part of the preceding school year shall have requirements completed by **the first day of school** or be excluded from school until such time as requirements are completed.

b. New students to the district who enroll after the beginning of the school year will have forty-five (45) days from the date of enrollment to complete requirements.

Pupils objecting to physical examination or to immunizations on religious grounds shall not be required to submit themselves thereto if they present to the district superintendent a statement of such objection signed by the parent or guardian.

The school administration shall pursue all reasonable means to assist students in complying with the regulations before a student is to be excluded from school according to the above guidelines. Forms for physical examinations and immunizations are given to incoming freshmen in the spring of the eighth-grade year and are also available in the nurse's office. These should be completed by the family doctor and dentist and returned to the nurse before school opens in the fall. In addition, students who plan to participate in athletics must have annual sports physical examinations completed before they will be allowed to practice.

REGISTRATION

By tending to matters of registration in advance of the first day of school, students are able to begin the school year more efficiently. At the time of registration, fees are paid and students receive their daily schedules, school handbooks, lockers, and, for those who are eligible, their bus number. Any student enrolling must provide a birth certificate (per State mandate) at the registration.

BCHS is asking for permission to use your child's name and/or image should an occasion arise via an activity, sporting event, concert, etc. Parents should be aware that the Internet could be used by others to locate specific children for negative purposes (names more so than photos), thus our concern in letting you know and asking permission. While this is a somewhat rare occurrence it can happen. If you **do not** wish to grant permission to use your child's name and/or image on the BCHS web site then we are asking you to fill out a form and return it to the main office via mail or your child. (Your child should receive this form during registration). You **not** returning this form to Benton High School **will** constitute permission for the high school to use your child's name and/or image for various activities, clubs and organizations throughout the year. We will keep a database of any restricted names and reference that database in the future honoring your wishes.

WITHDRAWAL AND TRANSFER

The procedure for withdrawal or transfer is as follows:

1. Obtain proper forms from the Guidance Office.
2. Conference with Guidance officials.
3. Have forms filled out by teachers, return all schoolbooks and property, and make sure all fees are paid.
4. Take completed forms to the Guidance Office for proper disposition.

SCHOOL SAFETY

ACCEPTABLE USE POLICY

Benton Consolidated High School is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, all students must obtain parental permission as verified by signatures on required forms. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on school campus. General school rules for behavior and communications apply, regardless if the student is in attendance at school or anytime school is not in session. It is expected that users will comply with district standards and the specific rules set forth. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing/utilizing the school's computer resources.

Unacceptable uses of district technology include, but are not limited to, the following:

1. Sharing student logins and/or passwords with other students, using another student's login and/or password, or pretending to be someone else when using district technology.
2. Hacking or attempting to hack into another student or staff member's computer, folders, or files.
3. Unauthorized access to the district's network.
4. Downloading software onto a student device without permission from an authorized person.
5. Using profane, abusive, or other inappropriate language in any student work or communication with other students or staff.
6. Accessing content that is obscene, pornographic, sexually explicit or suggestive, or otherwise harmful, including, but not limited to hate speech, the making of destructive devices, and racism.
7. Damaging district technology.
8. Violating copyright laws.
9. Accessing or attempting to access unauthorized sites on the internet.

BCHS controls and supervises all technology owned, leased, or paid for by it and reserves the right to monitor all internet, email, and computer activity by students. Students have no expectation of privacy when using district technology, regardless of the nature of the activity.

Digital Communication

Students should not contact faculty or staff via text messaging, instant messaging, or personal social media. Exceptions include district approved messaging platforms (Remind, Band App, Google Hangouts, etc.) Students should not add, invite, or follow any BCHS faculty or staff on personal social media. Students may use BCHS social media to communicate with faculty and staff.

Protection of Student Data

Students may be asked to use various websites or extensions for assignments. Students should only use their personal information (name, email address, any other personal information) with trusted sites as directed by their teacher in accordance with Illinois' Student Online Personal Protection Act (SOPPA).

CLOSED CAMPUS

Benton High School has a closed campus policy for lunch. The only exception to this policy will be senior students and students attending an approved off campus class or school activity. Eligible students should understand that open campus privileges may be revoked at the discretion of school administration for misbehavior and/or violation of the attendance policy during the school day and/or lunch period.

DISSEMINATION OF WRITTEN MATERIALS

Students have the right to prepare materials for distribution to other students concerning the school. If students wish to distribute materials they must see administrative personnel before doing so. Students failing to comply will be subject to disciplinary action in accordance with the policies established by the Board of Education.

IDENTIFICATION CARDS

The student I.D. card is used daily as a meal card in the cafeteria. Each card has a bar code that reflects the student I.D. number. Maintaining a positive balance on individual accounts is necessary for smooth, uninhibited operation. No charging of any food items will be allowed. If a negative balance is present on an individual account, the student will be offered a meal that meets standards of the National School Lunch and School Breakfast Program. Students will have the opportunity to maintain a positive balance by making a deposit in the individual account **before 1st period classes begin** in the Reception Office. Students can begin school with a positive balance by making a deposit at Registration.

LOCKERS

Any student that wants a locker will be assigned one from the main office. All lockers have locks, and students should not reveal their locker combination to anyone. Students should **NOT** put their belongings in any other locker. Locker inspections may be held from time to time. Students are held responsible for unauthorized items (textbooks, library books, etc.) that are discovered in lockers assigned to them. Anyone misusing this locker privilege shall be guilty of misconduct. Locker assignments are listed in the Reception Office. If the locker does not operate properly, report the problem to the main office.

Locker Inspection: It shall be the policy of the schools to take positive action through education, counseling, parental involvement, medical referral, and policy referral in the handling of incidents in the schools involving the possession, sales, and/or use of behavior affecting substances.

School authorities in the interest of maintenance, health, and safety shall inspect school properties. Lockers, though assigned to pupils, are school property and may reasonably be inspected. Students cannot expect the right to privacy with respect to school lockers and personal bags or other containers that are brought to or stored on school property.

It is recommended that, insofar as possible, the pupil to whom the locker is assigned be present for an inspection. BCHS Administration shall conduct the inspection. Inspections for the location of behavior affecting substances and missing properties are matters relating to health and safety and may be regarded as reasonable purposes for inspection by school personnel.

Operating lockers

To unlock lockers: (a) Turn knob right two or more complete turns, stopping at first number of the combination, (b) turn knob left one complete turn past the first number, stopping at the second number, (c) turn knob right to the third number and stop. Raise handle.

SUPERVISION AND BUILDING SECURITY BEFORE AND AFTER SCHOOL HOURS

The Main Entrance doors will be opened at 7:30 a.m. When the school day ends at 2:50 p.m. (1:50 P.M. on early dismissal days) students are to leave the school campus by 3:10 p.m. Students are not to remain in the building unless they are scheduled to be in the building after 3:10 p.m. and are directly supervised by a teacher, club/activity sponsor or coach. Students in the building after school hours that are not directly supervised by a faculty member will be subject to disciplinary action.

VISITORS

People wishing to visit the school will report to the reception office. At that time visitors will sign in, note destination, receive a visitor pass, teachers and/or staff may be contacted concerning the validity of the appointment, and then be given directions.

Trespassing on school property by an unauthorized person or persons will be reported to the police. Visitor's permits must be obtained through the reception office. Students who have been suspended, expelled or have withdrawn from school are not permitted to visit except by appointment.

STUDENT LEGAL

CHILD ABUSE AND NEGLECT

Since July 1, 1975, certified school employees have been required to report suspected cases of child abuse. The 81st General Assembly amended the Illinois School Code (21-23) to provide a penalty for certified school employees who fail

to report a case of suspected child abuse and/or neglect. Hereafter, certified employees who fail to report suspected child abuse or neglect face the possibility of having their state teaching certificate suspended for a period of one year. Suspension is to be done by the Regional or State Superintendent of Education, with hearing rights afforded the teacher and with rights of appeal to the State Certification Board also available.

In extreme emergency situations, DCFS employees, law enforcement personnel, or treating physicians may, in effecting temporary protective custody, request that the District not notify parents until the child's safety is ensured. The Building Principal should ask that such a request be put in writing. Interviews of minor students without permission of the parents or guardians is not permitted unless a legal process is presented or in emergency situations.

EMANCIPATED STUDENTS

Admission of emancipated students is based on submission of the following types of information:

1) Birth Certificate
2) Proof of Residence
3) Letter from natural parents indicating they are providing no support to the son/daughter.
4) Receipt of where the student is getting his/her financial support.

All the above information must initially be submitted to the Main Office.

Emancipated students are responsible for their own attendance. They must comply with regular attendance procedures, including the verification of any absences. Verification must be made on the day of the absence. Married students shall have the same educational opportunities -- curricular and extracurricular -- as unmarried students. They shall be expected to assume the same responsibilities and abide by the same rules and regulations governing all other students.

FAMILY UNIT AND COURT ORDERS

There are many different family patterns and styles. Some families may have had an experience that has resulted in a court order. To help us maintain a safe environment and communicate correctly with all parties we need your help. If there is a current court order (i.e. divorce, order of protection, etc.) please permit us to make a copy of the portion that applies to custody and protection. The copy must include the stamp and signature of the court. Please bring this to the principal's office.

CURRICULUM

21st CENTURY COMMUNITY LEARNING CENTERS

BCHS is a proud participant in the 21st CCLC Grant which provides before and after school tutoring and learning opportunities for BCHS students and community members. Programming through the grant is under the direct supervision of BCHS faculty and staff. Individuals with questions may contact Mrs. Heather Mitchell at 439-3103.

AUTO MECHANICS

It is a privilege to work in tandem with Rend Lake College in offering these opportunities to our students. With this opportunity comes responsibility to both RLC and BCHS. If selected for the Auto Mechanics program, students are expected to provide their own transportation to the RLC campus. Students enrolled in the course will follow the RLC academic calendar. BCHS students enrolled in the RLC Auto program must maintain RLC attendance and behavior expectations in order to remain in the program. All attendance and disciplinary procedures apply to BCHS students enrolled in this program.

COLLEGE OR UNIVERSITY ENTRANCE REQUIREMENTS

Students are responsible for meeting the requirements of colleges and universities that they wish to attend. The guidance department has available resource books with this information, and colleges provide catalogs with complete requirements. Students should request catalogs from colleges they may be interested in attending.

CONCURRENT COLLEGE COURSE ENROLLMENT

The primary responsibility of a high school student is to excel and to achieve an excellent attendance and academic record at high school. Any student interested in attending Rend Lake College during the regular academic high school year must obtain information in the guidance office and have approval from the administration/school counselor for the classes they intend to take at RLC.

Students wishing to enroll in Rend Lake College courses on or off-campus must meet the following criteria:

- You must be a junior or senior: Juniors and Seniors may take up to 8.0 college credit hours per semester during the BCHS school day.
- Overall GPA of 3.0/4.0 scale
- Complete placement tests with appropriate scores to meet RLC's course requirements.
- Completion of the Dual Enrollment Agreement form prior to enrolling in classes at RLC.
- To continue in the Dual Enrollment program, the student must earn a passing grade at RLC ("C" or higher) in all previous semester's Dual Enrollment classes.
- Dual Enrollment class size will be limited based on library/facility access.

If selected for the RLC Dual Enrollment Program, students are expected to follow both BCHS and RLC policies. Students must be present and on time for all classes whether they are taught by a BCHS or a RLC Instructor. Students are expected to display exemplary behavior. If a student does not follow BCHS or RLC policies, a warning will be received for the first violation. Students, who receive a no credit grade for a Rend Lake College course, will not receive dual credit from BCHS for the course. All BCHS attendance regulations will apply to students dropping a Rend Lake College on-campus course without notification and approval from the guidance department in advance. All days the student is not in attendance will result in truancies and possible loss of credit for the semester.

All dual enrollment classes will be entered on the student's BCHS transcript as general elective credit. The specific course will not be listed. A RLC course that is worth 4 or 5 credit hours will be worth 1.0 credit at BCHS.

DRIVERS EDUCATION

Student Eligibility and Course Requirements:

1. Students must be between the ages of 15 and 21 and have an instruction permit for behind the wheel (BTW) practice driving.
2. Students must have received a passing grade in at least 8 courses during the previous semester before the student is eligible to participate in the behind-the-wheel program at
   BCHS.
3. The safety instruction required at the high school level shall consist of the minimum of 30 clock hours.
4. Each student must complete a minimum of six clock hours of practice driving with a certified instructor.
5. Parents are required by State Law to drive their children 50 hours before they qualify for an Illinois License.
6. BTW Training is $50 with no waiver available.

Comment to Parent/Guardian:

It is very important for all students to develop the confidence and required skills to safely control an automobile. To achieve this, supplemental driving is needed. We encourage and request you provide your student with additional driving experiences in a number of traffic environments while taking BTW.

EDUCATIONAL PROGRAM PLANNING

BCHS offers a wide choice of courses, permitting students to choose studies in keeping with their interests and college and vocational plans.

Programs are planned so that students may achieve a successful high school experience, limited only by individual ability and efforts. Each year as the student looks forward to the next year's schedule of studies, counselors and teachers will advise students of the curriculum and graduation requirements. Parents are encouraged to discuss course selections with their son or daughter.

Requirements for college entrance and for the vocational opportunities open to high school graduates are important. Students should study the curriculum carefully and choose courses with the assistance of counselors. This study should begin in the ninth grade.

EXAMINATION POLICY

Each teacher should give enough written and test work each grading period to get a good indication of the work and ability of the individual student. All teachers should administer a major evaluation device at the close of a unit and an all-inclusive evaluation utilizing the semester exam.
Semester exams will be during the last days of the semester.

1. Every course (unless granted special exemption by the department chairperson and principal) shall conclude with a final cumulative examination in which the student's mastery of the course objectives will be assessed.

Further, every full-year course shall include a first semester and second semester cumulative exam. Forms of examination may include, but are not limited to, the following:

A. Written exam

B. Creative product (written, constructed, or performed)

C. Oral exam

Semester Exam time can be extended for project-based assessments, but the entire time during the scheduled exam period must be utilized for the assessment.

2. Final semester exam grades are worth **20%** of the total semester grade.

3. Teachers are to file final examinations and answer keys with the appropriate department chairperson no later than five (5) days prior to the exam date.

4. Final examinations may not normally be taken in advance of the regularly scheduled time. The principal must approve any postponement of final examinations for reasons other than illness. Exceptions will be made only in emergency or severe hardship situations. First semester examinations that are missed must be made up by January 15th. Second semester examinations that are missed must be made up by June 1st.

5.The exam policy for Dual Credit courses will adhere to the requirements of the corresponding college.

GRADES

Report Cards will be mailed at the end of each semester. Progress Reports are emailed every 5 weeks to students and their Parent/Guardian who has a “D”, “F”, or an Incomplete grade. The permanent record on each student carries only semester grades, representing the quality and quantity of work completed and the degree of mastery of the subject. Grades are expressed in letters. Remarks that a teacher may wish to make are reported by the use of numbers. The system of determining grades is left to the individual teacher's discretion.

It is imperative that students achieve the best attendance rate possible. In relation to student achievement, teachers are encouraged to incorporate participation points within the grading system. Students earn points each day for what they have achieved. If a student is not in school, they cannot participate and thereby earn participation points.

Daily participation points will be assigned by teachers for each of their classes.

Example of % scale:

100 - 90 = A

89 - 80 = B

79 - 70 = C

69 - 60 = D
59 - 0 = F

Explanation of Letter Grades:

A = Superior; an excellent grade which indicates that the student has attained a degree of perfection which is reached by only a very few pupils.

B = Above average; a very commendable grade descriptive of the work of a few students.

C = Average; a commendable grade descriptive of the work done by the Majority of students.

D = Below average; a passing grade indicating that the student has met the minimum course requirements of the course.

F = Failure ;(no credit) a failing grade indicating that the student has not met the requirements of the course.

I = Incomplete; represents work not completed. It is essential that work be made up as promptly as possible following an absence. After two weeks, an incomplete becomes a failure. Credit is not earned for courses where incomplete work is not made up.

BCHS incorporates a weighted grade system for certain academic courses. Students transferring to BCHS with honors credit affecting their overall grade point average and/or class standing will only receive such credit in the event BCHS offers a corresponding honors class. These include Honors English II, AP English III & IV, English 1101, College Algebra/Trigonometry, Calculus, Chemistry II, and Physics.

Admittance to Freshmen Honors English

Incoming 9th grade students are required to take the Illinois Assessment of Readiness (IAR) and the IReady test during their 7th and 8th grade years. These tests are used to place students into the appropriate freshman English and Reading classes.

Students who score at the top of these tests will be extended an invitation to participate in the Freshman Honors English Program. Students choosing to accept the invitation will complete summer readings.

GRADUATION CEREMONY PARTICIPATION

To participate in the graduation ceremony, all students must have fulfilled all BCHS requirements for graduation and must be in good standing with all other rules and regulations of BCHS.

GRADUATION REQUIREMENTS

To graduate from BCHS, unless otherwise exempted, each student is responsible for:

1. Completing all State mandated graduation requirements listed below.
2. Completing all District graduation requirements that are in addition to State graduation requirements which includes 28 credits for graduation and for participation in graduation ceremonies.
3. Completing all courses as provided in the School Code, 105 ILCS 5/27-605.
4. Passing an examination on patriotism, principles of representative government, and proper use and display of the American flag.
5. Participating in the State assessment required for graduation.
6. Filing one of the following: (1) a Free Application for Federal Student Aid (FAFSA) with the U.S. Dept. of Education, (2) an application for State financial aid, or (3) an Ill. State Board of Education (ISBE) waiver form indicating that the student understands what these aid opportunities are and has chosen not to file an application. If the student is not at least 18 years of age or legally emancipated, the student's parent/guardian must file one of these documents on the student's behalf.

District Graduation Requirements

English/Communications:	**4.5 Credits**
English	4.0
Oral Communications	0.5
Social Science:	**2.5 Credits**
Early American History/ W. Cultures	0.5
Intro to Social Science	1.0
American History	1.0
Math:	**3.0 Credits**
(Must be enrolled 9th, 10th, 11th grades)	
Algebra I	1.0
Geometry	1.0
Math Elective	1.0
Science:	**2.0 Credits**
Life Science	1.0
Physical Science	1.0
Consumer Education:	**0.5 Credits**

Consumer Ec	0.5
or	
Business Orientation	1.0

Physical Ed./Health/Drivers Ed.:	**3.0 Credits**
Health	0.5
Drivers Education	0.5
*Physical Education	2.0

*Athletic P.E., Fall Marching Band, and/or Medical P.E. can meet the two-year requirement.

Additional Electives Needed	**12.5 Credits**
Total Requirements	**28 Credits**

The following classes are weighted:

Honors English II	College Algebra & Trigonometry
AP English III	Calculus
AP English IV	Chemistry II
English 1101	Physics

The above requirements do not apply to students with disabilities whose course of study is determined by an Individualized Education Program or students who are exempted from participation in certain courses in accordance with State law.

Free Application for Federal Student Aid (FAFSA) Graduation Requirement

As a prerequisite to receiving a high school diploma, the parent or guardian of each student or, if a student is at least 18 years of age or legally emancipated, the student must comply with either of the following:

(1) File a FAFSA with the United States Department of Education or, if applicable, an application for State financial aid.

(2) File a waiver indicating that the parent or guardian or, if applicable, the student understands what the FAFSA and application for State financial aid are and has chosen not to file an application.

Upon request, the school will provide a student and his or her parent or guardian any support or assistance necessary to comply with this requirement.

A school district must award a high school diploma to a student who is unable to meet this requirement due to extenuating circumstances, as determined by the school district, if (i) the student has met all other graduation requirements, and (ii) the principal attests that the school district has made a good faith effort to assist the student or, if applicable, his or her parent or guardian in filing an application or a waiver.

Certificate of High School Completion

A student with a disability who has an Individualized Education Program prescribing special education, transition planning, transition services, or related services beyond the student's 4 years of high school, qualifies for a certificate of completion after the student has completed 4 years of high school. The student is encouraged to participate in the graduation ceremony of his or her high school graduation class.

PHYSICAL EDUCATION LOCKERS AND REQUIRED DRESS

Students are also assigned lockers in which to put their clothes and belongings during the gym period.
Locks are provided to students for the P.E. lockers. If these are properly used with the locks provided, there should be no problem of security. The school, therefore, cannot take responsibility for items missing from any lockers.
Students are required to furnish the appropriate gym uniform and are required to change clothes for participation in physical education class. The required uniform for PE is as follows:
-T-shirts
-Athletic style shorts
-Tennis shoes and socks

SCHEDULE CHANGES

Considerable time, thought, and attention are devoted to the selection of courses each year; therefore, it is expected that the student will follow the program, which resulted from the initial registration process. At pre-registration, possible courses are selected by the student as a guide for the guidance department to create a final schedule. Occasionally schedule problems develop, such as conflicts between classes or actual scheduling errors. These types of schedule changes, being administrative in nature, will be made.

STUDENT SUPPORT PROGRAMS

Student Obtaining Success Program

The Student Obtaining Success program has been developed to assist students in grades 9th through 12th that are at-risk of dropping out of school to complete a regular high school program. Students are referred to the program based on the following factors: credit deficiencies, low academic performance, poor attendance, social/family problems, teen pregnancy, suspensions, and dropouts. Students are referred to the program by administrators, parents, and CARE team referrals. Dr. Mackenzie Martin is the director of the program and can be reached at 439-3103, ext 108 or via email at mmartin@bentonhighschool.org. Parents are encouraged to call and set up an appointment with her.

TEXTBOOKS/ CHROMEBOOKS

Textbooks are rented. If, at the end of the year, the books show more than normal "wear and tear," students will be asked to pay an additional amount to cover the expected life of the book. Students are responsible for textbooks left unattended or stolen from them. Textbooks are returned to the teacher of the course in which the textbook is used. Students are required to submit all materials on the last day of class.

Students will be issued a Chromebook prior to the beginning of each school year. These Chromebooks are monitored by BCHS. All usage of Chromebooks should adhere to the guidelines set forth in the school's Acceptable Use Policy. If, at any point throughout the semester, the Chromebooks are damaged beyond normal "wear and tear", students will be asked to pay a fee based on the cost of the repair. Students are responsible for Chromebooks left unattended or stolen from them. At the end of each school year, or when a student transfers/ withdraws, the student will be expected to return their Chromebook and charger prior to their last day of attendance. Failure to do so will result in the student being charged the full cost of replacing the Chromebook.

Students are expected to properly handle and care for the Chromebook while in possession of it. Students should not attempt to damage, open, repair, or in any way alter any part of the Chromebook. Personalization of the Chromebook and/or tampering with existing identification labels/ stickers is strictly prohibited and considered vandalism. Students are expected to keep the Chromebook charged throughout the school day. This should be accomplished by charging the device overnight, at home. The provided charger is the only charger that should be used to charge the Chromebook. The Chromebook should be kept away from food, drink, and weather-related damage. The Chromebook should not be left in an uninhabited vehicle. In particular, Chromebook screens are fragile, and students should take extra care not to place heavy textbooks or other large objects on top of their Chromebook. In addition, students should take care not to shut the lid of their Chromebook while a pencil or other foreign object is on the keyboard, as the resulting pressure will damage the screen.

There may be a limited number of courtesy Chromebooks available in the Media Resource Center (library) to cover accidents and emergency needs. However, excessive use of this service will be referred to the administration for review.

UNSATISFACTORY STUDENT PERFORMANCE

Parents frequently wonder what the school expects them to do when they are informed of their child's unsatisfactory performance. They want the school to know that they are not indifferent parents and are genuinely concerned and appreciative of the information from the school. Oftentimes a talk with the student will clear up any questions the parent may have about the difficulties involved. If additional information or clarification is needed, the counselor or social worker will welcome a call. If parents wish, arrangements will be made for them to discuss the problem with the teacher or teachers in whose classes the student has a problem.

Multi-Tiered Support System (MTSS) and Response to Intervention (RtI)

Our Multi Tiered Support System (MTSS), coupled with our Response to Intervention (RTI), involves programming designed to assist all BCHS students in working toward the goal of maximizing their educational achievement. The MTSS/RTI Plan focuses on nearly all aspects of the educational process including what is taught (curriculum), how it is taught, and how the individual student progress is being assessed. Finally, the BCHS MTSS/RTI Plan will include social and emotional skills in addressing the student behavioral issues.

Tier I is our universal tier that focuses on 80% of our students. This involves parent notification, implementation of classroom interventions, and progress monitoring. Students continue to participate in the general education classroom with core instruction and classroom support.

Tier II is our targeted tier focusing on 15% of our students. When a student is referred to the MTSS team as Tier II core teachers will be communicated with in regards to the student's needs, iReady scores, grades, attendance, and discipline will be documented, possible interventions (such as tutoring, academic support, credit recovery, organizational skills, time management, and study habits) will be introduced, along with Tier I actions previously utilized. Students continue to participate in Tier I with possible schedule changing interventions.

Tier III is our intensive tier focusing on 5% of our students. The MTSS team will meet to discuss current concerns, interventions that have been utilized, and student data. Tier II interventions will still be utilized along with class reassignment and/or placed in our Alternative Education program or ECHO. Students continue to participate in Tier I & II interventions along with schedule changing interventions. If after all intervention attempts have not been successful a referral will be made to the Special Education Coordinator for testing. If a student is not found to be eligible for Special Education services Tier III interventions will be reinstated with modifications.

Social Emotional Learning (SEL)

BCHS includes social emotional learning curricula in its academic programming. SEL lessons focus upon such topics as the development of positive peer relationships, making positive social choices, community service, family issues, etc. The SEL Curriculum is an integral part of the BCHS Response to Intervention (RTI) Program.

SECTION II

ATTENDANCE - POLICIES AND DEFINITIONS

The educational program is built on the premise that regular attendance is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. The student who is frequently absent misses social interaction, class instruction, and discussion, even though written work is made up.

3-Day Policy – Parent(s) or guardian(s) should call the attendance office each day of a multiple absence. After three (3) consecutive days, a student may be required to provide a Physician note to be excused from the prolonged absence. For prolonged absences due to illness, special arrangements may be made through the office to obtain assignments following the second day of the absences.

5-Day Policy – After five (5) unexcused absences, the student will be referred to the Franklin County truancy program. Any student who is absent for an illness or injury that extends beyond one week (five school days) is required to have a physician's note to excuse the absence.

9-Day Policy – Students are required to be in attendance every day school is in session. After nine (9) unexcused absences, the student will be referred to the next step of the Franklin County truancy program and considered for Alternative Education placement.

15-Day Policy - After 15 days of consecutive unexcused absences, students will be dropped from enrollment at BCHS. Students may re-enroll, homeschool, or transfer to another school district.

It is strongly recommended that all documentation of absences be submitted within 48 hours (2 school days) of the students returning to school in order to be excused or medical.

Any absence from class as a result of a school-sanctioned activity is not recorded as an unexcused absence.

STUDENT ABSENCES

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school: (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because of religious reasons, including to observe a religious holiday, for religious instruction, or because his or her religion forbids secular activity on a particular day(s) or time of day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

For students who are required to attend school there are two types of absences: excused and unexcused. Excused absences include: illness (including up to 5 days per school year for mental or behavioral health of the student), observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student as determined by the school board, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, attending a military honors funeral to sound TAPS, attend a civic event, or other reason as approved by the building principal. Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and the student's

parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school. Students who are excused from school will be given one day to make up missed homework and classwork assignments for each day absent.

All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for the student's absence.
In the event of any absence, the student's parent/guardian is required to call the school at 618-439-3103 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent/guardian cannot be contacted, the student will be required to submit a signed note from the parent/guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent/guardian, the reason for an absence will be kept confidential.

PERFECT ATTENDANCE

A student is considered to have perfect attendance if they:

- Are present for every scheduled school day.
- Do not have any tardies.
- Attend all assigned classes on each school day.

Note: School-sponsored field trips and extracurricular activities are exceptions and do not count against perfect attendance.

CHRONIC TRUANCY

A student is considered to be a chronic truant when absent without valid cause for 5% or more of the previous 176 regular attendance days, per Section 26-2a of the Illinois School Code.

DIAGNOSTIC PROCEDURES FOR IDENTIFYING STUDENT ABSENCES AND SUPPORT SERVICES TO TRUANT OR CHRONICALLY TRUANT STUDENTS

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family

Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

EMERGENCY ABSENCE

Students who become ill at school or are involved in an emergency at school should report to the school nurse or to the main office. In such situations, students will not leave school without the school nurse or designee calling home. The student will then be given an off-ground pass and will need to sign out at the reception area. Leaving campus without following this process will result in misconduct and unexcused absences.

EXPECTATIONS

Parents or guardians are expected to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school within 48 hours (2 school days) of **any absences and their causes**. The district expects school personnel to monitor each student's attendance and to inform parents or guardians and office of any attendance problems. A student's attendance profile is sent with every grade report. Parents or guardians are asked to review the report.

EXPLANATION OF ATTENDANCE PROCEDURES

FULL DAY ABSENCES

When sickness, emergency, or other valid cause necessitates absence, parent(s) or guardian(s) should contact the school by 10:00 A.M. on the day of the absence. Parent/Guardian notification, in the form of a written note or phone call, of an absence must be received **NO LATER THAN 48 HOURS** (Two school days) following the students return to school in order to be excused. Notification in the form of a phone call or note after this time period will be accepted and the student's absence will be considered UNEXCUSED. They must give the following information:

A. Their name and relationship to you
B. Your name and grade
C. Reason you are missing school (they need to leave this information on the answering machine if a real person does

not answer.

If you do not have a phone you MUST bring a note on the day of your return with the following information:

A. Your first and last name.

B. Date(s) that you have missed school.

C. Reason for missing school.

D. Parent's Signature

E. Phone number to verify absence.

This note must be turned into the main office between 7:30 and 8:00 AM.

If the absence is not explained by direct communication within 48 hours, the student will be considered as truant for that absence. (See Classification #3 in Student Discipline Code.)

PHONE NUMBER: (618)439-3103

At times students become ill during the evening at home. When parents are certain that the student will be unable to attend school the following day, they may telephone (618)439-3103 anytime during the evening or early morning hours. A telephone answering device will accept the message.

PARTIAL DAY ABSENCES

If a student needs to be excused from school during a particular period of the day, the student's parent or guardian should telephone the attendance office prior to the time of day that the student is to be absent. Students must obtain an **Off Grounds Pass** before leaving school. Failure to do so will result in disciplinary action. **Please note:**

A) Parents/guardians who desire to check their child out for their lunch period must be listed as either the child's guardian or on the child's "Emergency Contact" list. Further, BCHS students will not be allowed to leave during their lunch period unless a parent/guardian or other authorized adult is present to escort them from school grounds.

B) If a student is absent, in order to participate in any extracurricular activity, the must be present for last two (2) periods of the day. Absences resulting from a documented doctor's visit on the day of the extracurricular contest will be considered in deciding whether or not participation in an extra-curricular practice or contest is appropriate.

PREPLANNED ABSENCES

The principal has the authority to grant excused absences for the following types of preplanned requests:

a. College visitation – **2 day maximum** (documentation required and must meet college requirements for acceptance, ex. SAT/ACT scores). These visitations will not be excused:

- After April 15
- Before a Holiday
- Inside a 30-mile radius

College visitation absences will require documentation in order to be considered as an excused absence. Such forms are available in the guidance office.

b. Career education visitation
c. Family vacation-qualified by the phrase, "accompanied by a parent."
d. Participation in regional and/or national contest or special awards not endorsed by the Illinois High School Association.
e. Special religious events/holidays.

The administration has the authority to deny a student's request for a preplanned absence when the student has developed an irregular attendance pattern and/or exhibited improper behavior as documented by referrals to the principal's office. No student will be eligible for an excused absence if the request for a preplanned absence covers the final week of the quarter and/or semester.

MENTAL HEALTH EXCUSED ABSENCE

Illinois State Law (PA 102-321) permits students to have up to 5 excused absences for the mental or behavioral health of the child for which the child need not provide a medical note. The child shall be given the opportunity to make up any school work missed during the mental or behavioral health absence and, after the second mental health day used, will be referred to the School Social Worker.

GRADES, MAKE-UP POLICIES, INCOMPLETES, AND ABSENCES

As indicated above, it is the student's responsibility, upon returning to school after an absence, to check with his or her teachers about make-up work. Students are expected to make up work within a reasonable time set by each teacher. If the student has prolonged absences beyond five days, the parent/guardian needs to contact the school nurse to discuss the students' situation. Special consideration may be granted if there is justification.

1. **Excused Absences** - Students are allowed to make up the work, but are expected to initiate contact with the teacher and to follow through with the make-up work. When students return to their missed class they will have a minimum of 48 hours to complete their missing assignments.
2. **Unexcused Absences** - No Make-up privileges.

Students who are absent from school are encouraged to keep in contact with classmates concerning assignments and course work. If a student has difficulty in gathering assignments during a prolonged absence, the office should be contacted. An "Incomplete" for a semester grade report must be made up within two weeks. After this period, a failing grade for the incomplete work will be recorded.

ILLNESS OR INJURY AT SCHOOL - PARENTAL NOTIFICATION

When more than an hour or so of rest is needed, the nurse will call the student's home or another person previously designated by the parents, and the student will be sent home by means of transportation agreed on in that call. A student is not sent home from the nurse's office without a responsible adult being notified. The student **must** see the nurse before leaving school for illness or injury. Sometimes students who do not feel well enough to stay at school call their parents to

come for them and forget to notify the nurse. It is important, if parents call for a son or daughter under these circumstances, that they check with the school nurse or main office before they leave school. STUDENTS **MUST** OBTAIN AN OFF GROUNDS PASS BEFORE LEAVING.

PARENT NOTIFICATION OF ATTENDANCE PROBLEMS

Checking on and/or notification of student absences (not excused by parents) will be done by the attendance officer during school hours and/or by an automated telephone caller after school hours. When a parent or guardian cannot be reached by phone, contact will be made by mail. A student is considered to be truant when absent without valid cause for a school day or portion thereof, as defined in Section 26-2a of the Illinois School Code. The compulsory attendance laws of the State of Illinois mandates that any student who has not reached his/her seventeenth birthday must be enrolled in school. A student who becomes seventeen years of age during the current school year is expected to complete that year. When attendance and tardiness problems are frequent enough to warrant serious concern, parents will be called for help in solving the problem. Parents are encouraged to contact the attendance office when they have questions regarding attendance and tardiness.

SOCIAL SUSPENSION

Students with chronic absenteeism and excessive disciplinary problems may be placed on the social suspension list. The social suspension list is used to determine whether a student is eligible to attend and participate in all extracurricular events including field trips, school dances, and any other school events. All absences not documented by a doctor's note, appointment site note, and/or nurse's note will count towards being placed on the social suspension list. Additionally, all days spent in ISS or ISD due to disciplinary action, and all days spent in OSS count towards being placed on the social suspension list. The social suspension list does not carry over from semester to semester.

The social suspension list will be created at the end of the day each Friday of the school year, and will reset when the semester ends. Students that are on the list due to absences, excused or unexcused, behavior and/or academics will have opportunities to be removed from it.

The following criteria will be used to determine which students will be on the Social Suspension list at any given time:

1. A student currently has 2 or more failing grades.
2. A student has 10 days or more of absences in the current semester (mental health days count). Any absences, regardless of length, during a school day will be considered a full day absence as it pertains to being placed on the social suspension list.
3. A student has 10 or more tardies.
4. A student has 1 or more OSS.
5. A student has 3 or more days of ISS or ISD.
6. A student has 5 or more detentions.

Criteria for being removed from the Social Suspension List:

1. Bring grades up to passing. (Can have 1 failing grade)
2. Must go 2 consecutive weeks without being absent. (Their next absence will place them back on the list.)
3. Must go 2 consecutive weeks without receiving a tardy. (Their next tardy will place them back on the list.)
4. A student that has received an OSS must meet weekly with a counselor or an administrator when the student returns to school. They will serve a minimum of 2 weeks on the social suspension list.
5. A student who has 3 or more days of ISS or ISD must go 2 consecutive weeks without receiving another ISS or ISD. (The next ISS or ISD that they receive will place them back on the list.)
6. A student who has 5 or more detentions must go 2 consecutive weeks without receiving detention. (The next detention that they receive will place them back on the list.)

There will be continued communication with the student and parent/guardian as absences accumulate.

- Conference with student after 3 absences.
- Conference with student after 6 absences, and contact parent/guardian.
- Conference with student after 9 absences, and contact parent/guardian.

Students placed on the social suspension list will not be allowed on campus outside of regular school hours (7:30 a.m. to 3:00 p.m. on the regular schedule and 7:30 a.m. to 2:00 p.m. on the early dismissal schedule) unless they are attending a tutoring session. Students on social suspension cannot attend or participate in any field trips, practices, extracurricular events, dances, games, or athletic events while on suspension.

Administration reserves the right to have final determination if extenuating circumstances exist.

LEAVING CAMPUS WITHOUT PERMISSION

Students should understand that leaving school during school hours without permission from the appropriate school personnel is a serious offense. As such, students that violate this policy will be subject to afterschool detention, In School Suspension, and ultimately Out of School Suspension depending upon the number of violations the student has amassed during the school year.

As a general rule, violations may result in the following disciplinary action:

- 1st Offense: After School Detention (2 Days)
- 2nd Offense: In School Suspension
- 3rd Offense: In School Suspension (Multiple Days)
- 4th Offense: Out of School Suspension if appropriate and in compliance with suspension policy.

PENALTY FOR ATTENDANCE NONCOMPLIANCE

Any person having custody or control of a child to whom notice has been given of the child's truancy and who knowingly and willfully permits such a child to persist in his truancy within the school year, upon conviction thereof, shall be guilty of a Class C misdemeanor and shall be subject to not more than thirty days imprisonment and/or fine to $1,500 per Illinois School Code, Section 26-10.11:70

TRUANT MINOR

In keeping with Section 26-2a of the Illinois School Code, a truant minor is considered to be a chronic truant to whom resources and supportive services have been provided and have failed to result in the remediation of the chronic truancy, or have been offered and refused by the parent(s), guardian(s), and/or student.

REFERRAL OF CHRONIC TRUANTS

Chronic truants will be referred to the Franklin/Williamson County Educational Service Region after appropriate supportive services have been exhausted or have been offered and refused.

SCHOOL TRUANCY OUTREACH PROGRAM (STOP)

After a chronic truant has been identified as a truant minor, a chronic truancy report will be made to the Regional Truant Officer and the student may be subject to any one or a combination of the following punitive actions:

1. Alternative non-exclusionary discipline.
2. Suspension from school if gross disobedience and misconduct have also occurred during the school term and all suspension policies have been complied with.
3. Expulsion from the school by the Board of Education if gross disobedience and misconduct have also occurred during the school term. Other kinds of dispositional orders for a minor found to be truant minor in need of supervision may include the following:
    - Committed to the Regional Superintendent of Schools for a multidisciplinary case staffing, individualized educational plan, or referral to comprehensive community-based youth services.
    - Required to comply with individualized educational plan or service plan as specifically provided by the appropriate Regional Superintendent.
    - Ordered to obtain counseling or other supportive services.
    - Subject to a fine in an amount in excess of $5, but not exceeding $100, and each day of absence without valid cause as defined in Section 26-2a of The School Code is a separate offense.

- Required to perform some reasonable public service work such as, but not limited to, the picking up of litter in public parks or along public highways or the maintenance of public facilities.
- Subject to having his or her driver's license or privilege suspended.

RESOURCES AND SUPPORTIVE SERVICES

Resources and supportive services available to truant or chronically truant students and to their parents or guardians shall include, but may not be limited to, the following:

- Parent conferences with school personnel
- Student counseling (counselors, school nurse, faculty, administration & other professional support staff)
- Schedule or program changes
- Special education assessment and placement (when appropriate)
- Truancy counseling through Office of Superintendent of the Franklin/Williamson County Education Service Region
- Family counseling
- Referral to community agencies (when appropriate), which are available to truant and to chronically truant students and relevant to their needs.

TARDINESS

Being on time to school in the morning and on-time to specific classes during the school day is extremely important in terms of maintaining the proper atmosphere for learning. BCHS students should understand that tardiness in arriving at school in the morning will only be excused with official documentation from a physician's office of an appointment the morning the student is late.

Students are expected to be in their assigned room at the sound of the bell signaling the beginning of the period. Any student that is tardy will be assigned to after school detention. Students accumulating an excessive number of tardies during the semester will be subject to in-school detention.

Extreme cases of tardiness may result in more severe disciplinary measures. Students arriving at school/class in excess of 30 minutes late will be considered ABSENT for that class period.

VACATIONS

According to Section 122:26-2a of the Illinois School Code, removing a child from school for the purpose of taking a family vacation is not a "valid cause" for absence.

Parents or guardians are discouraged from taking vacations during periods when school is in session. Such vacation may disrupt the continuity of a student's learning and create educational problems. A limited amount of make-up work covering such vacation periods will be provided. (See Preplanned Absences)

SECTION III

THE STUDENT - MAKING GOOD CHOICES

The following statement is the position of the Board of Education and the administration regarding student conduct:
The Board of Education strongly believes that student behavior should reflect standards of effective citizenship. Students should conduct themselves in keeping with their level of maturity, acting within the bounds set by constituted authority. In developing effective citizens, the school will prepare the students to carry on the values of the society then build and modify them to bring about improvements in society. To realize this goal, the best possible learning environment will be provided for the educational welfare of all who attend the school. Effective discipline, one vital element in achieving this kind of environment, is the product of relevancy of the program and mutual respect among students, parents and staff members.

An effective citizen in a democracy is self-disciplined. Good discipline begins with the earliest training in the home, and it extends into the school and community. Most young people achieve the desirable goals of self-discipline as a normal outgrowth of the training received in the home, the school and the community. Most students are responsible and follow reasonable rules necessary for maintaining a learning environment. Occasionally it is necessary for school officials to discipline those students who lack self-discipline and interfere with the learning environment.

ANY CONDUCT DISRUPTIVE OF A GOOD LEARNING ENVIRONMENT WILL NOT BE TOLERATED. Reasonable rules and regulations are necessary for the orderly operation of the school, for the maintenance of a good learning environment, and for the ultimate development of self-discipline. Authorized school employees will discipline students. Teachers have the authority to remove students from their classroom for disruptive behavior subject to administration action and due process. Per section 24-24 of Illinois School Code, teachers may use reasonable force as needed to maintain safety for other students.

The Administration agrees with the concept of progressive discipline and will impose discipline in a progressive manner using the Progressive Discipline Chart described on page 27. **Each act of misconduct giving rise to a cause for disciplinary action shall be judged on its own merit.** The Administration also reserves the right to impose MORE SEVERE disciplinary actions than called for by the Discipline Code in situations where the administration determines that there exists a major or particularly serious infraction, when a series of repeated infractions warrant a more serious disciplinary action or where school law mandates more severe punishment. This progressive discipline shall cover infractions that occur during the school day or at school-sponsored activities, whether in school, on a bus, at “home” or “away” athletic events, on a field trip, or any place where students are deemed representatives of BCHS. Furthermore, any student misbehavior or action at or away from school, which has a direct effect either on school discipline or on the general safety and welfare of students and staff, will be subject to disciplinary action. In summary, as it is impossible to anticipate all specific instances of misconduct, the Administration reserves the right to impose a punishment for specific situations not addressed in the Discipline Code.

PENALTIES FOR MISCONDUCT

After-School Detention

After-school detentions may be assigned for acts of misconduct and attendance. Attendance on their assigned dates is mandatory. After-school detentions will be held Monday, Tuesday, and Thursday from 2:55- 3:40 P.M. For early dismissal, detention will run from 1:55- 2:40 P.M. All students assigned to after-school detention will be provided a minimum of 24 hours' notice to allow for notification of parents/guardians and to make arrangements for their transport home following detention.

Acceptable excuses for NOT serving after-school detention(s) on the assigned date(s) are restricted to the following:

- Absence from the regular school day on the day of scheduled detention
- A scheduled doctor's visit (Documentation from the physician's office will be required on the day following the missed detention).
- Participation in school-sponsored extra-curricular contests that conflict with the assigned detention. **Please note: Extra-curricular practices do not apply.**

Students who miss (skip) after-school detention without an acceptable excuse will be subject to the following disciplinary measures:

1st Skip: Students will be placed in one day of In School Suspension (ISS) for each day of assigned detention. Students will remain in ISS until all assigned detention days are completed.

2nd Skip: Two days of Out-of-School Suspension will be assigned. The time spent in out-of-school suspension will not count towards the detentions originally assigned.

3rd Skip: Conference with parent/guardian to consider more extreme measures, including further suspensions and/or alternative educational placement.

After School Detention Rules

1. Session begins at 2:55 PM SHARP (1:55 PM for the early dismissal schedule).
2. Students are to bring schoolwork or other reading materials to keep themselves occupied.
3. There is to be No Talking and No Sleeping in detention.
4. Cellular phones are not allowed in detention.

Special Note: Students and parents should understand that if a student is removed from after-school detention for misconduct, he or she will be subject to additional days of detention or more severe disciplinary measures including In-School Suspension and/or Out of School Suspension.

Closed Campus

Students displaying a lack of academic progress or behavior that hinders the educational process may be issued Closed Campus for a period of time determined by the Administration. Parents may also request Closed Campus in the best interest of their child. **Failure to adhere to Closed Campus will result in a minimum of two (2) In-School Suspension Days.**

In-School Suspension

Students who receive In-School Suspension (ISS) will be monitored during regular class periods and at lunch by a designated supervisor. During this detainment, students are required to stay on task with current classroom work and adhere to instructions given by the ISS Supervisor. **If a student misbehaves and is brought to the main office or is truant for any part of the ISS time, the result will be a minimum of one (1) day Out-of-School Suspension. The original ISS will then be assigned for the upcoming session.**

In-School Suspension (ISS) Rules

1. No food or drinks allowed. If a student enters with food or beverages they are to be immediately disposed of. Failure to do so will result in the student being brought to the office and sent home.
2. Students must bring ALL books and materials to ISS (A and B day). Failure to have adequate classroom assignments and materials will result in assignment(s) from the ISS instructor.
3. ISS students will be given a morning and afternoon restroom break. ISS students will eat lunch at approximately 12:15 and will be required to sit in assigned seating. Talking and moving about the lunchroom without permission will not be allowed.
4. There will be NO sleeping in ISS.
5. There will be NO talking in class without permission from the ISS instructor.
6. No games, electronics, or other items of entertainment will be allowed.
7. All questions regarding ISS should be directed to Administration.

SPECIAL NOTICE: Students and parents should understand that if it is necessary to remove a student from ISS for misconduct, he or she will be suspended out of school. Further, time spent in Out of School Suspension (OSS) will NOT count towards the ISS assignment.

Out-of-School Suspension

Students who are suspended from school (Out-of-School Suspension) are excluded from school for a period not to exceed ten (10) school days. Students who are suspended are not allowed to attend or participate in extra-curricular functions or be within 1000 feet of school property during the time they are suspended. In the event of an unplanned school closing, specific dates of a student's discipline (including suspension) will be adjusted accordingly to the next student attendance day(s).

SUSPENSION PROCEDURES (DUE PROCESS)

1. The suspending official shall give the student oral or written notice of the charges constituting the gross disobedience or misconduct and a summary of the evidence supporting the charges.
2. If the student denies the charges, the official shall give the student an opportunity to explain the incident.
3. The suspending official will make a finding based on the evidence that the charges are supported and a suspension is in order.
4. Any suspension shall be reported immediately to the parents or guardians of such student along with a full statement

of the reasons for such suspension and a notice of their right to a review, a copy of which shall be given to the School Board.

5. Upon request of the parent or guardian, the School Board or a hearing officer appointed by it shall review such action of the Superintendent or Principal, Assistant Principal or other authorized person administering the suspension.
6. At such review, the parents or guardian of the pupil may appear and discuss the suspension with the Board or its hearing officer.
7. If a hearing officer is appointed by the Board, he shall report to the Board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the Board may take such action as it finds appropriate. If the student is suspended, the Board shall, in the written suspension decision, detail the specific acts of gross disobedience or misconduct resulting in the decision to suspend and shall include rationale for the specific duration of suspension.

Expulsion

Means any exclusion for a period of time exceeding ten (10) school days but less than two (2) years imposed only by the Board of Education. Students who are expelled are not allowed to attend any school function or event or be on the school grounds for a school-sponsored function during the term of the expulsion.

EXPULSION PROCEDURES (DUE PROCESS)

1. Prior to expulsion, timely notice of the expulsion hearing must be given to the student and to the student's parents setting forth the time and place of the hearing.
2. The notice to the student's parents in regard to an expulsion hearing must be sent by registered or certified mail starting time, place, and purpose of the hearing. The notice should also inform the parents of the student's right to be represented by counsel and to present written and oral testimony on the student's behalf.
3. A written statement of the specific acts of misconduct should be contained in the notice.
4. An orderly hearing should be held either before the Board of Education or a hearing officer appointed by the Board.
5. At the hearing, the school administration presents its case and/or witnesses who will be subject to cross-examination by the student or his attorney.
6. The student and/or parent/guardian shall be given an opportunity to present witnesses or other evidence on the student's behalf and such witnesses shall be subject to cross-examination
7. If the District appoints a hearing officer to conduct the hearing, the hearing officer shall report to the Board a written summary of the evidence heard at the meeting and the Board may take such action thereon as it finds appropriate. If the Board acts to expel a student, the written decision shall detail the specific reason why removing the student from the learning environment is in the best interest of the school. The expulsion shall include rationale as to the specific duration of expulsion.
8. The Board may expel a student for a definite period of time not to exceed two calendar years as determined on a case-by-case basis. However, a student who is found by the Board of Education to have brought a weapon to school, any school sponsored activity or event, or any activity or event that bears a reasonable relationship to school, shall be

expelled for a period of not less than one year, except that the expulsion period may be modified by the Superintendent on a case by case basis which modification by the Superintendent is subject to review and change by the Board on a case by case basis.

ADMINISTRATIVE PROBATION

The Board of Education may recommend “Administrative Probation” in lieu of expulsion where expulsion is otherwise warranted. A student who is recommended by the Board for “Administrative Probation” must agree in writing to comply with the terms of the probation, which agreement must also be signed by the student’s parents or legal guardians if the student is under the age of 18. Any part of the signed agreement authorizing and accepting “Administrative Probation” that is subsequently violated by the student will revoke the probationary status and after a hearing could result in expulsion of the student based on the original conduct for which “Administrative Probation” was given. The period of “Administrative Probation” will be determined by the Board of Education. “Administrative Probation” will not be an option for a violation of alcohol/drug policy, the weapons policy, or acts, which endanger students or staff.

GROSS DISOBEDIENCE AND MISCONDUCT

“Gross Disobedience” and **“Misconduct”** specifically include but are not limited to:

a. Repeated refusal to obey rules, policies or regulation.
b. Repeated refusal to obey any reasonable oral or written instructions of the administrative staff, teacher, non-certified supervisory personnel, or bus driver.
c. Willful behavior that disrupts the orderly process of school affairs
d. Conduct, which is or may be injurious to persons.
e. Truancy
f. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
g. Behavior, which violates or attempts to violate a Board of Education policy, rule, or regulation.
h. The possession, use, distribution, sale, purchase, being under the influence of any narcotic or **“look alike”** drug, cannabis, inhalant, hallucinogenic drug, amphetamine, intoxicant, alcoholic beverages, drug paraphernalia, or any controlled substances are not permitted at school, on campus, on school buses, or any school-sponsored activity, either on or off campus.
i. Excessive unexcused absences
j. Behavior which constitutes gross disrespect for the property or rights of students, staff, or school district (gross disobedience cont.)
k. Use or possession of tobacco products.
l. Foul or abusive language.
m. Gang related activity (See Gang Policy)
n. Violation of weapons policy

CLASSIFICATION AND DEFINITIONS OF STUDENT VIOLATIONS

Student violations shall be classified into three (3) separate categories with disciplinary action determined by the seriousness of the offense. The categories shall be classified as follows:

Classification #1 – Students committing this type of violation shall be subject to immediate suspension and/or expulsion. This type of misconduct is considered the most flagrant and carries the severest penalty. Infractions of this type of behavior could include the following:

1. Actions considered to be life threatening
2. Physical assault upon a district employee
3. Threat, intimidation, or harassment towards a district employee
4. Illegal use, distribution, or possession of marijuana or drug paraphernalia, narcotics, controlled substances and any other mind-altering substance. Further, this will include those students who consume any alcoholic beverage (any quantity) off school property and then come on to school property or attend any school-sponsored event.

   Students who distribute such substances may be recommended for expulsion. Students who are in the company of other students who are using or distributing behavior-affecting substances shall be suspended for a minimum of three (3) days.
5. Bomb threat
6. Setting off a false fire or disaster alarm
7. Theft over $300.00
8. Any student who is determined to have brought a weapon to school, or a school sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the superintendent and the superintendent's determination may be modified by the Board on a case by case basis. The term weapon is defined on page 41 of this handbook.

All Classification #1 violations shall be reported to the Benton Police Department.

Classification #2 – Students committing this type of violation may be subject to immediate suspension and/or expulsion. Disciplinary action for this type of misconduct may be less severe than that imposed under Classification #1. This type of behavior shall include but is not limited to the following:

1. Fighting or deliberately causing injury to another person. Fighting is defined as engagement to any degree of any form of physical violence. Benton Police Department will be given a report on each incident.
2. Use of tobacco products
3. Intentional damage to school property or to the personal property of a district employee (Restitution will be required)
4. Gross insubordination
5. Theft and/or possession of stolen property
6. Unauthorized use of school computer facilities, equipment, software, and violations of copyright laws and license agreements. Violations will be referred to appropriate law enforcement agencies.

7. Vandalism – Students are responsible for restitution or removal of graffiti.
8. Harassment, Initiation, or Bullying of student
9. Gross disrespect directed to any district employee. This includes profanity of any form and including, but not limited to, taking pictures or videos without prior permission.
10. Disregard of any part of the Gangs and Gang Policy
11. Possession of a knife (regardless of size), brass knuckles or billy club or any look alike in any vehicle on school property or at any school sponsored event or activity.

Classification #3 – Students committing this type of violation shall be subject to disciplinary action ranging from a verbal reprimand to expulsion from school. The result will be that continued infractions of this classification will have a progressive effect, in terms of disciplinary action. This type of behavior shall include but is not limited to the following:

1. Class and/or school truancy
2. Excessive tardiness
3. Student without valid Student I.D.
4. Students out of their assigned area and/or without a signed student planner
5. Closed Campus violation
6. Dress Code infraction
7. Public displays of affection
8. Inciting others to fight
9. Any form of profane, obscene, inflammatory, or intimidating language, symbols or gestures
10. Disrespect to a district employee
11. Possession of tobacco in any form, matches, or lighters
12. Throwing or casting of any projectile anywhere on campus
13. Failure to serve any form of Detention
14. Cheating (Academic Dishonesty)
15. Unauthorized uses of school property – students use the front entrance **only.** Students forcing doors open or allowing other students entrance to the building at unauthorized locations **will** result in misconduct.
16. Misuse of lockers
17. Disregard for Student Parking Regulations
18. Forgery or false call
19. Gambling
20. Misconduct on campus, at school-sponsored activities, or as a school bus passenger
21. Unauthorized presence on campus or any school-sponsored activity while on Suspension or Expulsion
22. Insubordination or the refusal to follow a directive
23. Hats may not be worn during the school day. Hats are to be placed in the student's locker when they arrive at school.
24. Disregard or violation of Board policy concerning of the ban on disruptive devices, cell phones, pagers, beepers,

skateboards, CD players, portable computing devices, or radios of any type during the day or their use at any school event in a disruptive or illegal manner

25. Commons misuse

SPECIFIC MISCONDUCT DEFINITIONS

DRUG AND ALCOHOL USE (P.A. 90-395/HB2132)

It shall be the policy of the Board of Education that the possession, use, distribution, purchase, or sale of any alcoholic beverage or any contraband, paraphernalia, controlled substance, look-alike drugs/alcohol, or any other illicit drugs is prohibited in school buildings, on school buses, on all other school property, and all adjacent property. This policy extends to all school-sponsored and related activities, as well as field and athletic and fine arts trips, whether held at home or away, before or after school, evenings, or weekends. Furthermore, students shall not be permitted to attend or to remain in school while under the influence of prohibited substances or alcohol.

Any student found in violation of this policy shall be disciplined consistent with the Discipline Code within this Handbook, including parental notification and involvement, remediation and referral to community support agencies, referral to law enforcement agencies, suspension, and/or expulsion.

The first violation of this policy will result in a five (5) day suspension from school and will require the student to enroll in an accredited treatment program at student/guardian expense within the 5-day suspension period. Students who do not show proof of enrollment in an accredited treatment program or who do not complete the treatment program within a time period as determined by the BCHS Administration will be subject to an additional five (5) days of out of school suspension. All names and any evidence gathered will be given to the proper investigative authorities. Each case will be evaluated for the probability of an Expulsion Hearing. Students in violation of this policy will be subject to but not limited to the following:

- Suspension
- Expulsion not to exceed two (2) years
- Rehabilitation Assessment
- Mandatory attendance of a drug/alcohol education/rehabilitation program
- The student, parent, and/or legal guardian will assume all costs related to the assessment/evaluation and ensuing treatment
- Parental release of information to the Administration of the aforementioned program within five (5) business days
- Subject to drug/alcohol testing under the authority of the Administration for a time –period not to exceed two (2) years

Occurrence of subsequent offences or a positive reading from the approved drug/alcohol testing will result in expulsion. Any student under the suspicion of being under the influence of any controlled substance or alcohol will be subject to but not limited to the following:

- Drug/Alcohol Testing Accompanied by Parental Consent
- Suspension
- Closed Campus
- Revocation of Parking Privilege
- Report to Law Enforcement
- Probation Office Contacted

Parents, the school nurse, and the school social worker will be contacted during each occurrence.
Students who exhibit a serious problem, use, distribute, possess drugs and/or alcohol may be referred by the principal or his designee to an outside agency (local or county) whose program is designed to help students to understand their problem and to develop a plan of control. To be effective, the program should be voluntary with a strong emphasis in family counseling.

WEAPONS

Any student who comes on the school campus with what the school officials determine is a weapon, including look alike, WILL BE RECOMMENDED FOR EXPULSION. Local police authorities will be notified. The term "weapon" means (1) possession, use, control or transfer of any gun, rifle, shotgun, weapon as defined in Section 921 of Title 18, United State Code, firearm as defined in Firearm Owner's Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code, (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or billy clubs, or (3) "look-alikes" of any weapon as defined in this paragraph.

GANGS AND GANG ACTIVITY

The District 103 Board of Education has determined that gangs and gang related activities would cause a substantial disruption of its schools' ability to maintain a safe and disruption-free school environment. The Board of Education has further determined that gangs and gang activities foster behaviors, attitudes, and practices, which may endanger the health, safety and welfare of our students.

"Gangs" as defined in this policy, shall mean individuals who associate with each other primarily for criminal, disruptive, and/or other activities prohibited by law and/or by the District rules and regulations. For these reasons, the following policy has been adopted toward gangs and gang activity.

1. A student shall not wear, possess, distribute, draw, display, or sell any article of clothing, jewelry, emblem, badge, haircut, symbol, tattoo, sign, or other thing, which is intended to identify a student as being affiliated with a gang.
2. A student shall not commit any act, or use any speech, either verbal or non-verbal, which demonstrates affiliation with a gang.
3. To use any speech or commit any act in furtherance of the interests of any gang or gang activity including but not limited to the following:
    a. Soliciting others for membership in a gang.

b. Extorting money or otherwise intimidating or threatening any person,
c. Enticing or directing others to engage in acts which violate school district policies, or civil and/or criminal law.

In addition to these restrictions, the administration may take further steps against any person who has verbally identified themselves to school administrators as a gang member or has been verified by law enforcement personnel as a bona fide gang member. The administration shall take appropriate steps to restrict that student from demonstrating his or her gang affiliation at school or at school sponsored events. Notification of the restrictions imposed will also be directed to the parents or guardians. Any student who violates the restrictions identified in this policy may be suspended and/or recommended for expulsion from school.

SAFETY AND SECURITY SEARCHES

The Constitution and the laws of the State of Illinois do not forbid all searches and seizures. To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school as well as personal effects left in those places and areas by students without notice to or the consent of the student and without a search warrant. As a matter of public policy, the general assembly finds that students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. School authorities may request the assistance of law enforcement officials for the purpose of conducting inspections and searches of lockers, desks, parking lots, and other school property and equipment owned or controlled by the school for illegal drugs, weapons, or other illegal or dangerous substances or material, including searches conducted through the use of specially trained dogs. BCHS has been designated and posted as a “Safe School Zone” under the provisions of Illinois laws which significantly increase, and in some cases double, the penalties for gang recruitment and the possession, use, or sale of drugs and weapons within 1,000 feet of school property, as well as on school buses.

SCHOOL AND LAW ENFORCEMENT (105 ILCS 5/10-20.14(b)

The principal and all Franklin County police agencies will arrange meetings between school officials and law enforcement personnel, as needed, to share information regarding criminal activities which involve or affect students. In addition to the information exchanged during the arranged meetings, and depending on the nature of a particular situation, the school administration and the Benton Police Department may initiate contact with each other with respect to certain acts as follows:

1. Acts involving bodily harm or threats to do bodily harm.
2. Acts involving illegal or controlled substances.
3. Acts involving weapons of any type.
4. Acts involving gang activity.
5. Any situation that poses a threat to the safety and security of students, school personnel, or citizens.

TOBACCO/VAPE

The use of tobacco products by any student at any school function school or school related activity is prohibited. This includes on campus, on school buses, parking lots, adjacent streets and any grounds (public or private). This policy is in effect during any field trip, athletic event or other extracurricular activity, on or off campus. The first offense will result in two days of after school detention. Subsequent offenses during a single school year will result in In School Suspension assignments. This policy includes the use of any “e-cigarette” or “vape”.

CHEATING AND ACADEMIC DISHONESTY

Academic dishonesty by a student degrades the student's character and reputation and impedes the teaching-learning process. Any action intended to obtain credit for work, which is not one’s own, is considered academic dishonesty or cheating. The action may include, but is not limited to, the following:

1. Cheating – intentionally and knowingly using or attempting to use unauthorized materials, information, study aids, or electronic data in any academic exercise.
2. Fabrication – intentional or unauthorized falsification or invention of any information or citation in an academic endeavor.
3. Facilitating Infractions of Academic Integrity – intentionally or knowingly helping or attempting to help another to commit an infraction of Academic Integrity.
4. Plagiarism – intentionally or knowingly representing the words or ideas of another as one's own in any academic endeavor.
5. Bribes, Favors, and Threats – bribing or attempting to bribe, promising favors to, and/or making threats to any person with the intention of affecting a record of a grade or evaluation of academic performance constitutes infractions of Academic Integrity.
6. Academic Interference and Computer Related Infractions – tampering with, altering, circumventing, or destroying electronic resources or data used for student projects. This includes computer related infractions of the BCHS Use of Technology Policy, federal and state statutes, computer licenses, and copyrighted materials.

Those who are involved in cheating or academic dishonesty are subject to penalties, including one or more of the following:

1. A mandatory conference with parents.
2. A grade reduction such as follows with the BCHS Plagiarism Policy.
3. The publicity of an apology sent to the person and/or institution against whom the offense occurs.
4. Legal consequences such as with violation of copyright laws.
5. Loss of eligibility for election/or membership to the National Honor Society.
6. Any other disciplinary action seen appropriate by the administration.

USE OF ARTIFICIAL INTELLIGENCE

“Artificial intelligence” or “AI” is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.

AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).

Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.

In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

PLAGIARISM POLICY

It is the aim of the Benton Consolidated High School to provide a sound educational program and to encourage independence and maturity in student's work. Plagiarism shows a lack of these two qualities. Plagiarism is literally theft: representing someone else's work as one's own; copying someone else's words and/or ideas into a report to essay without giving credit to the Originator, or even having someone write the report or essay (perhaps for money). Students can avoid plagiarism by stating sources. If the plagiarism can be proved, i.e. if the source of the quoted (but not Documented) material is located and if comparison of the material with the Student’s paper substantiates the teacher's allegations, the following sequence will be considered:

1. For the first offense, the student will receive a zero on the report or Essay and the student's semester grades will be lowered by 5%. A conference with the student and the parents is mandatory.
2. For the second and subsequent offenses, the student will receive an "F" (failing grade) for the semester for that class, and the parents will again be contacted.

TRESPASSING

Trespassing on school property by an unauthorized person or persons will be reported to the police. Visitor’s permits must be obtained through the reception office. Students who have been suspended, expelled or have withdrawn from school are not permitted to visit except by appointment.

FALSE FIRE ALARMS

The pulling of a false alarm is prohibited at all times and is a federal offense. Any student found in violation of this policy could be recommended for expulsion. This will be reported to the local authorities.

USE OF TECHNOLOGY

Benton Consolidated High School is pleased to offer students access to a computer network for electronic mail and the Internet. To gain access to e-mail and the Internet, **all students must obtain parental permission** as verified by signatures on required forms. Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on school campus. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth. The use of the network is a privilege, not a right, and may be revoked if abused. The user is personally responsible for his/her actions in accessing/utilizing the school's computer resources. Should a parent prefer that a student not have e-mail and Internet access, use of the computers is still possible for more traditional purposes such as word processing.

WIRELESS COMMUNICATION

BCHS students will not be allowed wireless internet access unless they complete a Wireless Access Agreement and have agreed to the Acceptable Use Policy.

DISRUPTIVE ELECTRONIC DEVICES

Students are not allowed to use or appear to use any electronic devices on BCHS property from the bell to start 1st period until the bell to dismiss at the end of the school day. A telephone is available in the reception office for reasonable, legitimate educational purposes. The regulations extend to after school detention as well as locker/dressing rooms in use for extra-curricular purposes at any time.

- 1st offense – Confiscation of device and After School Detention (2 days). The student or parent must come to the Main Office and retrieve the confiscated item between 3:00pm – 4:00pm.
- 2nd offense – Confiscation of device, one (1) In School Detentions and 15 days of social suspension. The student's parent/guardian will be notified of the infraction and subsequent discipline. The student or parent must come to the Main Office and retrieve the confiscated item between 3:00pm – 4:00pm.
- 3rd offense – Confiscation of device, two (2) In School Detentions and 30 days of social suspension. The student's parent/guardian will be notified of the infraction and subsequent discipline. The student or parent must come to the Main Office and retrieve the confiscated item between 3:00pm – 4:00pm.
- Any further violation of this policy will lead to further disciplinary action up to and including the barring of the student possessing their phone at school.

BCHS does not assume costs or financial responsibility for any confiscated items.

CAMERA PHONES/CAMERAS

The use of camera phones and/or cameras to record videos or take pictures during the school day on school property is prohibited unless authorized and approved by the Administration or supervising Faculty member. Consequences include, but are not restricted to the following:

- 1st Offense: 1 day of In-School Suspension
- 2nd Offense: 3 days of In-School Suspension
- 3rd Offense: Out of School Suspension

Incidents which are determined by Administration to be more serious may be considered a Classification 2 infraction with the corresponding penalties to be enforced.

PROJECTILES

The throwing or casting of any snowball, stone, or other missile at any person at any time will be considered misconduct.

COMMONS MISUSE

Students are reminded that the cafeteria/commons are a dining room and are required to act accordingly. They should make sure that they leave their area in an orderly and clean condition. Any refusal to cooperate will mean that disciplinary action will be taken.

PERSONAL HABITS AND APPEARANCE - DRESS CODE

The standard of dress and appearance for Benton Consolidated High School is a reflection of the following philosophy: "School is the business of youth." Students' attire should conform to standards appropriate to a business. Acceptable appearance at school is primarily a matter of good judgment on the part of both the student and his/her parent(s). Extreme, provocative, or flamboyant dress is not acceptable. The administration staff is vested with the sole authority to determine whether clothing is offensive to this district. The District has established the following restrictions in personal habits that influence the orderly process of the school function, health and safety.

1. Displays of affection will not be tolerated. Overt and obvious physical contact that does not belong in an educational and/or business settings will be addressed as disruptive in nature.
2. Clothing or jewelry that display inappropriate words, suggestive dual-meaning phrases, pictures, or promotes alcohol, tobacco, or illicit drugs WILL NOT be allowed to be worn at school.
3. Shoes must be worn in the building. These shoes will be free of cleats.
4. All shirts worn must have a minimum of 2.5 inches (at least 3 finger width) covering the shoulder. Shirts with excessive side openings will not be allowed.
5. Halter- tops, tube tops, tank tops, and off-the-shoulder tops are not allowed. The length of the shirt or blouse will not allow the midriff to be exposed. Students should be covered from the shoulder to the mid-thigh.

6. Handkerchiefs will be securely positioned inside the pocket of trousers or slacks, not on wrists, neck, head, or dangling from the pocket. Bandannas will not be allowed on school property or at school-related activities at home or away.
7. Hats are not to be worn during the school day. Upon arrival, hats should be placed in their lockers until the end of the day. Male students will not be allowed to wear sleeveless (muscle) shirts.
8. Oversized apparel including baggy pants worn low on the waist and overalls with unfastened straps are not allowed.
9. Unreasonably long belts that hang down from the waist are prohibited. This includes wallet chains and/or straps of any kind.
10. Under clothing will not be seen.
11. In direct consideration and concern of student health and safety, students will not be allowed to exhibit excessive body-piercing jewelry or adornments while attending school. The administration will be the sole authority in determining what is, or is not, “excessive”.
12. Pajamas or other bed clothes and blankets are not allowed.
13. In the interests of safety and/or preservation of the proper learning environment, individual teachers may require specific restrictions upon student attire for their classroom. Students are expected to abide by these guidelines.

Parents are expected to encourage good taste in the clothing of their children. It is believed that students will want to dress in a manner indicative of the pride that they have in their school and in themselves. Violation of these rules will be considered misconduct.

LACK OF ACADEMIC PROGRESS

Students, who make no conscientious effort to pay attention, work in class, turn in assignments, and use time wisely, will be considered guilty of misconduct and subject to disciplinary action. Also, students who make little, if any, progress toward the necessary credits for graduation may be subject to an academic progress review by the administration to determine the problem for the poor academic record of the student and to consider an alternative education for the student.

CRIMINAL CODE AND JUVENILE COURT ACT

The Criminal Code and the Juvenile Court Act specifically address crimes specifically related to the problems of gangs and criminal activity in and around our schools. The Criminal Code and made it a crime for anyone 18 years or older to express or to imply a threat to do bodily harm to a person under 18 years of age, or to use any other unlawful means to solicit or to cause any person under 18 years of age to join any organization or association (720 ILCS 5/12-6.1).

The Act provides stricter criminal penalties for conviction of unlawful possession of a weapon if the crime is committed in any school or on school property. (720 ILCS 5/24-1(c)). Stricter criminal penalties are also provided for convictions of

unlawful possession of drugs in any school, on school property, or on any public way within 1,000 feet of school property. (720 ILCS 570/407(b)). In addition, ANY STUDENT AT LEAST 15 YEARS OLD WHO IS CHARGED WITH UNLAWFUL POSSESSION DRUGS OR WEAPONS AT SCHOOL WILL BE PROSECUTED AS AN ADULT. (705 ILCS 405/5-4). The Criminal Code to create a new subsection making it a crime of unlawful use of a weapon (UUW) to carry or to possess certain weapons, additional to those enumerated in P.A. 84-1075, on school grounds. This crime also carries stricter penalties for violation of the section. (720 ILCS 5/24-1). Contact local law enforcement authorities of the State's Attorney's Office for more specific information.

PREVENTION OF AND RESPONSE TO BULLYING AND HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students access to a safe, non-hostile learning environment are important District goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or groups with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

- During any school sponsored education program or activity
- While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting of the school bus, or at school sponsored events or activities
- Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
- Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and it does not require a district or school to staff or monitor any non-school related activity function or program.

Definitions from Section 27-23.7 of the School Code (105 ILCS 5/27-23.7)

Bullying includes *cyber-bullying* and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student or student's person or property
- Causing a substantially detrimental effect on the student's or students' physical or mental health
- Substantially interfering with the student's or students' academic performance

- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying may take various forms, including without limitation one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is meant to be illustrative and non-exhaustive.

Cyber-bullying means bullying through the use of technology or any electronic communication, including without limitation any transfer of signs, signals, writing, images, sounds, data, or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, internet communications, instant messages, or facsimile communications. *Cyber-bullying* includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content messages if the creation or impersonation creates any of the effects enumerated in the definition of *bullying. Cyber-bullying* also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of *bullying.*

Restorative measures means a continuum of school-based alternatives to exclusionary discipline, such as expulsions and suspensions, that (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning climate, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools, and communities, and (vi) reduce the likelihood of future disruption by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

School personnel means persons employed by, or contact with, or who volunteer in a school district including without limitation school and school district administrators, teachers, school guidance counselors, school social workers, school counselors, school psychologists, school nurses, cafeteria workers, custodians, bus drivers, school resource officers and security guards.

Bullying Prevention and Response Plan

The Superintendent or designee shall develop and maintain a bullying prevention and response plan that advances the District's goal of providing all students with a safe learning environment free of bullying and harassment. This plan must be consistent with the following requirements:

1. Using the definition of bullying as provided in this policy, the Superintendent or designee shall emphasize to the school community that: (1) the District prohibits bullying, and (2) all students should conduct themselves with a proper regard for the rights and welfare of other students. This may include a process for commending or acknowledging students for demonstrating appropriate behavior.
2. Bullying is contrary to State law and the policy of this District. However, nothing in the District's bullying

prevention and response plan is intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 of Article I of the Illinois Constitution.

3. Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, a Complaint Manager, or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the District named officials or any staff member. The District named officials and all staff members are available for help with a bully or to make a report about bullying. Anonymous reports are also accepted however, this shall not be construed to permit formal disciplinary action solely on the basis of anonymous report.

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511 E. Main Street, Benton, IL 62812
618/439-6415
bjohnson@bentonhighschool.org

Complaint Managers:

Mr. Sean Docherty, Principal
511 E. Main Street, Benton, IL 62812
sdocherty@bentonhighschool.org
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511 E. Main Street, Benton, IL 62812
hmitchell@bentonhighschool.org
618/439-3103

4. Consistent with federal and State laws and rules governing student privacy rights, parents/guardians of all students involved in an alleged incident of bullying will be notified of such, along with threats, suggestions, or instances of self-harm determined to be the result of bullying, within 24 hours after the school's administration is made aware of the student's involvement in the incident. As appropriate, the school's administration shall also discuss the availability of social work services, counseling, school psychological services, other interventions, and restorative measures. The school shall make diligent efforts to notify a parent or legal guardian, utilizing all contact information the school has available or that can be reasonably obtained within the 24- hour period.
5. The Superintendent or designee shall promptly investigate and address reports of bullying, by, among other things:
    a. Making all reasonable efforts to complete the investigation within 10 school days after the date the report of a bullying incident was received and taking into consideration additional relevant information received during the course of the investigation about the reported bullying.

b. Involving appropriate school support personnel and other staff persons with knowledge, experience, and training on bullying prevention, as deemed appropriate, in the investigation process.

c. Notifying the Building Principal or school administrator or designee of the reported incident of bullying as soon as possible after the report is received.

d. Consistent with federal and State laws and rules governing student privacy rights, providing parents/guardians of the students who are parties to the investigation information about the investigation and an opportunity to meet with the Building Principal or school administrator or his or her designee to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying. The Superintendent or designee shall investigate whether a reported incident of bullying is within the permissible scope of the District's jurisdiction and shall require that the District provide the victim with information regarding services that are available within the District and community, such as counseling, support services, and other programs.

6. The Superintendent or designee shall use interventions to address bullying, that may include, but are not limited to, school social work services, restorative measures, social emotional skill building, counseling, school psychological services, and community-based services.
7. A reprisal or retaliation against any person who reports an act of bullying **is prohibited**. Any person's act of reprisal or retaliation will be subject to disciplinary action, up to and including discharge with regard to employees, or suspension and/or expulsion with regard to students.
8. A student will not be punished for reporting bullying or supplying information, even if the District's investigation concludes that no bullying occurred. However, a person who is found to have falsely accused another of bullying, as a means of retaliation, as a means of bullying, or provided false information will be treated as either: (a) bullying, (b) student discipline up to and including suspension and/or expulsion, and/or (c) both (a) and (b) for purposes of determining any consequences or other appropriate remedial actions.
9. The District's bullying prevention and response plan is based on the engagement of a range of school stakeholders, including students and parents/guardians.
10. The Superintendent or designee shall post this policy on the District's publicly accessible website, if any, and include it in the student handbook, and, where applicable, post it where other policies, rules, and standards of conduct is currently posted. The policy must be distributed annually to parents/guardians, students, and school personnel (including new employees when hired), and must also be provided periodically throughout the school year to students and faculty.
11. Pursuant to State law and Board policy 2:240, Board Policy Development, the Board monitors this policy every two years by conducting a review and re-evaluation of this policy to make any necessary and appropriate revisions. The Superintendent or designee shall assist the Board with its re-evaluation and assessment of this policy's outcomes and effectiveness. Updates to this policy will reflect any necessary and appropriate revisions. This process shall include, without limitation:

    a. The frequency of victimization;

    b. Student, staff, and family observations of safety at a school;

c. Identification of areas of a school where bullying occurs;
d. The types of bullying utilized; and
e. Bystander intervention or participation.

The evaluation process may use relevant data and information that the District already collects for other purposes. Acceptable documentation to satisfy the re-evaluated policy submission include one of the following:

1) An updated version of the policy with the amendment/modification date included in the reference portion of the policy;
2) If no revisions are deemed necessary, a copy of board minutes indicating that the policy was re-evaluated and no changes were deemed to be necessary; or
3) A signed statement from the Board President indicating that the Board reevaluated the policy and no changes to it were necessary.

The Superintendent or designee must post the information developed as a result of the policy reevaluation on the District's website, or if a website is not available, the information must be provided to school administrators, Board members, school personnel, parents/guardians, and students. Reviews and re-evaluations in years they are due must be submitted to ISBE by September 30.

12. The District's bullying prevention plan must be consistent with other Board policies.
13. The Superintendent or designee shall fully inform staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
    a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
    b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
    c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
    d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.

HARASSMENT AND TEEN DATING VIOLENCE PROHIBITED

Harassment Prohibited

No person, including a school or school district employee or agent, or student, shall harass, intimidate, or bully a student on the basis of actual or perceived: race; color; national origin; military status; unfavorable discharge status from military service; sex; ancestry; age; religion; physical or mental disability; order of protection status; status of being homeless; actual or potential marital or parental status, including pregnancy; physical appearance;

socioeconomic status; academic status; association with a person or group with one or more of the aforementioned actual or perceived characteristics; or any other distinguishing characteristic. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, sexual, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Sexual Harassment Prohibited

The School and District shall provide an educational environment free of verbal, physical, or other conduct or communications constituting harassment on the basis of sex as defined and otherwise prohibited by State and federal law.

A District employee, agent, or student violates this prohibition whenever that person engages in conduct on the basis of sex that causes another person to be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any education program or activity operated by the District. Sex discrimination includes discrimination on the basis of sex, stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and/or gender identity.

Teen Dating Violence Prohibited

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

Making a Report or Complaint

Students are encouraged to promptly report claims or incidences of bullying, intimidation, harassment, sexual harassment, or any other prohibited conduct to the Nondiscrimination Coordinator, Principal, Assistant Principal, a Complaint Manager, or any employee with whom the student is comfortable speaking. A student may choose to report to an employee of the student's same gender. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

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Investigation Process

Reports and complaints of discrimination or harassment will be confidential to the greatest extent practicable, subject to the District's duty to investigate and maintain an educational environment that is productive, respectful, and free of unlawful discrimination, including harassment.

Enforcement

Any District employee who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, up to and including discharge.
Any District student who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be subject to remedial action and/or disciplinary action, including but not limited to, suspension and expulsion, consistent with the student discipline information in this handbook.

Any third party who is determined, after an investigation, to have engaged in conduct prohibited by this policy will be addressed in accordance with the authority of the Board in the context of the relationship of the third party to the District, e.g., vendor, parent, invitee, etc. Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to remedial and/or disciplinary action.

Retaliation Prohibited

Retaliation against any person for bringing complaints, participating in the complaint process, or otherwise providing information about discrimination or harassment based on race, color, or national origin is prohibited. Individuals should report allegations of retaliation to the Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager

SECTION IV

TRANSPORTATION - GUIDELINES AND REGULATIONS

BCHS PARKING REGULATIONS

Student parking on the BCHS campus is a privilege for students. Failure to adhere to the parking regulations, unsafe driving, or improper use of the vehicle will result in penalties, restrictions, and/or removal of the parking privilege and reserved space. Upon receiving a student parking permit and signing the parking agreement, the student gives to proper school officials the consent to search the student's vehicle or the vehicle under the student's control while the vehicle is parked on school property with or without cause on behalf of the school officials.

1. This permit will be good for one complete school year provided the student has not violated the parking rules and regulations.
2. The speed limit on all BCHS property is five (5) miles per hour. Any student that is observed speeding on campus may have their parking privilege suspended for a period of time to be determined.
3. Students are not to loiter in the parking lot.
4. Parking tags are non-transferable. They are to be used only by the person to whom they are issued and only on family owned vehicles that are properly registered.
5. If a student allows another student to park using a registered tag, it may be revoked for the remainder of the school year. The student that is using another student's tag will not be allowed to park on school property until the second semester of the following year.
6. Parking tags **must** be hung on the rearview mirror with the I.D. number facing towards the front of the vehicle.
7. Faculty, staff, bus garage, and administrative parking lots are reserved for their specific school purposes. These spaces are **not** to be used by anyone else between 7 AM and 4 PM. If a vehicle is in an assigned parking area, report the description of the vehicle to the office personnel immediately.
8. If participating in an after school activity, the vehicle, under your responsibility, is to remain at its location, on or off campus, until the activity is complete.
9. **PARKING PRIVILEGES COULD BE REVOKED FOR THE FOLLOWING REASONS:**
    - Careless or reckless driving
    - Improper passing of a stopped school bus
    - Any use, possession, or distribution of alcohol, tobacco, or drugs on any BCHS property
    - Littering on school property
    - Vandalism of any sort to any property or vehicle
    - Lack of academic progress

BUS TRANSPORTATION

Students are eligible to ride a bus that lives outside of the 1 ½ mile radius of the school building. If you have any questions regarding eligibility please contact the Transportation Director.

Changing weather and traffic conditions make it impossible for your bus to call for you at the same time every day. Therefore, we recommend that you arrive at your bus stop at least 10 minutes early. The administration of BCHS reserves the right to determine if specific bus routes or portions of bus routes are safely passable during

inclement weather. During these occasions, it is the parent/guardian's responsibility to make alternate transportation plans.

A student retains the privilege of riding a bus as long as bus rules are followed. Failure to comply with bus rules may result in the suspension of your bus riding privileges, including riding to and from extra-curricular activities. A safe bus ride to and from school with dependable service is our goal.

INSTRUCTIONS TO SCHOOL BUS RIDERS

All school bus riders and their parents should become thoroughly familiar with the following regulations governing school bus riders. School bus riders, while in transit, are under the jurisdiction of the school bus driver. All school rules are in effect.

Students who are truant for part or all of a school day may be refused the privilege of riding the school bus home on that day. The school transportation is not a shuttle service to town for truancy and non-educational activities. Discipline action will be determined by the number of offenses and the severity thereof.

1. Be on time at the designated school bus stop; help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
4. Do not leave your seat while the bus is in motion. Bus drivers do have the authority to assign seats.
5. Be alert to a danger signal from the driver.
6. In the event of a road emergency, remain on the bus until instructions are given by the driver. The rear door is for emergency use only.
7. Keep hands and head inside the bus at all times after entering the bus. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or any other unnecessary confusion may divert the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad-crossing stop.
10. Treat bus equipment as you would valuable furniture in your own home. Never tamper with the bus or any of its equipment. The offender must pay for damage.
11. Assist in keeping the bus safe and sanitary at all times. <u>No eating or drinking is allowed on the bus.</u>
12. Carry no animals on the bus.
13. Keep books, packages, coats, and all other objects out of the aisles.
14. Leave no books, lunches, or other articles on the bus.
15. Be courteous to fellow pupils and to the bus driver.
16. Help look after the safety and comfort of others.
17. Do not ask the driver to stop at places other than the regular bus stop; the driver is not permitted to do this

except by proper authorization from a school official.

18. Observe safety precautions at discharge points. Where necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
19. Observe the same rules and regulations on other trips under school sponsorships as you observe between home and school. Respect the wishes of the chaperone appointed by the school.
20. Failure to ride the school bus for three (3) days will result in the bus not stopping until the bus rider calls the bus driver and makes arrangements to ride again.
21. Failure to comply with the above rules will result in discipline action that will range from After School detention to permanent removal from transportation as determined by the administration.

STUDENT DROP-OFF POINTS

State law considers East Main Street in front of BCHS property a State highway. In this regard, it is unlawful to drop-off or pick-up anyone at school on East Main. Any vehicle parked on East Main Street or using it as a drop-off point has and will be subject to being ticketed.

Parents/Guardians may drop-off and pick-up at the parking lot south of the Rich Herrin Gymnasium. The first block of McCann Street “northbound” is reserved for all school bus discharges and departures.

TOWING POLICY

If a vehicle is found parked in a lot or area and does not have a valid parking permit for that area, the vehicle will be towed immediately. THIS NOTICE IN THE HANDBOOK IS YOUR ONE AND ONLY OFFICIAL WARNING BEFORE TOWING ANY UNAUTHORIZED VEHICLE.

TRANSPORTATION NOTICE - ELIGIBILITY

Parent(s) or legal guardian(s) who must provide transportation to and from school because free transportation is not available for their children may be eligible to receive money from the state to help offset some of the cost, for example, bus fares, or mileage of the reimbursement for private automobiles at the approved state mileage reimbursement rate. If you can answer yes to the following questions for the current school year, you may be eligible to receive reimbursement for providing such transportation.

1. Was the pupil under the age of 21 at the close of the school year?
2. Was the pupil a full-time student in grades kindergarten through 12?
3. Did the pupil either live 1 1/2 miles or more from school or live less than 1 1/2 mile from school bus must be transported due to a serious safety hazard approved by the Illinois Department of Transportation?
4. Did the pupil attend a school within Illinois, which meets Illinois compulsory attendance laws?
5. Did the parent/guardian incur transportation expenses resulting from transporting the pupil to and from school?

If you answered yes to the above questions, lived in Illinois, and wish to file a claim, you must go to BCHS by June 20th to complete a claim application. Claim forms should be available from February through June.

SECTION V

OTHER SERVICES AND PROCEDURES

CONTACTING TEACHERS AT SCHOOL

It is evident that teachers cannot leave their classroom during class periods to answer the telephone or to conduct personal conferences. If parents would like to speak with a teacher, the reception office will forward your call to voice mail or take a message which will be placed in the staff member's mail box. All BCHS staff members have e-mail addresses as well - see the BCHS Web page. Parents may request that the teacher call during his/her planning period, to see the teacher during his/her planning period or after school, or request that the teacher return the parent's call as soon as he/she is able to do so. Sometimes parents find it helpful to have conferences with all of the student's teachers. Counselors can usually arrange for such conferences after school.

CONSULTATIONS

When families request it, the nurse will consult with their family doctors. The nurse notifies teachers of individual health problems with suggestions for special handling. Many of these suggestions come from the student's personal doctor on the health examination form. The nurse works closely with the counselors for the welfare of the student. She also confers with individual students at the request of the student, by teacher's referrals, or whenever the nurse deems it necessary. Parents, too, are welcome to consult with the nurse. The nurse is responsible for seeing that state statutes regarding physical examinations and immunizations are adhered to by all students.

DAILY BULLETINS

Announcements will be delivered daily over the intercom, posted on the BCHS website (www.bentonhighschool.org), sent to student and parent emails, and posted on social media. These announcements must be submitted to the office or emailed to Announcements@BCHS103 prior to 7:30 a.m. on the day they are to be made, a day in advance is preferred. Special announcements must be approved by the Principal.

Only emergency announcements with the permission of the Principal will be allowed over the intercom at the end of a period. All other announcements will be issued in the following day's bulletin. Bulletins, time schedules, calendar of events, sports schedules, faculty E-mail addresses, Board of Education minutes, activities/organizations and other information may be obtained from the BCHS website. (www.bentonhighschool.org)

ELEVATOR

The convenience of an elevator will be provided to students/staff that have a permanent or temporary physical disability. During emergency/drills the elevator cannot be used. Students needing the use of the elevator must leave a $10.00 deposit in the office for a key. When the key is returned the $10.00 deposit will be refunded.

EMERGENCY INFORMATION

The BCHS Safety Team has compiled procedures for emergency situations and is available upon request in the main office.

Adverse Weather Information:

In the event of questionable weather, we will notify local media outlets and send out an announcement on the school wide call system regarding school opening and closing**.** If the announcement is "Franklin County Schools are closed" Benton Consolidated High School is closed. **BCHS COULD be closed if Franklin County is open. DO NOT CALL TEACHERS OR ADMINISTRATORS AT HOME TO FIND OUT IF SCHOOL IS CLOSED.**

Fire Warning:

The fire alarm bell will sound. Each room is dismissed by the teacher. The first student to the door opens it and keeps it open until all are out and then falls in line just in front of the teacher of that room. Students should not stop for books, wraps, or other property, and move rapidly, but without confusion. All rooms file out in single rolls and exit the building by the exit plan in the room. After evacuating the building, teachers are to take attendance. Missing students should be reported to the principal or their administrator.

Tornado:

In case of a tornado an alert will be announced over the school public address system. In our location tornadoes usually come from the west or southwest; however, they have been known to come from almost any direction. In general, the following precautions should be taken if there is not time to get to a designated shelter area as posted in the room: Students should:

1. Get away from windows or other large areas of glass.
2. Get under any desks or furniture near and cover your head with your arms while in the kneeling position.
3. If time permits, open north and east windows and doors.

Students who take shelter in corridors should kneel or sit next to the wall with their head and face covered by their arms. They should have their backs to the wall containing the windows.

Earthquake:

In the event of an earthquake, students should drop and seek cover under desks or tables in the classroom; in the hallways. Students should drop and cover their heads. In the gym, students should immediately exit by the nearest door. Students are not to re-enter any building, aftershocks can cause further damage. If in a moving car, students should stop and stay inside. If outside, stay in the open away from buildings and utility wires. Students should report to the assigned area of the practice football field as soon as the tremors are over and wait for your teacher.

Emergency Evacuation:

In the event of a non-life-threatening incident (hazardous spill, gas leak, etc.), the building may need to be evacuated. All involved persons should leave the building in a quick and orderly fashion to the Football Stadium parking lot.

IMMINENT THREAT

In the event of an imminent threat directed towards the school, students, faculty, and/or staff, BCHS will utilize the current Imminent Threat Plan. This plan is practiced annually.

EVALUATION AND AMENDING PROCEDURES

A committee composed of representatives for the administration, faculty, staff, students, and parents will be appointed that will conduct a comprehensive review each year of disciplinary procedures. Among its other responsibilities, this committee will be charged to study all sanctions imposed upon students and to make appropriate recommendations to the administration for school improvement and this handbook.

PARTIAL OR ALL-DAY FIELD TRIPS

Field trips are a necessary part of a student's academic education. Students represent Benton High School when they are away from the building. They are responsible for all work missed from each class missed due to participation on a field trip. Students are required to meet certain guidelines in order to participate on a field trip.

- No more than 2 After School detentions.
- No more than 2 In-school suspensions.
- No Out of School Suspensions.
- All school rules and classroom rules must be followed.
- Proper classroom conduct.
- No F's in any class.
- Teacher discretion.
- Must wear appropriate clothing.

If a field trip takes place **only** during the time period of that particular class, teacher discretion will apply for student eligibility in each class.

STUDENTS ATTENDING OVER-NIGHT TRIPS

There are instances throughout the school year when students may be required to attend extra-curricular or academic programs that require an overnight stay under the supervision of school personnel. Parents and students should understand that students participating in such trips must comply with all BCHS #103 policies and procedures regarding appropriate behavior. Further, parents and students will be required to sign the district's *Overnight Trip- Student/Parent Contract*, which details the expectations of students and sponsors.

ADMINISTRATION OF MEDICINES TO STUDENTS

A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

FIRST AID AND MEDICATION ADMINISTRATION

The nurse gives first aid, but no medication of any kind except at the request of a doctor. In the nurse's office, there are facilities to care for a temporary illness; cots are available so that students may lie down for short periods. The nurse's office is located in the Guidance office.

Every effort should be made to schedule medication before and after school hours**. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s).** The "School Medication Authorization Form" can be obtained from the school nurse or downloaded from the school web page.

Under no circumstances are students permitted to dispense any medication to other students. However, high school students are capable of administering their own medication and, whereas, a part of their educational process is helping them to achieve self-responsibility and independence, students are permitted, with the knowledge of the school nurse, to administer their own medications. Examples:

a. Short-term noonday antibiotics or other prescription medications
b. non-prescription medications for headaches and/or other minor discomforts
c. cough medicines

All medications brought to school must be in the original package with appropriate labeling.

Prescription medications shall display the following: student's name, medication name/dosage, administration route and/or other directions, pharmacy name, address, licensed prescriber's name.

Over-the-Counter Medications: Over-the-counter medications shall be brought in with the manufacturer's original label in the original container.

GENERAL GRIEVANCE PROCEDURES

Any grievance not covered by the two following sections should be communicated to school authorities in the following manner:

1. The student or the parents should discuss the matter with the person(s) directly responsible for the grievance.
2. If this does not resolve the issue, the matter should be directed to the Principal and then to the District Superintendent. If the grievance is against the Principal or Assistant Principal, the District Superintendent should be contacted after talking with the building level administrator.
3. If the matter is still not solved, the student or parents may request the permission of the school board president to speak on the matter at the next meeting of the local board of education providing the grievance is reduced to writing.
4. The preceding procedural actions should be taken before going through the judicial system.

GRIEVANCE PROCEDURE (TITLE IX) STUDENT, PARENT, FACULTY AND STAFF

Benton Consolidated High School District 103 of Franklin County in Illinois is required by Title IX of the Educational Amendments, and the rules and regulations issued there under, not to discriminate on the basis of sex in educational programs and activities and in employment therein.

Any student or employee, or any individual or group acting in behalf of a student or employee may file any grievance related to sex discrimination with the District Non-Discrimination Coordinator, Mr. Benjamin Johnson, Superintendent or the Complaint Managers Mr. Sean Docherty, Principal or Mrs. Heather Mitchell, Curriculum Coordinator.

STUDENTS WHO ARE PARENTS, EXPECTANT PARENTS, OR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE

Domestic and sexual violence affect a student's ability to learn. Students who are parents or expectant parents have unique needs. Providing support services that enable students who are parents, expectant parents, or victims of domestic or sexual violence (Article 26A Students) to succeed in school are important school goals and aer required by law.

Requesting Support Services

To facilitate the full participation of Article 26A Students, the school district provides in-school support services and information regarding non-school-based support services. Article 26A Students are also able to make up work missed on account of circumstances related to their status as a parent, expectant parent, or victim of domestic or sexual violence.

In-school support services include, but are not limited to, enabling a student to meet with counselors or other service provider, excusing the student from class as necessary for circumstances consistent with their Article 26A status, and assisting students with the development of a student success plan.

An Article 26A Student and/or their parent/guardian may request a complete copy of the District's policies related to Article 26A Students and information on support services by contacting the Article 26A Resource Person listed below.

Filing a Complaint

An Article 26A Student and/or their parent/guardian may file a complaint for violations of this procedure with the Nondiscrimination Coordinator, Title IX Coordinator, Principal, Assistant Principal, a Complaint Manager, or any employee with whom the person is comfortable speaking.

Article 26A Resource Person

Ms. Lyndsey Moore - School Social Worker
511 East Main Street
Benton, IL 62812
lmoore@bentonhighschool.org
618-439-3103

Nondiscrimination Coordinator and Title IX Coordinator

Mr. Benjamin Johnson - Superintendent
511 East Main Street
Benton, IL 62812
618-439-3103

Complaint Managers

Mr. Sean Docherty - Principal
Mrs. Heather Mitchell - Curriculum Coordinator
511 East Main Street
Benton, IL 62812
618-439-3103

Retaliation Prohibited

Retaliation against an Article 26A Student or their parent/guardian for exercising or attempting to exercise their rights under this procedure is prohibited. Individuals should report allegations of retaliation to the Principal, an administrator, the Nondiscrimination Coordinator, and/or a Complaint Manager.

GUIDANCE AND COUNSELING

The school provides a guidance and counseling program for students. The school's counselors are available to those students who require additional assistance. Under Illinois law, any student 12 years of age or older may

receive counseling services without consent of the student's parent/guardian. However, until consent of the student's parent/guardian has been obtained, counseling services provided to a student under the age of 17 are generally limited to not more than eight 90-minute sessions.

The guidance program is available to assist students in identifying career options consistent with their abilities, interests, and personal values. Students are encouraged to seek the help of counselors to develop class schedules that meet the student's career objectives. High school juniors and seniors have the opportunity to receive college and career-oriented information. Representatives from colleges and universities, occupational training institutions and career-oriented recruiters, including the military, may be given access to the school campus in order to provide students and parents/guardians with information.

HANDICAPPED STUDENT'S RIGHTS

Educational services are provided for handicapped students at BCHS as required by federal legislation. Each handicapped child is entitled to an education like other children. The education must be provided at public expense either in a public school or in a private school setting. If the child's individualized education program describes the least restrictive environment and/or the most appropriate placement as being a residential facility, then the instructional cost incurred at the residential facility must be at public expense.

Special education services are required if a handicapped child lives at home, in a foster home, or group home; lives in a state institution; lives in a private residential school; attends a public school; attends a private school; is in a hospital due to his/her handicap or is confined to his/her home due to his/her handicap.

Special education services required for a handicapped child include an Individualized Education Program (IEP) which will meet the child's unique needs; appropriate related services that are required by IDEIA; and academic and extracurricular services such as music, home economics, and adaptive physical education. Based on the needs of the student as identified in the IEP, placement should be made in a program which is as much like the standard programs for non-handicapped students as possible. Special classes and separate schools should be provided only when the nature or severity of the student's handicap prevents achievement of a satisfactory education program in a regular classroom. Any question related to a handicapped child's right to an education may be addressed to BCHS Administration, BCHS, 511 East Main Street, Benton, Illinois 62812. The telephone number is 439-3103.

HEALTH SERVICES

BCHS has a RN who is a certified School Nurse. Matters of health that need attention in school are handled by the school nurse. The nurse's office maintains cumulative health records for each student from records forwarded by previous schools and from current health information.

HOMEBOUND AND HOSPITAL INSTRUCTION

A student who is absent from school, or whose physician, physician assistant or licensed advanced practice registered nurse anticipates his or her absence from school, because of a medical condition may be eligible for instruction in the student's home or hospital.

Appropriate educational services from qualified staff will begin no later than five school days after receiving a written statement from a physician, physician assistant, or licensed advanced practice registered nurse. Instructional or related services for a student receiving special education services will be determined by the student's individualized education program.

A student who is unable to attend school because of pregnancy or pregnancy-related conditions, the fulfillment of parenting obligations related to the health of the child, or health and safety concerns arising from domestic or sexual violence will be provided home instruction under the following circumstances:

1. Before the birth of the child when the student's physician, physician assistant, or advanced practice registered nurse indicates, in writing, that she is medically unable to attend regular classroom instruction.
2. For up to 3 months after the child's birth or a miscarriage.
3. When a student must care for his or her ill child if:
    a. The child's physician, physician assistant, or advanced practice registered nurse informs the school, in writing, that the child has a serious health condition that would require the student to be absent from school for two or more consecutive weeks; and
    b. The student or the student's parent/guardian informs the school, in writing, that the student needs to care for the child during this period.
4. The student must treat physical or mental health complications or address safety concerns arising from domestic or sexual violence when a health care provider or an employee of the student's domestic or sexual violence organization informs the school, in writing, that the care is needed by the student and will cause the student's absence from school for two or more consecutive weeks.

The school may reassess home instruction provided to a student under No. 3 or No. 4 every two months to determine the student's continuing need for home instruction. Periodic conferences will be held between appropriate school personnel, parent(s)/guardian(s), and hospital staff to coordinate course work and facilitate a student's return to school.
For information on home or hospital instruction, contact the principal.

SECTION 504 STUDENT RIGHTS

No qualified individual with a disability in the United States, as defined in section 7(20) (Rehabilitation Act, United States Code at 289 U.S.C. @794) shall, solely by reason of his or her disability, be excluded from participation in, be denied

benefits of, or be subjected to discrimination under any program receiving Federal assistance. The BCHS Section 504 contact staff member is the School Nurse.

LOST AND FOUND

Lost items, which are found, should be turned in to the reception office. A theft report form may be obtained and filled out indicating all items of value.

A copy of each report will be forwarded to the Principal's Office. A conference with the Principal is advisable in cases of suspected theft. Lost textbooks may be retrieved from the appropriate departmental chairman. A lost and found is located in the Maintenance Department.

MCKINNEY-VENTO HOMELESS ASSISTANCE ACT

The McKinney-Vento Homeless Assistance Act defines homeless children and youths as individuals who lack a fixed, regular, and adequate night time residence. If you believe you may be eligible, contact BCHS Homeless Liaison Ms. Lyndsey Moore.

Mckinney-Vento Homeless Information

Definition of Homeless

The term “homeless children and youth”

A. means individuals who lack a fixed, regular, and adequate nighttime residence. This includes:
    1. children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals
    2. children and youth who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings
    3. children and youth who are living in cars, parks, public spaces, abandoned building, substandard housing*, bus or train stations, or similar settings and
    4. migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

*The US Department of Education has provided guidance on substandard housing: “In determining whether a child or youth is living in “substandard housing,” an LEA may consider whether the setting in which the family, child, or youth is living lacks one of the fundamental utilities such as water, electricity, or heat; is infested with vermin or mold; lacks a basic functional part, such as a working kitchen or a working toilet; or may present unreasonable dangers to adults, children, or persons with disabilities. Each city, county, or State may have its own housing codes that further define the kind of housing that may be deemed substandard.”

McKinney-Vento Rights

The McKinney-Vento Homeless Education Assistance Act ensures the educational rights and protections of homeless children and youth so that they may enroll in school, attend regularly, and be successful. This act guarantees McKinney-Vento eligible children and youth the following rights:

- IMMEDIATE ENROLLMENT IN SCHOOL, EVEN IF LACKING PAPERWORK NORMALLY REQUIRED FOR ENROLLMENT.
- ATTEND SCHOOL IN HIS/HER SCHOOL OF ORIGIN (IF THIS IS REQUESTED BY THE PARENT AND IS REASONABLE) OR IN THE SCHOOL IN THE ATTENDANCE AREA WHERE THE FAMILY OR YOUTH IS CURRENTLY RESIDING.
- RECEIVE TRANSPORTATION TO HIS/HER SCHOOL OF ORIGIN, IF THIS IS REQUESTED BY THE PARENT OR UNACCOMPANIED YOUTH.
- SERVICES COMPARABLE TO THOSE RECEIVED BY HOUSED SCHOOLMATES, INCLUDING TRANSPORTATION AND SUPPLEMENTAL EDUCATIONAL SERVICES.
- ATTEND SCHOOL ALONG WITH CHILDREN NOT EXPERIENCING HOMELESSNESS.

If you feel *you OR your student* may qualify for these services, please contact BCHS McKinney-Vento Liaison Lyndsey Moore. She can be reached:

In-person: BCHS Guidance Office - room 109

Email: lyndseymoore@bchs103.org

Phone: (618) 439-3103 ext 109

Facebook: https://www.facebook.com/bchsschoolsocialworker/

If you would like more information regarding the McKinney-Vento Homeless Program, resources, rights, and much more, please click on the following link to the ROE's website:
https://www.roe21.org/programs/area-vi-mckinney-vento-homeless-program/

PHYSICAL RESTRAINT, TIME OUT, ISOLATED TIME OUT

Benton Consolidated High School (BCHS) believes that maintaining an orderly and safe environment is conducive to a healthy learning environment, and is an appropriate expectation of all students and employees within the school district. The Board recognizes that there are times when it becomes necessary for school employees to use reasonable physical restraint and/or isolated time out to protect a student from causing harm to him/herself or to others.

In accordance with Illinois State Law, BCHS has adopted a Physical Restraint, Time Out, and Isolated Time Out Plan to establish guidelines for the use of isolated time out/physical restraint. The BCHS Physical Restraint, Time Out, and Isolated Time Out Plan can be found on our school website.

SPECIAL EDUCATION STUDENTS IDENTIFICATION

Students (9-12) come from three feeder elementary districts. The students screened for special education programs are identified in a variety of ways.

1. Self-referral

2. Teacher nomination
3. Long standing eligibility
4. Wholesale credit failure
5. Low scores on group tests

After the initial screening has been completed, there is a standard procedure to be followed. The following are the steps and a brief description of the process necessary to create special education eligibility:

1. Referral-The people necessary to complete a referral include teacher or counselor, parent, special education representative, and principal.
2. Testing-A school psychologist administers a variety of individual tests.
3. Multi-disciplinary Conference-The multi-disciplinary conference is the meeting at which the special education eligibility is determined. Participants
   should include parents, counselors, teachers, school psychologists, and special education representatives.
4. Annual Review-After the initial eligibility has been originated, there is an individual annual review with the same participants who participated in the original multi-disciplinary conference.

Student's Rights to Free and Appropriate Public Education

A Free and Appropriate Public Education (FAPE) as defined at 34 CFR300.17 must be made available by school districts to children with disabilities in accordance with 34 CFR 300.101-300.103, unless otherwise specified in this section.

Transfer Students

Provision of FAPE to students who transfer into a local school district shall be made in accordance with the requirements of 20 USC 1414 (d)(2)(c). The additional requirements of this subsection (a) shall also apply.

1. In the case of an eligible student transferring into a district from another district within Illinois, where the new district obtains a copy of the student's IEP before or at the time the child is presented for enrollment:
   A. This district may adopt the IEP of the former local school district without an IEP meeting if:
      i. the parents indicate either orally or in writing satisfaction with the current IEP; and
      ii. the new district determines that the current IEP is appropriate and can be implemented as written.
   B. If the district does not adopt the former IEP and seeks to develop a new IEP for the child, it must initiate an IEP meeting within ten days after the date of the child's enrollment by providing written notice to the parent of the proposed date of the IEP meeting. While the new IEP in under development, the district shall implement services comparable to those described in the IEP from the former district.
2. If the new school district does not receive a copy of the child's current IEP or a verbal or written confirmation of the requirements of that IEP from the previous school district, when the child is presented for enrollment, the child shall be enrolled, provided special education and related services and served in the setting that the receiving district believes will meet the child's needs until a copy of the current IEP is obtained or a new IEP is developed by the school district.

STUDENT RECORDS AND TRANSCRIPTS

The guidance office coordinates grade reporting, record maintenance, and releases of student information. Problems with grades and credits may be discussed with the student's teacher and with the guidance counselor. Official transcripts are sent directly to colleges or employers. Unofficial transcripts are given to students who indicate a specific need. Often, they are requested for college visits in the junior and senior years. On the basis of student transcripts, college admission officers can frequently tell students what the chances for admission at a particular college might be.

TELEPHONE MESSAGES AND USAGE

Every effort is made at BCHS to avoid disturbing classes unless it is absolutely necessary. The delivery of a message for a student disturbs the class for the teacher and all students present. Requests for such message delivery should be made only in emergencies.

TESTING PROGRAM

A good testing program is essential if a school is to have an effective educational program planned to meet the individual needs of students. Tests play a significant part in acquiring an understanding of a student's interests, capabilities, and present achievements. Tests promote improvement of instruction by furnishing both students and teachers with objective data that show the degree to which their desired goals are being attained.

Confidentiality of student information is protected at all times. The school will not send a present or past student's transcript of grades and test scores to another school, to a future employer, or to a public or private agency unless the student or the student's parent or guardian requests it and signs a release of information form.

Types of tests, registration forms, fees, and deadline dates for registration are announced through the daily bulletins and are posted in the guidance office.

TITLE I PROGRAM

A Title 1 Program has been developed for all students in the areas of reading, mathematics, science, and language arts. Information is made available to students and to parents during the school year regarding the specific requirements of the district remediation program.

Academic Support

This is a program that offers peer tutoring to students struggling to make a passing grade. Parents and students need to realize that our tutors are available for help and support; however, it is the student's responsibility to know what his/her assignments are, complete them in a timely fashion, turn them in, and make every effort to pass their classes. Academic Support is NOT a study hall for students to catch up on all of their homework. It is designed to offer help in one or two specific subject areas in which the student may be having difficulty. Grades of Pass or Fail are given, and credit earned

for a Pass Grade. If a student fails a class in which he/she is receiving tutoring help, and this failure is a direct result of missing or incomplete assignments, the student will also fail Academic Support. We have found the Academic Support program to be very beneficial in helping concerned students achieve success with their classes. Students interested in receiving these services may pick up a referral form in the guidance office.

WORK PERMITS AND CERTIFICATES OF AGE

Students between the ages of 14 and 16 who wish to work should obtain the appropriate papers (work permit) from the guidance secretary, provided that the hours and type of work conform to the Child Labor Laws of the State of Illinois. This permit is issued for a specific job and is not just a general "permit to work."

After a job has been promised to a student, the student should obtain, from the employer, a statement indicating the type of work to be performed and the number of work hours per day and per week. The student should bring this statement, together with a birth certificate and a permission note from his/her parents, to the guidance secretary.
Students between 16 and 21 who need a proof of age statement should bring a copy of their birth certificate to the guidance secretary who will then issue the statement.

Work Release Policy: Work releases for seniors are limited to one period. No work release periods are allowed for juniors. The one period release for seniors is allowed only if documented financial need to work (during school hours) falls within the U.S.D.A. eligibility guidelines for reduced price meals, and a free (or reduced price) lunch application is on file in the principal's office. Students who seek work releases and do not meet the above policy may wish to consider becoming involved in one of the work-study programs supervised by the school, in which case, they may be placed on the job under the joint supervision of a teacher coordinator and employer during two periods of the school day. Even in cases of documented need, seniors must still be scheduled for a minimum of class periods although they may not need that many credits to graduate.

SECTION VI

EXTRACURRICULAR ACTIVITY

It is expected that all members of all extracurricular activities be good citizens about school and in the community. While the opportunity for participation in extracurricular activities is a vital part of the students' educational experiences, such participation is a privilege that carries with it responsibilities to the school, to the activity, to the community, and to the students themselves. Any violation of the rules in this handbook or in the BCHS Athletic Handbook by any student who is a participant in any extracurricular activity shall be subject to the logical consequences up to and including the denial of these privileges as noted in either handbook.

EXTRACURRICULAR PHILOSOPHY

The extracurricular programs are an integral component of the educational environment which augments the development and growth of the total student. The philosophy of the Benton Consolidated High School extracurricular programs is to

help the student develop into a mature individual and become a contributing member of society through the values learned by competition.

The Extracurricular programs will provide the opportunity for students to lead a healthy active lifestyle, develop positive attitudes towards life in the development of fellowship and social goodwill, learn the value of self-responsibility, and to practice values which will enhance their quality of life. The values that are taught through extracurricular participation are:

1.) Work
2.) Teamwork
3.) Sacrifice
4.) Victory
5.) Defeat
6.) Self-discipline
7.) Respect for others

These values should be enhanced through participation in BCHS extracurricular activities.

OFFERINGS

A. ATHLETICS

BCHS offers a wide range of interscholastic sports for boys and girls. All students from freshmen through seniors may try out for all sports. Some sports include several teams. Teams are divided into the following levels:

FALL

Boys	**Girls**
Cross Country	Cross Country
Golf	Golf
Football	Volleyball
	Tennis

WINTER

Boys	**Girls**
Basketball	Basketball
Wrestling	Cheerleading
	Dance
	Wrestling

SPRING

Boys	**Girls**
Baseball	Softball

Tennis Track

Track

B. CLUBS, ORGANIZATIONS, AND ACTIVITIES

BCHS has a broad offering of clubs, organizations, and activities. A complete listing is as follows:

Student Council
ACES
Fellowship of Christian Students/Athletes (FCS/FCA)
National Honor Society
Pep Club
Future Farmers of America (FFA)
Scarab (Yearbook)
Band/ Chorus/Madrigals/Jazz Choir
Speech Team
Bass Fishing Team
Drafting Team
Health Occupations Students of America (HOSA)
Scholar Bowl
Foreign Language Club
Art Club
Drama Team
Student Chamber
Woods Club
History Club
Flags (Colorguard) Team
Clean and Green Club
Youth and Government
Young America's Foundation

Obviously, we try to cover the needs and desires of our student body for such groups. A student who would like to form a new club can do so by enlisting the interest of other students and then securing a faculty sponsor and approval from the building principal.

1. <u>Student Council</u>

BCHS Student Council holds its executive and class officer elections for the next school in the spring. The exception being the incoming freshmen election, which will be held in September of the New Year. Students must complete a petition, have 2 teacher recommendation forms, and show proof of campaigning. Further information is available from the sponsor.

2. <u>National Honor Society</u>

The Highest honor that can be attained by a student of Benton Consolidated High School is election to membership in the National Honor Society for Secondary Schools. It corresponds in importance to Phi Beta Kappa in colleges.

Scholarship, leadership, character, and service shall be the criteria for selection. In this school juniors and seniors are chosen for membership. Students must have a 4.5 grade point average to be considered for membership in the National Honor Society.

All National Honor Society members must maintain a minimum 4.25 grade point average in order to remain in good membership standing.
A transfer student shall not be considered for membership until he/she has completed a minimum of one semester in this high school. However, if the transfer student has proof of an existing membership in the National Honor Society, he/she will become a member immediately.

3. Publications

The school yearbook, the Scarab, is printed annually.

COMMITMENT

Any worthwhile activity requires commitment. Extra-curricular activities are no exception. The construction of facilities, employment of personnel, and building of extracurricular schedules are real commitments from the school board and the administration. Parents, too, commit time, money, and energy toward extra-curricular activities for their kids. THE SAME COMMITMENT IS REQUIRED FROM THE STUDENT.
The extracurricular student must realize that more will be expected from him/her than from the average student. Consider your willingness toward commitment before considering participation.

CODE OF CONDUCT

GENERAL

The extracurricular student must, at all times, demonstrate proper conduct. Many occasions arise where tempers can flare, officials appear to be in error, or opposing players try the patience of a participant. On such occasions, your goal should be to act in a mature way, not REACT to a temporal situation.

Any BCHS student who is removed from a contest by an official for unsportsmanlike conduct will not be permitted to participate in the next scheduled contest at that same level. If it is the last contest of a season, the suspension will be carried over to the next sport/activity the person participates in, even if it is in the next school year.

ILLEGAL ACTIVITIES

Regardless of how complete a handbook may be, it cannot anticipate all of the different situations that may occur. It is meant rather as a guide to point out the direction of the extracurricular programs. The penalties noted shall be considered minimal and no way implies that more severe action cannot be taken. Extracurricular programs at BCHS are offered to students as a privilege, not as a right. Therefore, we encourage your 100% cooperation in any program in which you wish to participate.

The student will be subject to disciplinary action for any type of illegal activity. The discipline will be a cooperative decision involving the administration, the athletic director and the advisor/head coach of activity/sport the student competes in. Examples of illegal activities:

1.) Use or possession of drugs, alcohol, tobacco or related paraphernalia
2.) Theft
3.) Vandalism
4.) Battery
5.) Any other activity deemed to bring discredit to the extracurricular programs, the school, or the community by the administration, athletic director, and advisors/coaches.

TRAINING

Remembering that extracurricular students are not adults (regardless of their size); and that young people sometimes need guidance in how to live a healthful life; and that some conduct will diminish extracurricular performance; and that certain activities are illegal for minors to participate in; the following standards will be enforced:

1. Extracurricular students shall not use tobacco (nicotine) in any form (including e-cigarette). The following consequences will be administered for a tobacco violation:
   1st offense – 25% of maximum contests in which the student participates
   2nd offense – 50% of maximum contests in which the student participates
   3rd offense – 1 calendar year suspension from all extracurricular activities
   4th offense – Suspension from all extracurriculars for the remainder of high school

2. Extracurricular students shall not use, possess, sell, buy, transmit, or secrete any alcoholic beverage, narcotic or hallucinogenic drug, marijuana, barbiturate, amphetamine, or intoxicant of any kind. A verified code of conduct violation for possession, consumption, or distribution of drugs and/or alcohol occurs when one of the following standards are met:
   - A “positive” drug screen under the Random Drug/Alcohol Testing Policy
   - Issuance of a citation for drug and/or alcohol code violation under local or state law or a violation of school policy.

The following consequences for a verified athletic code violation will be administered as follows:

1st Offense – 50% of maximum contests in which the student participates
2nd Offense – 1 calendar year suspension from all extracurricular activities
3rd Offense – Suspension from all extracurriculars for the remainder of high school

A student may have their extracurricular suspension reduced by half by completing the following (1st or 2nd offense ONLY):

- Students complete a district approved community service program with the number of hours totaling their percentage of suspension. (Ex: Student has 50% suspension, student completes 50 hours of community service)
- Students must submit a clean drug test through a district approved testing site.
- Both the community service requirement and the drug test must be COMPLETED PRIOR to regaining their eligibility to compete.

In the event of cancelled events during a suspension, the administration reserves the right to adjust the suspension to an equitable number of calendar days.

Offenses are cumulative and do NOT begin anew each activity/sport season. These standards also apply to summer conduct and will be enforced immediately when a student begins participation in an activity/sport.

For the first offense only, the suspension may be reduced if the student self-reports the incident to the coach/sponsor or high school administrator within 48 hours and completes a district approved substance abuse program at the students own cost.

Suspension of students for the above activity will be a combined decision involving the advisors/coaches of that activity, the athletic director, and the school administration. The administration reserves the right to adjust the discipline due to training and length of season.

RANDOM DRUG AND ALCOHOL TESTING FOR BCHS STUDENTS INVOLVED IN EXTRACURRICULAR ACTIVITIES

Over the past few years it has become evident that drug activity has taken place during the school day and/or on school grounds. This drug activity has included students that participate in extracurricular activities. Concerns for the health, safety, and welfare of students participating in and those participating with the students in extra-curricular activities the following policy has been implemented.

Testing Policy

The Board of Education believes that the use of tobacco products, alcohol, anabolic steroids, or illegal drugs by students who participate in extracurricular activities presents a particular hazard to the health, safety and welfare of the student participant and to those who participate with the student. The Board encourages students to participate in interscholastic activities, but believes the opportunity to try-out for and to participate in school-sponsored extracurricular activities is not a right but a privilege offered to eligible students on an equal opportunity basis. Furthermore, it must be understood that students who participate in extracurricular activities serve as ambassadors of the school district whether away from school or at school. Therefore, students who wish to have the privilege of participating in extracurricular activities must conduct themselves in accordance with Board policy. To be eligible to try-out for and to participate in any school sponsored

extracurricular activity, students must agree to submit to random testing for the use of anabolic steroids, alcohol, and/or illegal drugs in accordance with this policy.

The purpose of this policy is to protect the health, welfare and safety of students involved in extracurricular activities. It is to better assure those students' health and physical and mental fitness to participate in activities and not to provide a means by which the district may use to punish a student participant other than by disqualification from participation in extracurricular activities.

The Superintendent or designee shall establish a procedure for Board approval for drug and alcohol testing of students participating in extracurricular activities.

Extracurricular Activity Defined

Extracurricular Activity is defined as being any activity where students represent Benton Consolidated High School District #103 on a voluntary basis for which no academic credit or grades are rewarded or an activity which is in addition to or in part of an academic credit, but that the consequences of the result of a random drug test will not affect the academic credit or grade awarded in said class. The activities covered by this policy include, but are not limited to: all IHSA recognized activities, Student Council, clubs, Pom Pons, National Honor Society, play and musical participants, Jazz Band, Jazz Choir, Madrigals, Marching Band, Pep Band, etc.

Once a student signs up for an extracurricular activity, he/she is subject to the Random Drug Testing Policy. Any student who withdraws from participation in an extracurricular activity shall do so in writing to the sponsor and principal. Any student that wishes to be reinstated may be subject to drug testing prior to reinstatement.

Prohibited Conduct

Students participating in extracurricular activities shall not possess, sell, distribute, or be under the influence of any controlled substance, anabolic steroid or alcohol while a member of any extracurricular activity at any time during the year.

Social Media

Student athletes should understand that inappropriate messages/threats and images posted on internet sites as well as cellular devices can have a direct impact upon extra-curricular eligibility. Students are strongly cautioned to be aware of issues that can arise through the inappropriate uses of technology.

Testing Procedures

Consent: The parent and/or guardian and the student involved in any extracurricular activity give consent for drug and alcohol testing when they sign the Benton Consolidated High School "Extracurricular and Random Drug and Alcohol Testing Consent" as a condition precedent to the students' participation in a program. If any student or parent/guardian

refuses to sign a written consent for drug and alcohol testing, that particular student will not be allowed to participate in any extracurricular program until the student and parent/guardian signs such a consent.

Testable Items: Alcohol is the intoxicating agent in any beverage, mixture or preparation as defined in the Liquor Control Act, 235 ILCS 5/1-3 et seq. The term alcohol for purposes of this policy shall also include spirits, wine and beer as defined in the Liquor Control Act. Controlled substances are those substances prohibited by the Illinois Controlled Substances Act, 720 ILCS 570/101 et. seq and the Cannabis Control Act, 720 ILCS 550/1 et. Seq and include, but are not limited to the following:

* Amphetamines * marijuana * phencyclidine * Barbiturates * methadone * opiate
* propoxyphene * Benzodiazepines * methaqualone * anabolic steroids * Cocaine

Medication: Students involved in any extracurricular activity who have been taking prescription medication must provide verification (either by a copy of the prescription or by doctor's authorization) prior to being tested. Students who refuse to provide verification and test positive will be subject to actions specified below for positive test.

Student Selection: All extracurricular participants may be tested at the beginning of each sport season or each activity. Extracurricular participants may then be tested randomly over the course of the entire year **including the summer months.** At intervals of the sports season or extracurricular activity, testing may be conducted at random, unannounced times. For testing purposes, students will be identified by their own school ID number. The Principal or his/her designee shall make a list of all students' names cross-referencing the student and his/her respective ID number. The Principal or his/her designee shall maintain the list and the contents of the same shall remain confidential. Students will be randomly selected from that list in an appropriate manner. After testing, a student's ID number will be returned to the testing population and subject for re-selection. The District specifically reserves the right to test any extracurricular participant at any time where reasonable suspicion is found to exist.

Testing: Once a student is selected, the student will be accompanied by the testing agency personnel and/or school official of the same sex to the testing area, where the student shall provide a sample of his/her urine in a verifiable manner. The student will not be under direct visual observation while providing the sample, unless there is a reason to believe that the student will alter or substitute the specimen to be provided. The sample will be labeled with the date and the student's ID number. The Principal or his/her designee shall verify with the student the accuracy of the cross-referenced number to assure that it is the student's ID number. Thereafter, the sample shall be sent to a competent laboratory to test the sample. The District and the testing laboratory shall closely monitor and record the chain of custody of the sample to assure accuracy and anonymity of the testing procedure. The only school personnel who will know of a selection shall be the Principal, the Athletic Director, the Head Coach or Sponsor, and any staff member obtaining the sample. The only persons who shall be informed of the results of the test are the student, his/her parents, custodial parents or guardian, the Principal or his/her designee, the Athletic Director, and the Head Coach or Sponsor.

"Positive Test": If the student's sample tests positive, the student and his or her parents, custodial parents, or guardian shall be notified of the results and shall meet with the Principal or his/her designee who shall give them the opportunity to provide additional testing or other means of explaining the positive result. If no satisfactory explanation is made to the Principal or his/her designee, the student shall be subject to the consequences of the violation.

Signed Consent: By signing the Extracurricular and Random Drug and Alcohol Testing Consent, we, the student and parent/guardian hereby acknowledge that we have received and have read and understand all testing procedures and policies. We desire that our son/daughter participate in this program and in the extracurricular programs of Benton High School and hereby agree to be subject to its terms. We accept the method of obtaining samples, testing, and analysis of such specimens, and all other aspects of the program. We agree to cooperate in furnishing such samples, which may be required from time to time. We further agree and consent to the disclosure of the sampling, testing and results as provided for in this program. This consent is given pursuant to all State Federal Privacy Statutes and is a waiver of rights to non-disclosure of such test records and results only to the extent such disclosure is authorized by this program.

Enforcement: Nothing in this policy shall prohibit or limit the application of the District's regular student disciplinary rules and regulations to student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.

Results of a Positive Test

If a student tests positive for alcohol or drugs, the following measures will be taken after a student has a chance to have his/her case heard before the Principal or his/her designee. A student and his or her parents can appeal the decision to the Superintendent and finally to the School Board.

FIRST OFFENSE: Students will be suspended from contests for 50% of the maximum number of contests in which the student participates in.

SECOND OFFENSE: Student will be suspended for (1) calendar year

THIRD OFFENSE: Out for the remainder of the student's high school career.

In the case of all offenses, the student will need to take a test at the end of the suspension before he/she can be ruled eligible for any extra-curricular activity included under this policy. The student will also be tested monthly, after the suspension has been lifted, for four months. These tests will be at parents/guardians' expense.

Any student testing positive for alcohol or drugs shall not be penalized academically nor shall any student testing positive be suspended or expelled from school as a result of the random testing procedure.

ACADEMIC ELIGIBILITY

1. Eligibility periods begin on Monday and go through the following Sunday. Grades will be checked on Friday on a weekly basis and are cumulative. A student must be passing seven classes each eligibility period.

2. Ineligible students will not participate in practices or in interscholastic competition. Student/athletes **will not** be eligible to participate in extra-curricular activities if they are failing **more than one** class. Students experiencing difficulties maintaining their academic eligibility are strongly encouraged to participate in before and after-school tutoring opportunities that are available.

Special Note: *Classes that meet every day or constitute more than 25% of the student's regular school day shall count as a single class as they relate to extra-curricular eligibility*.

ATTENDANCE

Extracurricular students must be in attendance for the last two (2) periods of the day in order to participate in an event or to practice. If a student is to be absent from any class time, they may participate in after school activities, upon prior approval of the principal, if the person is justified.

Practice sessions are specifically designed to tone skills. These skills cannot be applied to contest situations if attendance at practices is not consistent. Practice schedules are announced at least one week in advance. The advisor/coach reserves the right to limit contest/playing time or assign additional workouts if any student misses a practice or contest/game for any reason not approved at least one week in advance. NO SUNDAY PRACTICES UNLESS A MONDAY CONTEST/GAME IS SCHEDULED. You are expected at all contests and practices. COMMITMENT!

IHSA ELIGIBILITY RULES

When you represent your high school in interscholastic athletic competition, you will find that your school will have local rules and regulations that you must follow in order that your interscholastic participation and competition can be a profitable educational experience. The IHSA also has rules and regulations incorporated into the association's constitution and by-laws to which students, as well as school personnel and fans, must adhere.

The principal of your school is responsible to certify the eligibility of all students representing the school in interscholastic athletics. Any questions concerning your athletic eligibility must be answered by your principal, who has available a complete copy of all IHSA eligibility rules, which includes the association's due process procedure.

1. **PHYSICAL EXAMINATIONS**

   All students who anticipate participation in athletics (including cheerleaders and Rangler Girls) for BCHS must have an up-to-date physical exam form on file in the athletic office prior to beginning practice. Students must have medical treatment permission slips turned in prior to the first contest. (The medical treatment slip is available from the coach).

2. **NCAA ATHLETIC GUIDELINES**

   A student entering an NCAA (National Collegiate Athletic Association) Division I and II college must meet certain specified requirements to be eligible for financial aid or to practice and to compete on an intercollegiate (athletic) team during the first year of attendance. The requirements which apply to Division I and II colleges include both a minimum test score requirement on the ACT or SAT, and a

minimum grade point average in 11 college preparatory core courses. At Division II or III level colleges, a 2.0 G.P.A. or better is required for participation. STUDENTS SHOULD BE AWARE OF THESE REQUIREMENTS. CONTACT YOUR COUNSELOR FOR ADDITIONAL INFORMATION.

FACILITIES USAGE

1. Practice will be scheduled through the athletic office. When your practice ends, you are not to interfere in any way with those using the area next. Coaches reserve the right to have closed practices.
2. No student is permitted the use of any athletic facility at any time without the supervision of a staff member or adult designee.
3. The use of any school athletic equipment must be cleared through the athletic director or a coach.
4. Locker and shower room facilities must be left neat and free from any items not in proper locker compartments.
5. THERE ARE TO BE NO GLASS CONTAINERS IN LOCKER ROOMS.
6. Valuables must not be left in unsecured locations. Anything left laying out in the locker rooms will be taken to the lost and found.
7. The use of non-BCHS facilities for practices and contests are also subject to these guidelines.
8. Locker use is a privilege, not a right. Lockers are to be kept clean and are not to be shared. Lockers are not to be used as book storage areas.

UNIFORMS

Uniforms are purchased by and remain the property of BCHS. Uniform condition will be noted when issued. Should more than one season of normal wear be evident when the uniform is returned, the student will be billed for the undue wear. Care and washing instructions are on most uniforms, but if not, check with your advisor/coach for proper cleaning guidelines.

Uniforms are to be turned in clean within two (2) weeks at the end of the season. Please put those in a paper bag or hanger, as instructed by your advisor/coach, with your name on it, then personally hand it to your advisor/coach. Grade cards will be withheld until all parts of the uniform have been turned in and financial responsibilities (if any) have been met.

TRANSPORTATION

All team members and advisors/coaches for a BCHS team are required to travel in school-provided transportation. All involved shall travel both to and from the games in the school-sponsored vehicle.

If students are to travel home with a parent or guardian, that parent or guardian must go to the reception office or athletic office and fill out the green "Request to Transport Student Form". Upon completion of that form, a yellow "Release to Transport Student Form" will be given to the parent or guardian. That yellow form must then be completed and given to the advisor/coach who is in charge of that trip.

Please do not put advisors/coaches on the spot by asking them to make exceptions to the travel rules. They too, must follow this handbook. The intent of this policy is to enhance team unity and morale, to allow advisors/coaches and administration to properly arrange for transportation of teams, to provide a means to meet family emergencies, and to properly account for every individual who is to travel with the team.

AWARDS

Extracurricular students will be honored for their efforts. Trophies, plaques, letters, pins, or certificates may be awarded. For a student to expect an award, he/she must have been academically and socially eligible for a minimum of 1/3 of the scheduled activities of a given program.

EXTRACURRICULAR AND/OR SPECIAL EVENT DISCIPLINE POLICY

1. The Benton Consolidated High School District #103 Student Discipline Policy now in effect or hereafter adopted shall be applicable to all extracurricular activities whether or not the extracurricular activities and/or special events take place on school property or elsewhere.
2. All student and/or guests of students attending any such extracurricular or special event activity may be subject to the following:
    A. The reasonable inspection of their person, including purses, and an inspection of vehicles for the existence of alcohol or illegal drugs.
    B. A request to submit to a breathalyzer examination of any student.
3. The possession and/or consumption and/or being under the influence of alcohol or illegal drugs at any extracurricular activity or special activity shall result in an out of school suspension for any student found in violation thereof.
4. Alcohol and/or illegal drugs found in any vehicle situated upon school property shall constitute possession of alcohol or illegal drugs by the driver and/or operator of said motor vehicle.
5. If any student is found to be in possession of or under the influence of any alcohol or illegal drugs at any extracurricular activity or special event, the proper school official at such activity may do the following:
    A. Notify the student's parents or custodian to pick up the student.
    B. If the parents can't be reached, notify the police or sheriff's department to take the student home or to an appropriate facility.
    C. If any such student is in possession of a motor vehicle, take the keys to said motor vehicle from the student and give said keys either to the parents or custodian of the student or to the appropriate police department.
6. Fighting on school property at any extracurricular activity or special event will result in a school suspension for any student participating in said fight.

7. All dances located upon the Benton Consolidated High School District No. 103 facilities or sponsored under the direct supervision of the Benton Consolidated High School District No. 103 staff will be subject to the following additional rules and regulations:
    A. Only Benton Consolidated High School District No. 103 students and their authorized guests may attend.
    B. The dances will be closed in that students and their guests attending the dances will not be allowed to reenter the dance once they have left the dance.
    C. Admission time Limit-All admissions to the event will be closed exactly one hour after the event begins. This information should be publicly posted along with the announcement of the event.
    D. Students will not be allowed to loiter in the student parking lot, either in or out of a vehicle, during dances.
8. By attending any such extracurricular activity or special event, all students consent to the matters set forth in Paragraphs 1 through 8 of this Discipline Policy.

DANCES

Informal dances are held throughout the year. Most dances end no later than 11:00 p.m., with special dances running no later than midnight when special arrangements are made with the Benton Police Department for an extension of the curfew. This gives parents an idea of the approximate time to pick up students or when to expect them home. Students should leave the building promptly at the conclusion of the dance.

Formal dances include Homecoming in the fall and the Junior-Senior Prom in the spring. Attendance at dances is restricted to BCHS students only with the exception of Homecoming and Prom. Only juniors and seniors and their dates may attend the Prom.

CHAPERONE INFORMATION FOR BCHS SPONSORED EVENTS

1. No Pass Outs-A student who leaves the premises of an event will not be allowed to reenter the event.
2. Identification-Official student identification cards are required for entry to the event. A statement of this requirement must be publicly posted before the event and at the door of the event.
3. Admission Time Limit-All admissions to the event will be closed exactly one hour after the event begins. This information should be publicly posted along with the announcement of the event.
4. Composition and Description of Chaperones
    a. Three adults (male and female) who are well known to the students should be at the entrance to the event to check ID's, sell tickets, etc.
    b. At least three chaperones for each 100 students shall attend each event. These should be highly visible adults. A combination of teachers and parents is highly recommended.
5. Alcohol/Drug Use
    a. Any person exhibiting unacceptable behavior or who is suspected of alcohol/drug use should be confronted

quietly by two chaperones. In order to avoid outside interference, the individual(s) should be isolated before the problem is discussed.

b. If a student is found to be under the influence of alcohol/drugs, the parent, responsible adult, or legal authorities must be called immediately. This adult must come for and remove the student from the premises. The student must be detained and supervised by a representative of the school until the adult arrives.

c. Students who use any substance prohibited by the adopted policies of School District #103 will assume the consequences as stated in these policies.

FUND-RAISING

All fund-raising activities must have approval of the principal. This includes any activities by school organizations that money will be involved in. (Summer activities also)

DIRECTIONS

For your convenience, you will find on the next pages directions to the River to River Conference high schools. Directions to schools not listed may be obtained by calling the athletic office or by having your child check with his/her advisor/coach. Please try to do this a couple of days in advance rather than at the last minute if possible.

Anna-Jonesboro - Go south on I-57 to Rt. 146. Go west on 146 to Anna. Go through to a 4-way stop. State Bank is on the right. Go left up and over railroad tracks. Go to the third light (Lutheran Church and Savings & Loan there). Go four more blocks and school is on the left.

Carterville – Take I-57 South. Take Exit 54 and merge onto IL 13 toward Carbondale. Turn right on North Greenbriar Road. Turn left on West Grand Ave.

DuQuoin - Take Rt. 14 west to Rt. 51. Go north (right) on 51 to DuQuoin. Stay on 51 into town. Go one block past Hardees to E. South St. Go right on E. South St. for 2 blocks to school.

Harrisburg - Take Rt. 34 south out of Benton all the way to Harrisburg. At first light, go straight. You will be on S. Main St. Follow S. Main St. several blocks to McHaney St. Go right on McHaney St. for 3 blocks to school.

Herrin - Go south on I-57 to West Frankfort. Go west on Rt. 149 to Zeigler. Go south out of Zeigler on Rt. 148 to Herrin. At first light (Ford Dealer), continue through that light to Polk St. go left on Polk St. to 10th St. to school.

Massac County (Metropolis area) - Go south on I-57 to I-24 east. Take I-24 east to Metropolis exit. Go west into Metropolis on Rt. 45. Go about 2-3 miles. Look for the "High School" sign on the right. Go right there 1 1/2 miles to Catherine St. Go right on Catherine St. 2-3 miles out of town. School is on the left.

Murphysboro - Take I-57 south to Marion. There, take Rt. 13 west to Murphysboro. Stay on Walnut St. (Rt. 13) to 16th St. Go right on 16th St. about 1 1/2 miles to school.

Nashville - Take I-57 North to Mt. Vernon. Take Rt. 15 west to Nashville. go to a 4-way stop. Go left on Mill St. 1 1/2 miles to school on the left.

Pinckneyville - Go north on I-57 to Rt. 154. Take Rt. 154 west through Sesser and on to Pinckneyville. High School is located on Rt. 154 just before entering town.

West Frankfort - Go south on Rt. 37 to West Frankfort. Go to the second light. Go left on Main St. through two lights to school on the left.

SCHOOL SPIRIT

School Spirit may be divided into three categories:

1. **Courtesy** - toward teachers, fellow students, and the officials at all school contests.

2. **Pride**- In everything our school endeavors to accomplish and has accomplished.

3. **Sportsmanship** - The ability to win and to lose gracefully. School spirit means loyalty to all functions of the school. A loyal student supports his/her school and does his/her utmost to keep his/her scholastic and activity standards at the highest possible level. School spirit is the glow of a proud school and the warmth of being involved, getting the most we can out of associations with others.

SCHOOL SONG - BENTON LOYALTY

"We're for you, Benton High
"Because you're tried and true, Benton High
"And as our team always fights to win,
"We'll back 'em to the end
"They're all our Ranger
"Fight 'em, Fight 'em, Fight 'em, Fight 'em
"We're for you, Benton High
"We'll fling your challenge to the sky
"We'll sing your praises
"Down through the ages
"We're all for you, our dear ol' Benton High
"Oskiwow-wow! Skiniwow-wow
"Benton! Benton! Wow!