

Dear Students:

We would like to take this opportunity to welcome all of you to the home of the “Bobcats.” Our mission is to provide a safe and welcoming learning community that prepares students to be competitive and productive citizens. This is attainable with high instructional expectations and making positive choices.

### Benson High School Guiding Principles

- ❖ *Will uphold traditional values such as: Honesty, integrity and strong work ethic.*
- ❖ *Respect is fundamental. Everyone in our school community is expected to treat others with respect.*
- ❖ *We take pride in our past and honor the tradition of excellence established by our students and staff.*
- ❖ *We expect all students to be challenged and to perform at their highest level.*
- ❖ *We expect our students to continue their education. Post-secondary education may include trade and technical school, apprenticeships or college.*
- ❖ *Student activities promote success now and in the future. Student organizations, athletics and other extra-curricular activities are essential.*
- ❖ *Quality staff is the foundation of successful schools. We are dedicated to finding, developing, and retaining people who model our values and guiding principles.*
- ❖ *Small classes provide the best environment for students and teachers.*
- ❖ *Our facilities and technology should reflect the high value we place on education.*
- ❖ *We respect the right of parents to make choices regarding their child’s education. We are dedicated to making Benson High School the best choice for all students.*

**Our faculty, staff, and administration will courageously work to build a positive culture and work on a student learning.**

# **Student Organizational Planner**

**Mr. Ben Rodriguez, Principal**

**Mr. Darin Giltner, Assistant Principal-  
Athletic Director**

**BENSON HIGH SCHOOL**

**360 S. Patagonia  
Benson, AZ 85602**

**Front Office : (520)-720-6840**

**Attendance : (520)-720-6840**

**Nurse's Office : (520) 720-6782**

**Fax : (520) 720-6710**

**School Website:** [www.bensonsd.k12.az.us](http://www.bensonsd.k12.az.us)

Name: \_\_\_\_\_

Other: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# 2016-2017 SCHOOL YEAR CALENDAR

## First Semester

July 28	First Day for Students
August 10, 24	Early Release*
September 5	Labor Day - No School
September 7, 21, 28	Early Release*
September 23	High School Homecoming
September 28	HS P/T Conferences
September 30	End of Quarter 1**
October 3-7	HS Intersession for select students
October 3-14	Fall Break - No School
October 26	Early Release*
October 24-December 2***	AzMERIT End-of-Course (Computer Based)
November 11	Veteran's Day - No School
November 9, 23	Early Release*
November 24, 25	Thanksgiving Holiday - No School
December 7, 20, 21	Early Release* (20-HS ONLY)
December 20,21	BHS Final Exams
December 21	End of Semester 1**
December 22-January 4	Winter Break- No School

## Second Semester

January 5	School Resumes
January 16	Martin Luther King Day- No School
January 18	Early Release*
February 1, 15	Early Release*
February 20	President's Day - No School
March 1, 8	Early Release*
March 8	HS P/T Conferences
March 8	End of Quarter 3**
March 13-17	HS Intersession for select students
March 13-24	Spring Break - No School
March 27-April 7***	AzMERIT End-of-Course (Paper Based)
March 27-May 4***	AzMERIT End-of-Course (Computer Based)
April 5, 25	Early Release*
April 14	Good Friday-No School
May 10, 24, 25	Early Release* (24-HS ONLY)
May 24, 25	BHS Final Exams
May 26	Early Release*
May 26	Last Day of School/Commencement
May 26	End of Semester 2**

\* Students are released at 12:15 p.m.

\*\* Student report cards are mailed within 5 school days of the listed dates.

\*\*\* These dates are tentative dates set by the Arizona Department of Education and are subject to change. **Summer 2017 EOC Testing dates are TBD.**

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# Academics

## GRADUATION REQUIREMENTS:

Listed below you will find the requirements for graduation from Benson High School. It is very important that you take time to choose the appropriate courses at each level of your high school career. Depending on your goal: 4-year college, community college, technical school, the military service or the world of work, you must choose the courses that will meet your needs. If you are in doubt, discuss your interests with your parents and consult our Counseling Office for the proper direction. A total of the academic credits for each graduating class are listed below.

**Basic Diploma:** 25 Credits

**Advanced Diploma:** 26 Credits

25 "Basic Diploma" Credit Requirements plus:

AZ Regents 16 core credits with only one deficiency

Overall GPA of 3.2 (Weighted) or better

*Complete sixty (60) hours of documented service learning*

**Honor's Diploma:** 28 Credits

25 Basic Credit Requirements plus:

AZ Regents 16 core credits with no deficiencies

Overall GPA of 3.5 (Weighted) or better

*Complete sixty (60) hours of documented service learning*

Graduation eligibility requires good attendance, receiving passing grades in required course work and accumulating the required number of credits. Receiving a Benson High School diploma will be based in part on district assessments and district administered standardized tests.

## CORE CREDITS REQUIRED FOR GRADUATION:

English	(4 credits)	(English 9,10,11,12)
Mathematics	(4 credits)	(Algebra I or Equiv., Geometry I or Equiv. + 1 Math Elective)
Social Studies	(3 credits)	(World History, American History,
Government	(.5),	Economics (.5)
Science	(3 credits)	(Biology I, Integrated Science or Equivalent
Lab Science)		
Physical Education	(1 credit)	(Freshman P.E./Wellness)
Fine Arts or CTE	(1 credit)	(Fine Arts or Vocational/CTE Elective
+ Elective Courses	<u>9 Credits</u>	
= Graduation	25 Credits	(Minimum)

# ATHLETICS

## AIA Requirements

All participants in interscholastic activities must be in compliance with all student eligibility rules. These eligibility rules include enrollment, attendance, domicile, transfer, recruiting, academic and scholarship, age limit/birth record, physical examination, parent/guardian consent, student insurance, amateur standing, clinic/summer camps, competition on school sports only and try-outs.

- All student athletes must be below 50 discipline points to participate in any AIA sanctioned games or events.
- To be eligible, students must be passing all of their subjects at the end of each one week grading interval. A student has one week to make up any deficiency from the time of the first notice.
- A student must be a student in "good standing", i.e. academics, tardies, truancy, discipline.
- A "D" is the lowest passing grade.
- Students who do not meet the above eligibility requirements become academically deficient and will be unable to participate in extracurricular activities until the deficiency is cleared up.
- Academically deficient students will be notified in a manner that will ensure confidentiality, both for pending ineligibility and for the period of ineligibility.
- Coaches and/or sponsors will be advised under the same procedure.
- Support services will be made available to students who become ineligible for extracurricular programs as well as to students notified of pending ineligibility.
- Students whose behavior presents a problem or jeopardizes school discipline may be ineligible for participation in extracurricular activities until such time as their behavior warrants reinstatement.
- The same general statement shall apply for special education students except that such eligibility shall be determined on a case-by-case basis in relationship to the respective students' individual education programs.
- Although athletic events are excused, absences due to athletic participation shall not justify cause for late or incomplete class assignments. Each individual student/athlete is responsible for communicating with their teachers regarding assignments that are due during athletic absences. In some cases athletes will be given an alternate assignment due to missed days.

## ATTENDANCE:

- Student athletes must attend all practices.
- Unexcused absences:
  - a. First offense – miss next game
  - b. Second offense – miss next two (2) games
  - c. Third offense – off team
- To compete, an athlete must attend school on the day of the activity. Approved shortened schedules for seniors, doctor or dentist appointments, or funerals shall serve as exceptions.
- Athletes who report to school late following an athletic contest will not practice or play on that day unless cleared by the principal.
- In the event a student – athlete is inadvertently allowed to participate after an attendance violation, the student will forfeit participation on the next appropriate occasion.
- An athlete who is suspended from school may not participate in practice or play during the period of suspension. This period is defined as from the close of school on the day of suspension to the end of the school day upon completion of the suspension.

- Participation during non-school day following an absence from school shall be left to the discretion of the coach.
- A doctor's release must be submitted to the athletic department for approval before an athlete returns to practice after an injury or hospital stay.

### **GOOD CONDUCT RULES:**

- All athletes are required to conduct themselves in a manner, which makes them a credit to Benson High School and the Arizona Interscholastic Athletic Association.
- Athletes who display behavior, which causes a negative effect on the athletic program at any time during the season of practice or play, will jeopardize their chances of participation. Disregard for sportsmanship conduct and team rules will clearly result in disciplinary action.
- Consequences for violations of the "Good Conduct Rule" will be administered upon approval of his/her immediate supervisor.
- If a student-athlete chooses to appeal the disciplinary action taken, he/she shall take the following steps:
  - a. The student must file a written appeal with the athletic director within 48 hours of the decision to administer disciplinary action.
  - a. The Athletic Director will appoint an Athletic Appeals Board consisting of three (3) faculty members and him. The Athletic Director will chair the Board.
  - b. The Appeals Board will follow the necessary procedure to resolve the appeal.
  - c. During the appeal process any suspension shall be postponed.

### **GENERAL RULES: Changing Sports:**

- Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches in the first 3 weeks of practice, if in good standing with the coach/school and also with the approval of the Athletic Director.
- Any athlete that quits a sport during the season, he/she will not be allowed to join another sport. It will be necessary to wait until the sport season is over before joining the next sport team.

### **SUBSTANCE ABUSE:**

- To insure maximum performances, team efforts, and good health habits, athletes must refrain from using alcohol, illegal drugs or tobacco.
- During the season of practice or play, a student may not use or have in possession any of the above substances. The season is defined as the time from the first practice until completion of all season obligations.
- The athlete found guilty of having in his/her possession any illegal drugs or substances with the intent of selling, giving away, or other distribution will immediately be dropped from the team for the remainder of the season and will forfeit all awards, records and accomplishments.
- Violation of the Substance Abuse Rule will be addressed as follows:
  - a. Suspected violations must be immediately reported to the Athletic Director.
  - b. A conference with the student-athlete regarding the incident will be held.
  - c. If a violation is substantiated, the student-athlete will be suspended from participation in athletics as follows:

First Violation – Student will be suspended from participation in 1/5<sup>th</sup> of the allowable season contests. If the athlete cannot complete the suspension at the end of the season, the suspension will carry into his/her next season of participation. The athlete will be expected to attend practice during the period of suspension unless excused by the coach.

However, he/she is not to be a part of travel or any other team function unless the suspension is completed. The athlete will also be expected to complete a drug awareness program if available.

**Second Violation** – Student is to be dropped from the team for the remainder of the season and will forfeit all awards, records and accomplishments.

### **ATHLETIC FACILITIES:**

- At no time is it permissible for individuals or groups to work out in the gymnasium without authorized supervision (weekend and summer months included).
- At no time will individuals or groups be working out, jogging, or just "messaging around" while teams or squads are having an official practice session.
- Athletes in the gymnasium for one sport practice will not use equipment not specifically for their sport.
- Improper conduct while using athletic facilities will be dealt with and administered by the person in charge.
- Destruction of school property will be dealt with and administered by supervisor and the administration.
- Improper use of school facilities or lack of supervision will result in the loss of user privileges.

### **TEAM RULES:**

- Coaches may elect to include additional team rules suited for their sport provided:
  - a. They are approved by the Athletic Director.
  - b. Parents and team are informed of the rules in writing prior to the start of the season.
  - c. The selection and administration of discipline can only be done by coaches and administrators.

### **EXTRA CURRICULAR ACTIVITIES:**

**Definition:** Extracurricular activities are all interscholastic activities and those endeavors for which no credit is earned in meeting graduation or promotional requirements that are organized, planned, or sponsored by the District consistent with District policy.

**Interpretation:** Interscholastic activities shall include all activities that operate under the guidelines, rules or procedures established by the Arizona Interscholastic Association, such as athletics, speech and theater, and music. Physical education classes do not require participation in athletics as part of a grade.

Endeavors for which no credit is earned that are sponsored by the District and District personnel will include all school-sponsored clubs, student government, and pom-cheer activities. Students in clubs or group activities that may impact on the student's grades in the related classes shall not be subject to these regulations.

#### **1. Birth Certificate – Age Limit**

If a student becomes 19 years of age after September 1 he/she is eligible for the remainder of the school year, and if he/she becomes 19 years of age on or before September 1, he/she is not eligible for any part of that school year. A birth certificate must be on file in the Athletic Office for all sports and AIA sanctioned programs.

#### **2. Domicile Rule**

A student is privileged with eligibility for interscholastic competition only at the school in which his/her parents/legal guardians are domiciled.

#### **3. Competition on School Team Sports Only**



A student who is a member of a school team shall not practice or compete with any other group, club, organization, association, etc., in that sport, during the interscholastic season of competition. For purposes of this rule, the interscholastic seasons of competition shall begin with the first regularly scheduled game and conclude with that particular team's final game. Any student violating the above rule shall forfeit his/her eligibility for a minimum of the balance of the season for that sport or up to a maximum of one calendar year.

#### **4. Eight Semesters Eligibility Rule**

A student is privileged with eligibility for four seasons in each sport and/or activity and for no more than eight semesters of eligibility after he/she first enrolls in the ninth grade. The 7<sup>th</sup> and 8<sup>th</sup> semesters must be consecutive. The other semesters of eligibility need not be consecutive.

#### **5. Insurance**

Students must show proof of insurance or purchase insurance through the school office.

#### **6. Participation in Athletics**

Parents are responsible to inform the school/coaching staff of any student illness or injury that may have an impact on the student's health and safety during participation in athletic and/or physical education programs.

#### **7. Physicals**

Students must complete a physical exam by a medical doctor and have the results on file before trying out for any designated sport.

#### **Practice Dates \*\***

##### **Fall Sports**

##### **August 2016**

Football  
Cross Country  
Volleyball  
Soccer

##### **Winter Sports**

##### **November 2016**

Basketball  
Wrestling

##### **Spring Sports**

##### **February 2017**

Baseball  
Softball  
Track  
Tennis  
Golf

#### **Family Passes\*\* ( Can be purchased by the BHS Booster Club)**

This is for all home games for the entire year excluding Sectional and State Playoff games.

\*Some special events warrant different admission prices.

\*Admission costs for the Region tournament are set by the AIA office.

\*Admission costs for the State tournaments are set by the AIA office.

**\*\* No refunds are issued for athletics fees.**

**OUTSIDE FOOD AND DRINKS ARE NOT ALLOWED AT HOME EVENTS**

## **ATTENDANCE**

Benson High School Administration and staff realize the importance of good attendance at school. Therefore, the following regulations will be adopted to encourage and enhance regular attendance by students. If you have questions on the attendance program, please call the attendance office at (520) 720-6840. We welcome all parents/ guardians to verify student attendance ahead of time before it becomes an issue. Each high school semester is approximately 18 weeks in duration. We are requesting your assistance to oversee that your child does not accumulate more than ten (10) absences in any given semester. The purpose of this letter is to build a partnership between the school and parent(s)/ guardian.

At Benson High School, students are afforded the ability to obtain seven (7) credits per semester. Each course per period is worth .5 credits. Students at BHS are required to obtain 25 credits to graduate. Students become in DANGER of losing credits at the end of each semester due to attendance issues if **more than ten (10) absences** accumulate. When students are absent from a class period ten (10) or more days during a semester, credits for the course become a "No Credit" (NC) status on the official transcript. This total includes **excused and unexcused** absences. Students accumulating ten (10) absences per semester in a given class will be referred to the administration by the teacher for a review of their credit status.

## **ABSENCES**

- A HS student who reaches **10 absences**, excused or unexcused, during a **semester may lose** credit eligibility in the class or classes in which the 10 days are recorded.
- Students are required to **be present** for all final exams during the fall and spring semesters. No early final exams will be given.
- An absence is defined as a student's not being present in his/her assigned classroom during his/her assigned period.
- An unexcused absence is any absence from one or more class periods which has not been excused by a parent **and** does not meet the excusable absence requirements.
- Truancy is 5 days of unexcused absences.
- Students with excessive absences will be placed on an attendance contract. Violation of the contract will result in loss of credit and/or removal from the class.
- Students who are habitually truant are subject to disciplinary action ranging from detention to suspension or removal from class.
- By state law, a student must be withdrawn from school after 10 consecutive days of unexcused absence. Parents may request a re-entry conference if the absences have been due to illness.
- As specified by state code and school rules, students may only be excused from school for:
  - *Personal illness*
  - *Illness in the family*
  - *Court appointment; Documentation must be provided.*
  - *Quarantine in the home (The health officials set length.)*
  - *Death of a relative*
  - *Observance of a religious holiday*
  - *Any other reason must be excused by the school administration, preferably at least one week in advance. This pertains to any outside activities such as rodeo and any family trips such as reunions or hunting trips. Be aware these absences may not exceed the maximum allowed ten (10) days per semester.*
- A student is considered absent if he/she has missed more than 15 minutes of class.
- A parent wishing to have a student excused before the close of the day must go to the school office and sign the student out. Photo ID is required to sign a student out of school.
- Seniors who are 18 years of age or older may request a self-excusing form upon parent request. These forms are available in the Attendance office.

## **Steps to follow when absent**

The parent/guardian should call the attendance office at **(520) 720-6840** as early as possible each day the student is absent. The high school office opens at 7:30 am. This should be done by 10:00 am by a parent/guardian; if not, the automated phone caller will

notify the parent/guardian of the absence.

Upon returning to school the following steps should be taken:

- If the parent/guardian has not called to excuse the absence, the student must present a written excuse from a parent/guardian that specifies the days absent and the reason for being absent.
- The Attendance Clerk will issue the student an *Admit Form* only if it is an excused absence.
- Any absence not excused by phone or note before the student returns to class is considered **unexcused**.
- Parents **must call by 8:00am** to excuse tardy students to first period.
- Once a student is on campus, a parent cannot excuse their son/daughter without signing them out through the office.

### **First Period: Tardies, Lates and Admit Passes**

- Students late to school must report to the front office, sign in, and obtain an admit slip
- Teachers will not allow students in first period without an admit slip.
- Upon entering the class students must sign the tardy book and give teacher the admit slip

### **Front Office Sign-Outs and Appointments:**

- Parents are encouraged to sign their student in and out of school.
- Due to the **BHS closed campus** safety policy, students returning to campus must be signed back in by a parent/ guardian, or provide a doctor note or documentation.
- All extra-curricular activities not associated with the school must be approved by an Administrator prior to the absence.
- Parents requesting to sign a student out by phone must be approved by an Administrator.
- Students who are 18 years old must have a Self-Excusal Form on file in the front office.

## **Bell Schedules**

<b><u>Regular Bell Schedule</u></b>		<b><u>Conference/Advisory/reteach</u></b>		<b><u>Early Release Schedule</u></b>	
Period 1	8:00-8:55	Period 1	8:00-8:45	Period 1	8:00-8:30
Period 2	9:00-9:50	Period 2	8:50-9:30	Period 2	8:35-9:03
Period 3	9:55-10:45	CAR	9:30-10:20	Period 3	9:08-9:36
Period 4	10:50-11:40	Period 3	10:25-11:05	Period 4	9:41-10:09
Period 5	11:45-12:35	Period 4	11:10-11:50	Period 5	10:14-10:42
Lunch	12:35-1:10	Period 5	11:50-12:35	Period 6	10:47-11:15
Period 6	1:15-2:05	Lunch	12:35-1:10	Period 7	11:20-11:50
Period 7	2:10-3:00	Period 6	1:15-2:05	Lunch	11:50-12:15
		Period 7	2:10-3:00		

## **Fall Final Exam Schedule**

**Monday, December 19, 2016**

Period 7

**Tuesday, December 20, 2016**

Period 1 8:00-9:15

Period 3 9:20-10:35

Period 5 10:40-11:55

Lunch 11:55-12:15

Bus Departure 12:20

**Wed, December 21, 2016**

Period 2 8:00-9:15

Period 4 9:20-10:35

Period 6 10:40-11:55

Lunch 11:55-12:15

Bus Departure 12:20

## **Spring Final Exam Schedule (Graduating Seniors Only)**

**Thursday May 18, 2017**

Period 1 8:00-9:15

Period 3 9:20-10:35

Period 5 10:40-11:55

Lunch 12:00-12:15

Period 7 12:30-1:15

**Friday, May 19, 2017**

Period 2 8:00-9:15

Period 4 9:20-10:35

Period 6 10:40-11:55

Lunch 12:00-12:30

## **Spring Final Exam Schedule (Non-Seniors or all other students)**

**Monday, May 22 and Tuesday, May 23, 2017**

7 Hour

**Wednesday, May 24, 2017**

Period 1 8:00-9:15

Period 3 9:20-10:35

Period 5 10:40-11:55

Lunch 11:55-12:15

Bus Departure 12:20

**Thursday, May 25, 2017**

Period 2 8:00-9:15

Period 4 9:20-10:35

Period 6 10:40-11:55

Lunch 11:55-12:15

Bus Departure 12:20

## **FINAL EXAMS**

### **• No finals will given early!**

- All courses at Benson High School require comprehensive semester final exams.
- All students are **required** to take the final exam during the **designated** exam schedule. Students who are absent during their final exam(s) will be issued a zero (0) on the exam which will be calculated into their semester grade.
- Students with an excused absence during exam week must make up their final exam(s) within two (2) weeks **after** final exams are given.
- It is the student's responsibility to initiate scheduling a make-up time for final exam(s) with the designated teacher(s) or administration.

# GUIDANCE COUNSELING

## **GUIDANCE COUNSELING AND SERVICES**

The Benson High School Counselors provide proactive Comprehensive Competency Based Guidance (CCBG) services to students in three major domains: academic advisement, career guidance, and personal/social development. Counseling and guidance services are available for all students, their parents, and school staff. Students may see the counselor regarding anything that concerns them. Please refer to appointment procedures.

**APPOINTMENTS:** To make an appointment with your counselor, sign up with the counseling secretary **before/after school or during lunch only.**

**Academic Advisement Services** include assistance with high school registration, placement, four-year planning, and progress monitoring. Further, each student will have access to information about post-secondary opportunities, including college selection, admission procedures, and financial aid applications. Many scholarships are offered through the counseling office. If you are interested in a scholarship or other financial aid, contact the counselor as soon as possible. Many scholarships pertain to a particular interest or have certain restrictions. With all these possibilities, there should be some type of financial aid available to you if you have need. Information on colleges, careers, and part-time jobs are also found in the Counseling Center.

**Career and College Guidance** will focus on helping students to identify their **career** interests and aptitudes, providing information on the entire spectrum of career options, and suggesting course selections that will prepare students for chosen career areas. A personal scholarship folder is developed by each student. Additionally, students interested in attending a college, university, or technical/trade school are encouraged to take advantage of assistance in this area. Students are:

- Advised of school entrance requirements and necessary paperwork to begin the admission process
- Assisted with preparing for entrance exams (SAT/ACT/ASSET)
- Given financial aid information
- Assisted with financial aid forms
- Taken on field trips to various school campuses to help students with making informed decisions about where to obtain post-secondary education and training.

# DANCES & ACTIVITIES

## Participants

- Students must show their guest passes and I.D. card at all dances.
- Students in grades 9-12 can only attend senior high activities. Middle school students may not attend high school dances (even if they are enrolled in high school classes).
- Guests must be under the age of 21.
- Students will not be issued refunds for prepaid student activities.
- Guests
- Guest passes **for dances** may be obtained through the administration office. Students will be given a *Guest Pass Request* form to complete. The Principal or Assistant Principal must approve all guests.
- The student obtaining the pass is responsible for the behavior of their guest.

## Chaperones

- certified teachers serve as chaperones.

## Rules

- Once a student leaves the facility, they must immediately leave the property. **There will be no re-admittance to any dance.**
- School rules apply to school activities. The student code of conduct will govern the conduct of all activity participants.
- Students on suspension are not eligible to attend any activity.
- No person will be admitted if he/she appears to be under the influence.
- Students with guests are responsible for the behavior of their guests and will serve the consequences of the student code of conduct if they do not ensure the proper conduct of their guests.
- The implemented school dress code will be observed, unless otherwise approved by the group or organization hosting the dance. If no dress code requirements are provided by the sponsoring organization, students are expected to adhere to normal school dress requirements.
- At BHS, any form of "freak" (i.e., lewd/inappropriate/suggestive) dancing is prohibited. Violators will be warned; repeat offenders will be escorted out of the dance. Student dances may be terminated if inappropriate dancing continues on a large scale.

## Clean-up

- The sponsoring organization is responsible for organizing and supervising clean up.
- Clean up must be done immediately after the activity. If it is a weekend and there is no activity scheduled the next day, clean up must be completed before noon the next day if the activity is held on school grounds. All decorations and trash must be removed. Trash must be bagged, and any spills must be mopped up.

## Prom

Only juniors and seniors may attend the Prom. Students who do not attend the school or have not attained junior status are not permitted to attend unless invited by a junior or a senior. Students attending Middle School are not permitted to attend the prom, even if invited by a junior or senior.

- Once a student leaves the facility, they must immediately leave the property. **There will be no re-admittance to Prom.**
- Guest passes are due two weeks before the date of prom.
- BUSD Students enrolled at SPVHS are eligible to attend the BHS prom if the following requirements are fulfilled: Students with 50 or more discipline points are not allowed and BUSD administrative approval.
- No refunds are issued for dance tickets

# DRESS CODE

## DRESS CODE:

The District encourages students to take pride in their attire as it relates to the school setting. Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health or safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to:

\*Exposed undergarments.

\*Sagging pants.

\*Torn or ripped clothing, especially above the knees. Only tailored shorts and skirts that are hemmed may be worn.

\*Excessively short or tight garments including spandex shorts, leggings, and yoga pants.

\*Skirts, dresses and shorts must be mid-thigh in length or longer.

\*Bare midriff shirts, halter tops, spaghetti straps, and muscle shirts are unacceptable dress.

\*See-through clothing of any kind.

\*Attire that exposes cleavage.

\*Attire with messages or illustrations that are lewd, indecent or vulgar or that advertise any product or service not permitted by law to minors. Profane or defamatory writing on clothing or jewelry is not acceptable. Obscene language or symbols of drugs, sex or alcohol on clothing, including those with a double meaning, are prohibited. Any apparel, jewelry, accessories or manner of grooming which indicates or implies membership or affiliation with gangs is prohibited.

\*Any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students have been notified.

\*Head covering of any kind is unacceptable. **Hats** may not be worn inside any School District facility. No bandannas of any color, size, or shape may be worn, carried or displayed in any classroom or at school functions.

\*Any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon.

\*Jewelry, including chains, shall not be worn if it presents a safety hazard to self and/or others.

\*Exposed body piercings (other than earrings) are unacceptable. Clear or flesh toned plugs must be worn at school.

\*Bare feet are never acceptable. In the interests of student safety, shoes must be worn at all times. Closed shoes are to be worn for any type of physical activity, such as Physical Education, Culinary Arts, etc.

## Consequences:

The principal will make final determinations whether student dress distracts from the educational process of other students. If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work, or otherwise violates this dress code, the principal or principal's designee may require the student to change his or her dress or appearance and disciplinary action will be taken.

- **1<sup>st</sup> time:** Level 1: 5 discipline points, parent/legal guardian contact.
- **2<sup>nd</sup> time:** Level 1: 5 discipline points, 5 days work detail, and parent/legal guardian contact.
- **3<sup>rd</sup> time:** Level 2: 15 discipline points, 1 day In-School Suspension (ISS), and parent/legal guardian contact.
- **4<sup>th</sup> time:** Level 2: 15 discipline points, 1 day Out-of-School Suspension (OSS), and parent/legal guardian contact.

\*\*Exceptions for special activities or health considerations may be pre-approved by the administrator. \*\*\*Students who volunteer for extracurricular activities, such as athletics, band, chorus, etc., are subject to the standards of dress as defined by the sponsors of such activities. The principal will make final determinations whether student dress distracts from the educational process of other students. If this determination is made, the student will be warned. Repeat similar offenses will be responded to as a discipline referral and progressive discipline will be utilized.

**SEE BUSD POLICY JICA**

***Students who violate the dress code policy are subject to the disciplinary action.***

# GENERAL STUDENT INFORMATION

**ACTIVITIES PROGRAM**

Benson High School offers extensive opportunities for all students to participate in the activities of their choice as an integral part of their school program. Club and class experiences are designed to help satisfy the recreational, social, emotional, and extended academic needs and interests of all students.

**Clubs & Organizations:**

Academic Decathlon	Girls Volleyball
Academic Knowledge Bowl	Golf
Band	Junior Class
Baseball	Multicultural Club
Boys Basketball	National Honor Society
Show Choir	Orchestra
Cross Country (Boys & Girls)	Robotics
Dance/ Spirit Line	Senior Class
Family, Career & Community Leaders of America	Soccer (Boys & Girls)
Future Farmers of America	Softball
Fellowship of Christian Athletes	Student Council
Football	Track and Field (Boys & Girls)
Freshman Class	Tennis (Boys & Girls)
Sophomore Class	Wrestling
FBLA	Yearbook
Girls Basketball	Skills USA

**AREAS RESTRICTED TO STUDENTS**

The following areas are restricted to students during the school day. A written pass (from the Principal or designee) is required for student access to:

- ◆ Parking lots or off campus
- ◆ Gym (unless assigned to a class) and gym hallways.
- ◆ Athletic Fields (unless assigned to a class).
- ◆ Auditorium (unless assigned as a class).
- ◆ Other school campuses within our district (unless assigned as a class).

Students are not allowed in classrooms during their lunch unless supervised by faculty.

**ASSEMBLIES**

Assemblies are held for a variety of purposes: to teach, to entertain, to display school spirit, to celebrate, and to honor various students, teams, clubs, and/or organizations. Members of the audience should respect and show courtesy toward the rights of the performer(s) and/or speaker(s). All assemblies are considered part of the regular school day. Students are required to attend assemblies, arrive on time, and sit with their assigned classes. Students who do not attend their assigned assembly are subject to disciplinary action.



## **BICYCLES / SKATEBOARDS**

Bicycles may be brought on campus for the purpose of student transportation to and from school. Bicycles must be walked upon entering and exiting the campus and parked in the bicycle rack during school hours. Skateboards are not allowed on campus at anytime. The school does not have appropriate space to store these items during the school day.

## **BOOKSTORE- Front Office**

The Principal's secretary is the Bookstore Manager. All fees, such as lost book payments, class fees, athletic fees, and parking fees are paid to the Principal's secretary.

## **BUS**

It is the goal of BUSD to provide the students a safe and secure transportation service. This goal can be achieved through the combined efforts of school, parents, students and transportation having a partnership to maintain an effective transportation experience. High school students must be prepared to show their ID badge to the bus driver. Bus routes can be found in the front office or the schools website.

## **CLOSED CAMPUS**

Benson High School is a closed campus. Students may NOT leave the campus once in school (if they have an assigned class) or are at lunch. Students must remain on campus after exiting school buses. Parents who sign-out their students must do it through the Attendance office.

## **CREDIT RECOVERY:**

Students that have previously failed one or more classes yet have the potential to recover lost credits and continue on a path toward graduation no more than one year beyond their cohort class may be eligible for credit recovery. This program is offered during the instructional day in addition to one class offering at the conclusion of the instructional day. While providing an additional opportunity for students to complete their graduation requirements, the school also expects a minimum level of commitment from the student. By providing this opportunity, the Benson Unified School District is expending additional resources for curriculum delivery to a student that has failed to accept the personal responsibility for their academic success. Please visit with the Guidance Counselor for additional information and/or enrollment.

## **ELECTRONIC DEVICES (Cell Phones, iPods, Etc..)**

Please be aware that the school is not responsible for personal property brought on to the BHS campus or at a school event. Parents should not call or text their son/daughter's cell phone during the school day, as cell phones are not allowed on campus. We encourage all parents to contact the front office in the event of an emergency.

The Benson Unified School District and Benson High School have adopted the changes to ASBA Regulation JK-R (J-4611) which bans all student use of portable electronic instruments, communication, and entertainment devices, including but not limited to cell phones, still and video cameras and equipment, recording/playback apparatus, and other electronic equipment which may be used for similar purposes, during directed student study time and passing periods.

**When can I use electronics?** Students will be allowed the use of cell phone before/after school, in between classes, in addition to the lunch period but must remain hidden and silent during classtime. Please be aware that the school is not responsible for personal property brought on to the BHS campus or at a school event.

## **Consequences:**

\* All electronic devices will be confiscated and taken to the administrative office. The item will not be given back to a student. \* Failure to hand over an electronic item to staff, or administration is considered defiance and could result in a **three (3) day out of school suspension.**

- **1<sup>st</sup> time:** Level 1: 5 discipline points, parent contact and parent/legal guardian will be required to pick up any electronic item confiscated by administration.
- **2<sup>nd</sup> time:** Level 1: 5 discipline points, 5 days work detail, and parent/legal guardian will be required to pick up any electronic item confiscated by administration
- **3<sup>rd</sup> time:** Level 2: 15 discipline points, 1 day In-School Suspension (ISS), and parent/legal guardian will be required to pick up any electronic item confiscated by administration
- **4<sup>th</sup> time:** Level 2: 15 discipline points, 1 day Out-of-School Suspension (OSS), and parent/legal guardian will be required to pick up any electronic item confiscated by administration
- **Parents should not call or text their son/daughter's cell phones** during the school day, you can call the main high school number 520-720-6840 if needed, as cell phone usage is limited to before and after school in addition to the designated lunch period **but must remain hidden and silent during directed student study time and passing periods.** We encourage all parents to contact the front office in the event of an emergency.

### **E-MAIL**

- The easiest way to communicate with a faculty member is through e-mail. Use all lower case letters, no spaces, initial of first name, last name, and @bensonsd.k12.az.us
- (example: jdoe@bensonsd.k12.az.us) or access e-mail from the school website at **[www.bensonsd.k12.az.us](http://www.bensonsd.k12.az.us)**

### **EMERGENCY PROCEDURES**

State law requires that all schools practice evacuation drills. The purpose of these drills is to acquaint all students with the different exits depending on the area they may be in at the time of the evacuation drill. In case of an evacuation drill, students must exit in an orderly, efficient manner. In the unlikely event of a fire, bomb, or other emergency requiring the evacuation of the building, notification will be given by sounding the fire alarm, making an announcement over the public address system, or sending a message in the case of a power outage. When notification is received, students should follow the evacuation plan posted in their rooms. Students who are in hallways, restrooms, or lunchroom during the emergency should evacuate through the nearest exit and then report to a teacher at the gathering site for their class. Students should not attempt to return to classrooms during an emergency evacuation. **EXCEPTION:** When there is an **emergency lockdown** situation, students and teachers will remain in their classrooms until further notice and official notice as to where and how the students and teachers will evacuate.

### **FIELD TRIPS:**

Students will act in a manner that is consistent with school district guidelines. A signed permission form must be obtained from the parents/guardian of each student planning to participate in the field trip. Students may be denied the privilege of field trips due to inappropriate behavior or academic eligibility. Students with 50 discipline points or an "F" are ineligible to attend field trips. All students utilizing District Transportation for any athletic, educational or club trip must have a completed "School Bus Use" form on file with the Transportation Department prior to the scheduled event.

## **FINAL EXAMS**

- All courses at Benson High School require comprehensive semester final exams.
- All students are required to take the final exam during the designed exam schedule. No early exams will be given.
- Students who are absent during their final exam(s) will be issued a zero (0) on the exam which will be calculated into their semester grade.
- Students with an excused absence during exam week must make up their final exam(s) within two (2) weeks **after** final exams are given.
- It is the student's responsibility to initiate scheduling a make-up time for final exam(s) with the designated teacher(s) or administration.

## **FIRE/EMERGENCY DRILLS:**

Students are expected to take all emergency drills seriously and follow the procedures posted in their classroom at the time the drills occur. Fire drills occur once a month. Bus evacuation drills occur twice a year.

## **FOOD IN CLASSES**

No food, gum, or drink is permitted in the classroom except for bottled water.

## **GRADUATION REQUIREMENTS**

Students in grades nine through twelve (9-12) must earn **25 credits** of acceptable course work in order to graduate from Benson High School.

In addition to specific course requirements, students will be expected to meet the standards in math, reading, and writing set forth in the State of Arizona AIMS tests. This is subject to change by the Arizona Department of Education. These standards are printed in the *BHS Course Description Catalog*. Students interested in attending a particular university (i.e. military academy, Stanford, Harvard, etc.) should check with the Guidance and Counseling Office for specific entrance requirements.

<b>REQUIRED SUBJECT</b>	<b>2014+</b>	<b>ARIZONA UNIVERSITY ENTRANCE REQUIREMENTS</b>
English	4	4
Mathematics	4 (Alg1+)	4 (Algebra 1 +) Including 1 credit beyond Alg II
Science	3	3 (Lab)
Social Studies	3	2
Modern Language	0	2
Fine Art/ CTE	1	1
PE/Health	1	
Elective Courses	9	
Total Required	<b>25</b>	<b>21</b>

## **GRADING**

Report cards are distributed for the fall and spring semester. Grades can be accessed by using a username and password at the following PowerSchool web *address*:

**<https://benson.powerschool.com/public/>**

The PowerSchool web address can also be accessed from the schools website in the parents section. **<http://bensonsd.k12.az.us>**

## CLASS RANKING:

Students will be ranked by group according to their cumulative grade point average. No weighted credit will be transferred into Benson High School.

<u>Simple Percent</u>	<u>Grade</u>	<u>Value</u>	<u>Weighted Percent</u>	<u>Grade</u>	<u>Value</u>
100-97	A+	4.0	100-97	A+	5.0
96-93	A	3.7	96-93	A	4.7
92-90	A-	3.4	92-90	A-	4.3
89-87	B+	3.0	89-87	B+	4.0
86-83	B	2.7	86-83	B	3.7
82-80	B-	2.4	82-80	B-	3.4
79-77	C+	2.0	79-77	C+	3.0
76-73	C	1.7	76-73	C	2.7
72-70	C-	1.4	72-70	C-	2.4
69-67	D+	1.0	69-67	D+	2.0
66-63	D	0.7	66-63	D	1.7
62-60	D-	0.4	62-60	D-	1.4
59-0	F	0	59-0	F	0

All subjects will receive a letter grade. Simple: All courses not listed as level II  
Weighted: Honors English 10, 11, 12, Pre-Calculus, Calculus, Honors Chemistry, Honors Physics, Spanish 3 & 4, Honors American History, Accounting I & Psychology.

## INCOMPLETE GRADES:

An incomplete grade may be issued at the end of a grading period only when a student has had an excused absence of one week or more during a grading period and has not had sufficient time to complete assignments or missed the final exam due to valid absence. Any incomplete grade, which is given, must be accompanied by a completed copy of the Incomplete Grade Contract (IGC), which has been signed by the Instructor, the student and approved by the principal. If the IGC is not fulfilled, the grade will automatically be changed to an F or to the grade otherwise stated in the contract.

A limit of two weeks beyond the grading period will be allowed for the student to complete assignments missed. At the end of the two weeks the corrected grade shall be submitted and recorded on the grade sheet by the teacher. At the end of the school year grades will be recorded according to the IGC instruction.

If a student had an extended illness or an accident which would prevent him from making up missed assignments in a two week period, a decision by the teacher and the student will be made to determine how the incomplete will be made up.

## HEALTH SERVICES

The school health office is staffed with a registered nurse, certified in school nursing. The RN is also available during regular school hours by phone at (520) 720-6782. The school health office is equipped to handle minor illnesses and accidents. Emergencies and serious illnesses will be responded to and referred to appropriate health professionals. The health office also helps coordinate care (during the school day) for students with a chronic illness and/or special needs. Any student with a chronic illness should notify the health office. Students who become ill or are injured at school should report to the health office or other office personnel immediately. They should **not leave school without permission.**

- For students on campus, **medication shall be kept in the front office** and dispensed through the nurse or by the principal's designee, **or a student could face consequences of out of school suspension for being in possession of an unauthorized medication on campus.**
- Students may be dismissed from class with a **pass** at any time if the teacher considers it necessary.
- Students who are ill or injured will be sent to the nurse's office for attention. Students should come alone to the office unless it is necessary for someone to help them.
- Any pregnant student should inform the nurse.
- A student may visit the office, **in an emergency**, without a permission slip.

- It is important that a student's address, phone number, emergency contact person, and medical information be accurate. Access to this information is vital in case of an emergency.
- House Bill 2295, Chapter 208, 1990 requires that pupils be suspended from school upon enrollment if documentary proof of immunization is not submitted unless the student is exempted due to personal beliefs of the parents or due to certification that immunization is detrimental to the student's health. This requires that the immunization record be a part of the student's permanent record. This requires exclusion of students who lack documentary proof of immunization during outbreaks of communicable and/or preventable diseases.
- If it becomes necessary for the student to take any form of medication during school hours, a signed note from a parent or guardian must be presented to the office giving permission to dispense medicine and relieving the school from liability. School personnel may cooperate if the following conditions are met:
  1. Whether a prescription drug or an over-the-counter drug, the medication must come in its original container.
  2. The pharmaceutical label must be on the container of any prescription drug. The label must have the student's name, dosage, and times the medication should be given.
  3. The parent must provide written direction to the school that the medication be administered.
  4. Students may carry their inhalers or epi-pens as needed to address their medical needs. The nurse must be notified of the medication and the reason prescribed. The medication must be in the original container and have the student's name, physician, and orders for use on the container. Medication must never be shared between students.
  5. Any student with head lice or nits will be sent home.

### **HOMEWORK POLICY**

Homework is a part of the final semester grade. The teacher syllabus will contain homework requirements.

**Make-Up Work:** Only excused absences and administrative determinations will constitute valid reasons for any one student to be given credit for make-up work.

#### **During Breaks:**

No homework is assigned during the break with the exception of honors classes. Honors classes follow a more rigorous curriculum; therefore, students in these courses may have assignments given over break.

### **HONOR ROLL and PRINCIPAL'S LIST**

1. Students must be enrolled in at least five classes that determine GPA.
2. Students may have no grade below a *B*.
3. Students must have a grade point average of 3.00 to 3.49 for Honor Roll.
4. Students must have a grade point average of 3.5+ or above for the Principal's List.
5. Students who are on the Principal's List for the first three quarters will receive recognition at the Spring Academic Awards Ceremony.

### **HONORS PROGRAM**

BHS offers honors courses in many core subject areas and electives such as Education Professions. All students must meet the qualifications and receive teacher recommendations. Students with an 85% or better in courses will be considered for the honors program. Students can obtain more information through their guidance counselor.

### **IDENTIFICATION CARDS ( ID's)**

In an effort to maintain school safety, students will be issued an I.D. card. Students must be prepared to show their I.D. card when entering a classroom or school bus, purchasing lunch,

entering the library or checking out a library book, and entering dances or school events. Students who do not show an ID will be referred immediately to the administration office to **call their parents, buy a new ID, or receive disciplinary action.**

### **INTERNET ACCESS / ELECTRONIC MAIL/TECHNOLOGY:**

Benson Unified School District offers Internet access and Electronic Mail, (E-mail), for student use. Access to the Internet enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with Internet users throughout the world. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. Benson Unified Schools uses advanced software for Internet content filtering and has procedures in place to further block accessibility to material, as necessary. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. With that in mind, Benson Unified Schools supports and respects each family's right to decide whether or not to deny their child's access. Each child will be required to complete an Internet Access / Electronic Mail Permission form before access will be given.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. The following are specifically prohibited:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature. This includes obscene, discriminating, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually suggestive language or images, including images of exposed private body parts.
- Harassing, insulting or attacking others.
- Attempting to damage computers, computer systems, software, or computer networks.
- Plagiarizing or infringing copyrights of works you find on the Internet.
- Using another's ID or Password.
- Illegal use of data or work files.
- Intentionally wasting limited resources. This includes distributing mass E-mail messages, participating in chain letters, creating and participating in unauthorized newsgroups, or storing files on file servers without proper authorization.
- Employing the network for commercial purposes.
- Using the system for political lobbying.
- Posting personal or private information about you or other people on the Internet.
- Arranging and agreeing to meet with someone you have met on-line.
- Attempting to gain unauthorized access to the BUSD network.
- Engaging in any illegal activities or accessing material advocating illegal acts or violence. This includes pornography and hate literature.
- Posting false or defamatory information about a person or organization.
- Downloading files without prior approval from supervising staff.
- Accessing chat-rooms unless assigned by a teacher for a valid educational purpose.

In the event a student engages in any of the above referenced activities, his or her access privileges will be revoked and other disciplinary measures may result.

The Benson Unified School District acknowledges that the Internet can play a vital part in bringing information and ideas to students. However, the use of the Internet is a privilege. Students will be given the privilege to use the Internet along with the responsibility of using it properly. The faculty and staff members of Benson High School may request that an administrator deny, revoke or suspend specific user privileges according to established discipline procedures.

## **LEAVING CAMPUS (Closed Campus)**

BHS is a closed campus. Students are expected to remain on campus until they have completed their class schedule. For safety reasons, a parent/guardian must show a valid ID and sign out a student prior to their child leaving campus during the school day. Due to closed campus safety protocol, parents must sign students back in who are planning to return the same day they are signed out, or the student must provide proper documentation such as a doctor's note to be signed back into school. The student must be checked out through the attendance office.

Excuses are as follows:

1. Students with doctor and dental appointments may leave in time to meet appointments, provided they check out through Attendance Office and the school has received parental permission.
2. Students may be given permission by the principal or designee to leave campus for special needs, with parental approval.
3. When a class or groups of students are scheduled to leave campus to participate in a school-sponsored activity, such students must have signed parental permission slips on file in the attendance office.
4. Students **are not permitted** to transport themselves to off-campus school activities without prior administrative approval, except for off-site school sponsored dances.

## **LOCKERS**

Students are required to have a **lock issued from the school only**. Outside locks will not be allowed. Student lockers are school property and remain at all times under the control of the school; therefore, students should not anticipate privacy rights. Students should protect their property by keeping their locker locked, guarding the combination, and NOT sharing. School authorities may conduct inspections of lockers at any time, for any reason, and without notice, without student consent, and without a search warrant.

Students should not leave anything of great value in their locker under any circumstances.

The school **will not** be responsible for lost or stolen items. Benson High School provides each student with a lock upon request for Physical Education / Athletic lockers. This lock should remain secured at all times to prevent items from being stolen. It is equally important that students not share their lock combination with anyone. Personal locks may not be put on lockers and will be cut off. If it is necessary to bring something of great value to school, the student may leave it in the office during the school day. Please report lost or missing items immediately to the office.

Lockers will be inspected if the administration considers it necessary to maintain the integrity of the school environment or to protect other students. Lockers will be checked for damages and cleanliness at the end of the school year or when a student withdraws from school. Article not claimed after the last day of school are donated to charity. **Hall lockers** are available for checkout upon request through the Office.

Athletic and Physical Education lockers are NOT to be used for storage of textbooks and related classroom materials. Access to Gym Lockers during regular schools hours is reserved for students currently enrolled in a Physical Education class and is to be used specifically for the storage of necessary athletic equipment. Students are not allowed to access Physical Education or Athletic Lockers during regular school hours unless their scheduled class is in session.

## **LOST AND FOUND**

Items which are lost and recovered may be claimed in the main office.

## **LOST OR DAMAGED SCHOOL BOOKS/PROPERTY**

Students who sign-out textbooks, library books, or other school property are held responsible for such property and must pay the replacement value if the property is lost or damaged.

## **LUNCH**

The lunch period is designed to provide a balanced diet and proper nutrition, opportunities

for socialization, and relaxation. The cafeteria and courtyard are places to eat. Each student is responsible for cleaning their table and the area at which she/he eats. **During lunch hours, students must stay on school property within full view of the supervisors.** Benson High School is a "Closed Campus" during the lunch period(s). All students currently enrolled at BHS are required to remain on campus during the lunch period(s) in designated areas unless they have been granted permission to exit the campus in accordance with school district or building policy. All students utilizing the Cafeteria for their lunch are required to complete their meal in the lunch area. No food or drinks are to be taken out of the cafeteria.

- Students may be granted permission to leave the campus during the lunch period only if the student's parent(s) or legal guardian checks the student out of the main office by doing so in person. No student will be granted permission to exit the campus with anyone other than their own parent or legal guardian.
- BHS reserves the right to refuse vendor delivery at BHS of food purchases based on the health, safety, and welfare of students.

### **MAKEUP WORK**

- It is the **student's responsibility** to initiate scheduling for make-up work.
- Excused absences - Students will be allowed the number of days absent plus one day to make up the assignments. Work that was assigned prior to an absence will be due upon return to class. In most cases, if the absence is related to a school function where the student will miss more than a day of school, the work is to be turned in before leaving for the school activity or can be worked out with the teachers discretion.
- Unexcused absences - Students are accountable for all work missed. However, credit may not be granted.
- Alternative assignments may be implemented for make-up for work.
- A grade of F or 0 points may be recorded for each incomplete assignment or test.

### **MARRIED STUDENTS:**

Married students must report any name changes to their guidance counselors or principal if school records are to reflect the married name on school transcripts. A student's marital status does not reduce the requirements or opportunities of the educational system in the District.

### **PARENT-TEACHER CONFERENCES:**

Conferences are scheduled by the school for all parents and teachers. Conference dates and times are listed on the school calendar. Students are encouraged to attend conferences with their parents. Parents may call to request a meeting with any teacher at any time during the school year. All parental concerns will be directed to the teachers. If a problem is not resolved, a conference with the parent, teacher, and principal will be scheduled.

### **PARKING**

In order to maintain a safe campus environment, regulate student use of vehicles during school hours, and minimize the chances of vandalism, the following regulations have been established:

- **All student-driven motor vehicles, including motorcycles, must be registered with the school office and parked in the designated Student Parking Area,** located on the east side of the campus. Students may not park in any other lots on campus during the school day. This includes the lot in the front. Registration of vehicles needs to be completed prior to parking on campus.
- Before a student is issued a parking permit, he/she must register the vehicle with the Principal's secretary, and complete a parking contract.
- Students are issued a vehicle tag. This vehicle tag must be displayed on the rear view mirror so that it is visible to school officials.



- Students may not be in the parking areas or vehicles during the school day without SPECIFIC WRITTEN PERMISSION from the administrative office. This includes lunch hours and breaks.
- Student-driven vehicles are not allowed in bus-loading areas.
- Students who drive trucks are not permitted to have passengers in the bed of the truck while on school grounds.
- Loss of parking privileges may be revoked if behavior including, but not limited to, one of the following occurs: reckless driving, failure to drive courteously, failure to provide adequate seating/seat belts for passengers, failure to respond to school rules and authorities, intentionally damaging other vehicles, and leaving campus without approval.
- The school is not responsible for vehicles and a vehicle's contents parked on school grounds. VEHICLES PARKED ILLEGALLY MAY BE TOWED at the owner's expense.
- It is not the intent of vehicles to be used for lockers. Thus, once a student has begun school, he/she shall not return to the vehicle until his/her school day is over. Students are not permitted to sit in cars and loiter in the parking lot.
- The school will not be responsible for any damages incurred to vehicles while parked in the school lot.

### **PASSES**

Students must have a pass from the period teacher to which they are assigned in order to be out of class. Students must sign-in and out and receive permission from the period teacher in order to leave for any other activity including the restroom. This student agenda is the most suitable place to issue permission to students. Students out of class without passes could be considered ditching and may lead to disciplinary action.

### **PAYMENT OF DEBTS:**

Students are responsible for clearing all debts to all school departments, vendors, school clubs, and organizations, and the athletic department before departure from school. Graduating seniors will not receive diplomas until all debts are paid.

### **PETS AT SCHOOL**

Pets or animals are not allowed on school campus at any time.

### **POSTERS:**

Posters and other information may be posted on classroom bulletin boards or classroom information areas only after receiving approval from the principal, athletic director or student council. Posters may not be placed outside the classrooms or on the exterior of buildings.

### **POWERSCHOOL:**

Benson Unified School District utilizes the PowerSchool system for the purpose of student data management. Students and parents are given access to their own individual student information via the Internet.

- Student and parent usernames and passwords will be mailed to the currently listed address for each student at the beginning of each school year.
- Access is allowed to student Grades & Attendance, Daily School Bulletin, Teacher Comments, and Class Registration.
- Students and parents may also request regularly scheduled progress reports utilizing the E-mail Notification option.
- Students and parents can access up-to-date grade and attendance information.
- E-mail options are provided within the system to communicate directly with the student's teachers.

**Powerschool:** <https://bensonsd.k12.az.us>

### **PREGNANT/ PARENTING STUDENT PROGRAMS:**

The District affirms the right of a pregnant student to continue her participation in the public school program.

As soon as the pregnancy is medically confirmed, the Board recommends that the student consult with a member of the counseling staff or the principal for the purpose of planning her educational program.

The student may be eligible for the following educational plans or may suggest alternatives:

- She may remain in her present school program, with modifications as necessary, until the birth of her baby is imminent or until her physician states that continued participation would be detrimental to her health.
- If eligible for homebound or chronic illness status, in accord with A.R.S. 15-901, she may temporarily withdraw from school at the direction of her physician and may receive homebound instruction from the date of her withdrawal until her physician states that she is physically able to return to school.

Efforts will be made to see that the educational program of the student is disrupted as little as possible; that she receives information on available health and counseling services, as well as instruction; and that she is encouraged to return to school after delivery.

### **PUBLIC INFORMATION:**

The following media information outlets will be utilized to broadcast or inform the public of school related issues and emergencies: KAVE Radio, 97.7 FM; San Pedro Valley News-Sun.

### **RESPONSIBILITIES OF THE SCHOOL**

School staff members are expected to:

- Teach standards of behavior through exemplary role modeling, positive behavior, and fairness.
- Involve students in age-appropriate decisions.
- Help students learn to the best of their abilities.
- Listen to and encourage students' ideas.
- Teach the student how to properly express himself/herself.
- Help the student learn to work cooperatively with others.
- Involve parents in decision making for students.
- Assume responsibility for maintaining open communication with parents.
- Keep parents or guardians informed about special concerns that impact the students.
- Seek advice of school administrators and other professionals to ensure students' needs are met.

### **RESPONSIBILITIES OF PARENTS / GUARDIANS**

Parents or Guardians are expected to:

- Work cooperatively with the school staff.
- Communicate with teachers regularly regarding their student.
- Ensure that the school has correct telephone numbers, contacts, and addresses for their home, work, and emergencies.
- Ensure students arrive to school on time every day and remain for the entire school day
- Notify the school when the student will be absent.
- Provide time and a quiet space for the student to complete homework.
- Ensure that the student dresses properly, according to the student dress code.
- Ensure the student has all necessary materials for school.
- Provide the name(s) of persons whom the student may be released to when dismissed from school.
- Follow school rules when on campus
- Ensure student grades and attendance are accurately reported and regularly available to parents.
- Establish clear rules for acceptable behavior that include corrective action that is firm, *fair*, and enforced consistently.
- Demonstrate an organized, collaborative, and ongoing effort to develop and maintain a safe school that supports successful academic achievement and social development of all students.
- Demonstrate respect for the dignity of every parent, student, and fellow employee.

## **RESPONSIBILITIES OF STUDENTS**

Students are expected to:

- Come to school prepared for learning.
- Follow all school rules.
- Arrive at class and other school activities on time.
- Complete all class work and homework.
- Do their own class work and give answers when called upon.
- Ask the staff for help when needed and tell adults when there are problems.
- Use appropriate language on campus and during school sponsored activities.
- Talk to parents about school activities.
- Respect and be polite to other students and the school staff.
- Respect the rights and property of others and the school by not smudging, scratching, tearing, or breaking items.
- Wear clothing that meets the student dress code.
- Attend school and all classes unless there is an absence approved by his/her parent(s).
- Carry a school pass when leaving the classroom or other areas without school staff.
- Refrain from bullying and harassment of any kind.

## **SCHOOL COLORS**

The school colors are **blue & red**. Students and staff are encouraged to wear school colors on Fridays.

## **SCHOOL PICTURES:**

The school has an agreement with two different professional photographers who take photos for the Benson High School yearbook. One Photographer is contracted to take Senior Class photos only, while the other contracted photographer does the Junior, Sophomore and Freshmen classes. Students are under no obligation to buy any of the photo packages sold by photographers, but all students must use the contracted photographers if they wish to have their picture in the yearbook, and to get an official identification card. All students are required to have an identification card. All photo packets must be paid for in full at the time of ordering.

## **SEARCHES**

- The administration reserves the right to search and seize when there is reasonable belief that some material or matter, which is detrimental to the health, safety, and welfare of the student(s), exist. Lockers are provided as a convenience to the students but remain the property of the school and are subject to its control and supervision.
- **Searches on school property may be conducted at any time** for the health, safety, and welfare of the school.
- Students may be asked to turn out their pockets, empty backpacks, and/or remove their shoes, socks, hats, and coats when there is good cause to believe that some matter or material that is detrimental to health, safety, and welfare of the student(s) exists.
- Vehicles: School parking areas will be subject to routine patrols and inspections. Searches of student vehicles may be conducted at any time if there is reasonable suspicion.

## **SEIZURES**

School authorities shall seize illegal items or other possessions reasonably determined to be a threat to the safety and security of others. Items seized may be held by the school, returned to the parents, or turned over to the police. School records should reflect all items seized.

## **TARDIES AND LUNCH DETENTION**

Tardiness is defined as arriving after the bell or start of the class period at the assigned location. For students in grades 9-12 the following tardy policy will be implemented by school administration. If a student is tardy they will be assigned to lunch detention the next school day. Students who do not attend assigned lunch detentions will be subject to additional consequences, including assignment to IHS. If a student accumulates their 5<sup>th</sup>

unexcused tardy of the semester they will be assigned work detail/community service to perform during the first or second half of lunch. This assignment will be for 5 school days and will also be logged as a 5 point infraction. Students who are tardy 10 or more times within a semester will be assigned one day of IHS, 15 or more times will be assigned two days of IHS, and will keep progressing in similar increments. Time is a valued commodity and we want to encourage students to develop good habits in this particular area.

### **LUNCH DETENTION PROCEDURE**

1. STUDENT IS MADE AWARE OF THE RULES AND EXPECTATIONS OF LUNCH DETENTION UPON ENTERING DETENTION,
2. STUDENT WILL ARRIVE TO LUNCH DETENTION BY 12:40.
3. LET MARLENE KNOW IF YOU WILL BE PURCHASING LUNCH FROM THE CAFETERIA IMMEDIATELY UPON ARRIVAL.
4. WHEN YOU HAVE A QUESTION RAISE YOUR HAND (ex. If you need to use the restroom)
5. ALL SCHOOL RULES APPLY INCLUDING NO CELLPHONES AND THE YOU WILL HAVE TO SIGN IN/OUT TO USE THE RESTROOM IN THE CATS COURT (this is the only restroom available to you during detention).
6. THE LUNCH DETENTION MONITOR WILL DISMISS YOU AT 1:10, UNLESS YOU ARE ALSO ASSIGNED WORK DETAIL, IN WHICH CASE YOU WILL BE DISMISSED TO REPORT TO WORK DETAIL AT 12:55 IN THE CAFETERIA.  
\*\*\*IF THE RULES AND PROCEDURES ARE NOT FOLLOWED THE STUDENT WILL BE SUBJECT TO ADDITIONAL, APPROPRIATE CONSEQUENCES

### **TELEPHONE**

If a parent/guardian needs to contact their son or daughter during the regular school day, please contact (520) 720-6840. We respectfully request that the parent/guardian only do this in the case of an emergency. There is a designated phone in the front office for student emergency use only. **Parents should not call or text their son/daughter's cell phone during the school day, as cell phones are not allowed on campus. We encourage all parents to contact the front office in the event of an emergency.**

### **TUTORING ASSISTANCE**

Various forms of student assistance are available including peer tutors. Students experiencing academic difficulty should talk with their teacher or see a counselor for details. Tutoring is offered before school, lunchtime, and after school.

### **VALEDICTORIAN & SALUTATORIAN HONORS:**

The Valedictorian/Salutatorian Honors will be awarded to the #1 and #2 ranked seniors, who are in good standing and have been in attendance at Benson High School for a period of 4 or more consecutive semesters. The senior with the highest GPA at the end of the 3<sup>rd</sup> nine weeks will be valedictorian. The 2<sup>nd</sup> ranked senior will be salutatorian. Valedictorian and Salutatorian candidates must complete the Regents Required Curriculum and the minimum requirements for an Advanced Diploma.

### **VISITORS TO CAMPUS PASSES**

ALL VISITORS MUST SIGN-IN THROUGH THE FRONT OFFICE. Students will not be permitted to bring non-BHS students to the campus at any time during the school day. Visiting parents/guardians must have administrative approval at least **24 hours in advance** of the requested visit. Our commitment to academic excellence and school safety necessitates the school establishing this procedure.

Student visitors are not allowed on campus during the school day. For safety reasons we do

not allow student visitors to “shadow”, audit or attend classes with a relative or friend. Parents or guardians are welcome to visit the school. You must sign in at the Office and receive a visitor’s pass. Parents should always make prior arrangements to visit a teacher or classroom.

## **WARRANTS**

If a student is arrested and removed from campus, reasonable effort will be made to contact the parent/guardian by school authorities and a school release form will be completed.

## **WELLNESS POLICY AND NUTRITIONAL GUIDELINES**

The Benson Unified School District enacted a Wellness Policy under the direction of the Arizona Department of Education and US Federal law, signed 6/30/2004. The Benson Unified School district and the staff at Benson High School are committed to providing a school environment that promotes and protects children’s health, well-being and ability to learn by supporting healthy eating and physical activity. Healthy eating is demonstrably linked to reduced risk for mortality and development of many chronic diseases as adults. Any food items that will be brought into the classroom to share must be purchased and show the nutritional fact label. No food items can be “homemade” or prepared/cut at home. Examples of prohibited items include: No cupcakes, brownies, cookies, etc. No deep fried chips, crackers, etc. No drinks containing less than 100% fruit /vegetable juice. No caffeine/Energy Drink. No carbonated drinks. No sugar iced drinks (slushies, eegees etc.). For more information go to <http://www.azed.gov/health-nutrition/nutrition-standards/> While we hope that families will also encourage healthy choices on an individual family basis, there will be no “policing” of what foods or drinks a student brings from home to school, as long as it is only for the child’s own consumption.

# STUDENT EXPECTATIONS/ DISCIPLINE

## **Governing Board Policy JIC Student Conduct**

The Superintendent will establish regulations governing the conduct of students in school, traveling to and from school, at school functions, or affecting the school order. In establishing these regulations, the Superintendent may consult with student or staff committees. In addition to compliance with regulations established by the Superintendent, **students are expected** to obey all rules and regulations adopted by the Governing Board, and to **obey any order given** by a member of the faculty or staff relating to school activities.

A student shall be defined as any person who is enrolled in an educational program provided by or approved by the District and carried on in premises owned or controlled by the District. Students shall not engage in improper behavior, including but not limited to the following:

- Any conduct intended to obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions, or any activity sponsored or approved by the Board.
- Threatening an educational institution by interference with or disruption of the school per A.R.S. 13-2911 and 15-841.
- Physical abuse of or threat of harm to any person on District owned or controlled property or at District sponsored or supervised functions.
- Damage or threat of damage to property of the District, regardless of the location, or to property of a member of the community or a visitor to the school, when such property is located on District controlled premises.
- Forceful or unauthorized entry to or occupation of District facilities, including both buildings and grounds.
- Unlawful use, possession, distribution, or sale of tobacco, alcohol, or drugs or other illegal

contraband on District property or at school-sponsored functions.

- Conduct or speech that violates commonly accepted standards of the District and that, under the circumstances, has no redeeming social value.
- Failure to comply with the lawful directions of District officials or any other law enforcement officers acting in performance of their duties, and failure to identify themselves to such officials or officers when lawfully requested to do so.
- Knowingly committing a violation of District rules and regulations. Proof that an alleged violator has a reasonable opportunity to become aware of such rules and regulations shall be sufficient proof that the violation was done knowingly.
- Engaging in any conduct constituting a breach of any federal, state, or city law or duly adopted policy of the Board.
- Carrying or possessing a weapon on school grounds.

In addition to the general rules set forth above, students shall be expected to obey all policies and regulations focusing on student conduct adopted by the Board. Students shall not engage in any activities prohibited herein, nor shall they refuse to obey any order given by a member of the faculty or staff who is attempting to maintain public order.

Any student who violates these policies and regulations may be subject to discipline up to expulsion, in addition to other civil and criminal prosecution. These punishments may be in addition to any customary discipline that the District presently dispenses.

Local law enforcement shall be notified by the Superintendent regarding any suspected crime against a person or property that is a serious offense as defined in 13-604, involves a deadly weapon or dangerous instrument, or that could pose a threat of death or serious injury to employees, students, or others on school property. The authority of the Superintendent to establish regulations covering students may be delegated to principals for the individual schools.

## **PROGRESSIVE DISCIPLINE**

School rules are designed to protect all students. To protect the rights of all students, it is important that parents and students understand the consequences of misbehavior.

The following chart includes a list of common and/or serious student conduct violations, along with a range of recommended consequences. This list is not meant to be exhaustive. Preceding the chart are definitions of the violations. Intended prohibited conduct may subject the student to the same discipline as an actual violation.

### **DISCIPLINE POINT SYSTEM**

In addition to our standard Student Code of Conduct, we utilize a point system to identify and address students who are continually disruptive to the educational process of the school or fail to appropriately respond to behavioral guidelines. A point value is assigned to each infraction according to the classification of the offense.

#### **Level I Infraction – 5 points**

#### **Level II Infraction – 15 points**

#### **Level III Infraction – 50 points**

When a student attains 50 points the following will occur:

- Loss of "Free Lunch" Privilege – Student is required to report to detention or assigned area each day for the entire lunch period until they have completed community service requirements to reduce their point total below 50. In addition the student will lose all privileges to participate in school activities until they have completed community service requirements to reduce their point total below 50, including but not limited to field trips, assemblies, clubs, dances, graduation and all other school activities.

When a student attains 100 points the following will occur:

- 3 Days I.H.S. Any subsequent occurrence (when a student surpasses the original 100 points) 5 Days SAP.

When a student attains 150 points the following will occur:

- 5 Days OSS. Recommendation to the Board of Education for Long-Term Suspension / Expulsion or be subject to the terms of a Student Behavior Contract.

**Point Reduction Options:** A student may **reduce** their attained point total by performing the following approved community service activities, detention, work detail, after school tutoring, fall & spring intersessions, or the Behavior Education Program.

- One (1) hour of community service, work detail or detention will be equal to **5 points**. Students must complete a Community Service Request with approval from the administration prior to completing the service. A **maximum of 100 Community Service points** may be utilized during a **single** school year for the purpose of minimizing disciplinary consequences.
  - **15 points** will be awarded for three days of tutoring.
  - **75 points** will be awarded for 5 days of intersession.
  - **25 points** will be awarded for 5 days of Behavioral Education Program completion.
- This procedure will not preclude the administration from suspending a student for severe and/or continuous infractions

ARIZONA DEPARTMENT OF EDUCATION		
VIOLATION		CORRECTIVE ACTION
<b>Aggression</b>		
Verbal Provocation	Minimum	Conference/Mediation/Counseling/
Minor Aggressive Act	Maximum	Detention ,Work Detail, Comm. Service
Disorderly Conduct		Out of School Suspension (OSS)
Recklessness/ Horseplay		Long Term Hearing/ Alternative Placement/
		Expulsion
*Endangerment <i>Class 6 felony Risk of death or injury</i>	Minimum Maximum	Out of School Suspension/ Nurse/ Long Term Hearing /Alternative Placement Possible Expulsion A.R.S. 15-842 (Police Involvement)
*Fighting (MUTUAL COMBAT)	Minimum Maximum	Out of School Suspension/ Nurse Long Term Hearing /Alternative Placement Possible Expulsion A.R.S. 15-842(Police Involvement)
*Assault (1 PERSON MAKING CONTACT)	Minimum Maximum	Out of School Suspension/ Nurse Long Term Hearing /Alternative Placement Possible Expulsion A.R.S. 15-842(Police Involvement)
**Aggravated Assault ( INTENT TO INJURE/ POSSIBLE WEAPON)	Minimum Maximum	Out of School Suspension/ Nurse Long Term Hearing /Alternative Placement Possible Expulsion A.R.S. 15-842(Police Involvement)
<b>Alcohol, Tobacco, &amp; Other Drug</b>		
*Alcohol	Minimum Maximum	Out of School Suspension/ Nurse Counseling/ Special clinic up to ten (10) days Long Term Hearing/ Alternative Placement/ Possible Expulsion A.R.S. 15-842 (Police Involvement)
*Tobacco <b>Electronic Cigarettes will not be allowed on campus, also known as an e-cigarette, personal vaporiser or PV</b>	Minimum Maximum	Conference/ Counseling/ Detention ,Work Detail, Comm. Service, IHS, OSS Long Term Hearing Alternative Placement/Long Term Suspension
*Drugs Possession, sale, use Prescription/ non-prescription	Minimum Maximum	Out of School Suspension/ Nurse Counseling/ Special clinic up to ten (10) days Long Term Hearing/ Alternative Placement/ Possible

		Expulsion A.R.S. 15-842 (Police Involvement)
<b>Arson</b>		
*Arson of a structure or property	Minimum Maximum	Out of School Suspension/Restitution Long Term Hearing /Alternative Placement/Long Term suspension/ Expulsion (Police Involvement)
**Arson of an occupied property	Minimum Maximum	Out of School Suspension/Restitution Long Term Hearing /Alternative Placement/Long Term suspension/ Expulsion (Police Involvement)
<b>Attendance Policy</b>		
Tardy ( <i>Per Class</i> )	Minimum Maximum	Teacher Resolution/ Action Plan Contract/ Detention Work Detail/ Comm. Service IHS, OSS, Long Term Hearing /Alternative Placement
Leaving School Grounds w/out Permission	Minimum Maximum	Conference /IHS Long-term Suspension/Expulsion
*Unexcused Absence	Minimum Maximum	Conference/ Attendance Contract/Comm Service/Adm Loss of credit/IHS Removal from class/ Long Term Hearing /Alternative Placement/Long Term suspension/ Expulsion
Truancy	Minimum Maximum	Conference/ Truancy Officer Attendance Contract/Comm Service/Adm/WorkDetail Loss of credit/Removal from class
Other Attendance: Ditching (Unauthorized departure from class or event)	Minimum Maximum	Detention/ Work Detail/ Action Plan Contract, Comm. Service, IHS, OSS Possible removal of credit for the class Long Term Hearing Alternative Placement/Long Term Hearing/ Expulsion
<b>Harassment, Threat, or Intimidation</b>		
*Harassment , Nonsexual *Bullying (Ethnic Slurs)	Minimum Maximum	Conference/ Harassment- Zero tolerance contract /Mediation/Counseling Long Term Hearing/ Alternative Placement/Long Term Suspension/ Expulsion
*Threat or Intimidation	Minimum Maximum	Out of school suspension Long Term Hearing/ Alternative Placement/Long Term Suspension/ Expulsion (Police Involvement)
*Hazing	Minimum Maximum	Out of School Suspension Long Term Hearing/ Alternative Placement/Long Term Suspension/ Expulsion (Police Involvement)
<b>Lying, Cheating, Plagiarism or Forgery</b>		
Cheating	Minimum Maximum	Teacher intervention/ Conference/ Loss of grade/ CommServ/work detail/ Detention/IHS Loss of credit/ Removal from class/OSS
Forgery Lying (False Alarm or information, Obstructing an investigation) Plagiarism	Minimum Maximum	Conference/Counseling/ Detention/ Work Detail Comm. Service IHS/ OSS
<b>School Threat, Disrupt Educational Institution</b>		
**Bomb Threat **Chemical or Biological **Fire alarm misuse	Minimum Maximum	Out of School Suspension/ Alternative Placement/ Long Term Hearing/ Possible Expulsion A.R.S. 15-842 (Police Involvement)
<b>Trespassing</b>	Minimum	In-School Suspension (ISS)/



	Maximum	Out of School Suspension (OSS) Trespassing Letter Issued (Police Involvement)
<b>School Policies, Other Violations of</b>		
Defiance, Disrespect towards authority, Insubordination, Littering <i>(Student not obeying a directive from an adult)</i>	Minimum	Conference/Mediation/Counseling/ Apology Detention/ Work Detail/ Comm. Service Long Term Hearing/ Alternative Placement/Long Term Suspension/ Expulsion A.R.S.15-521.4 & A.R.S. 15-507 (Police Involvement)
	Maximum	
Combustible/Lighters	Minimum	Confiscate/ Conference/Counseling Detention /Work Detail/ Comm. Service Long Term Hearing/ Alternative Placement/Long Term Suspension/ Expulsion A.R.S.15-521.4 & A.R.S. 15-507 (Police Involvement)
	Maximum	
Contraband, Possession of <i>Items stated in school policy as prohibited because they may disrupt the learning environment</i>	Minimum	Confiscate/ Conference ( Parent pick-up)/ Detention /Work Detail/ Comm. Service, IHS, OSS  Long Term Hearing /Alternative Placement/Expulsion
	Maximum	
Disruptive Malicious Mischief <b>SLANDER</b>	Minimum	Conference/Mediation/Counseling/ Zero Tolerance Contract, Detention /Work Detail/ Comm. Service IHS,OSS, Long Term Hearing /Alternative Placement A.R.S.15-521.4 & A.R.S. 15-507 (Police Involvement)
	Maximum	
Dress Code The principal will make the final determination whether student dress distracts from the educational process of other students	Minimum	Change Clothing/ Conference/Detention/ Work Detail Comm. Service IHS/OSS /Alternative Placement
	Maximum	
Gambling	Minimum	Material Confiscated/Conference/Detention/ Work Detail/ Comm. Service IHS / OSS, /Alternative Placement
	Maximum	
Language Inappropriate: (Obscene, Gestures, or Symbols) A.R.S. 15-507 <u>Insult or abuse of teacher in school; classification.</u> A person who knowingly insults or abuses a teacher on school grounds or while the teacher is engaged in the performance of his/her duties is guilty of a class 3 misdemeanor.	Minimum	Conference/Mediation/Counseling/ Detention /Work Detail/ Comm. Service/IHS/ OSS  Long Term Hearing /Alternative Placement/Expulsion A.R.S.15-521.4 & A.R.S. 15-507 (Police Involvement)
	Maximum	
Negative Group Affiliation	Minimum	Conference/ Harassment- Zero tolerance contract Mediation/Counseling/ Same consequences as the student that commits the violation Long Term Hearing Alternative Placement/ Possible Expulsion A.R.S. 15-842 (Police Involvement)
	Maximum	
Parking Lot (Obstructing traffic, vehicular, or pedestrian)	Minimum	Conference/Mediation/Counseling/ Detention /Work Detail/ Comm. Service 1-3 days ISS + Loss of Privilege for 1 week to 1semester. <i>(Vehicle may be towed at stud.exp.)</i> 5-10 Day Suspension & Loss of Privilege for 1 week to 1semester. (Police Involvement)
	Maximum	
Public Display of Affection	Minimum	Conference/Mediation/Counseling/ Long Term Hearing /Alternative
	Maximum	

		Placement/Expulsion A.R.S.15-521.4 & A.R.S. 15-507
<b>Other</b>		
Unauthorized Area	Minimum Maximum	In-House Suspension (IHS) Out of School Suspension (OSS)(Police Involvement)
Pranks, including Inter-School Rivals	Minimum Maximum	Apology to all concerned/ Detention / Work Detail Comm. Service Dropped from co-curr. Activity/Out of School Suspension
Bus	Minimum Maximum	Conference/Behavior Contract/ Detention/ Work Detail Comm. Service Loss of Privilege ,Permanent loss of privilege
ID's	Minimum Maximum	\$5 -buy a new ID/ Call Home/ Detention /Work Detail/ Comm. Service/ 1 day ISS/ Counseling/Action Plan Out of School Suspension (OSS)/ Long Term Hearing /Alternative Placement/Expulsion
<b>Sex Offenses</b>		
Pornography Lewd/Lascivious Behavior	Minimum Maximum	IHS, Out of School Suspension (OSS) Long Term Hearing/ Alternative Placement Long-term Suspension/Expulsion
Indecent Exposure	Minimum Maximum	Out of School Suspension (OSS)/ Alternative Placement (OSS)/ Long-term Suspension/Expulsion
*Harassment, Sexual (IMPROPER SEXUAL ADVANCES)	Minimum Maximum	Injunction Prohibiting Harassment Contract/ Zero Tolerance Contract/ IHS, OSS Long Term Hearing /Alternative Placement/ /Expulsion (Police Involvement)
*Harassment, Sexual w/ contact	Minimum Maximum	Injunction Prohibiting Harassment Contract/ Zero Tolerance Contract, IHS/ OSS Long Term Hearing /Alternative Placement/ /Expulsion (Police Involvement)
**Sexual Abuse, Sexual conduct w/ minor	Minimum Maximum	Out of School Suspension (OSS) (Police Involvement) Parent notified Long Term Hearing/ Alternative Placement/Long-term Suspension/Expulsion (Police Involvement)
**Sexual Assault (Rape)	Minimum Maximum	Out of School Suspension (OSS) (Police Involvement) Parent notified Long Term Hearing/ Alternative Placement/Long-term Suspension/Expulsion
<b>Technology, Improper use of</b>		
Computer Network Telecommunication Device	Minimum Maximum	Conference/ Counseling/ Detention/ Work Detail Comm. Service / Removal of Access Long Term Hearing /Alternative Placement/Expulsion A.R.S.15-521.4 & A.R.S. 15-507 (Police Involvement)
<b>Theft</b>		
Petty Theft, Under \$100	Minimum Maximum	Restitution / Detention /Work Detail/ Comm. Service Long Term Hearing /Alternative Placement/Expulsion A.R.S.15-521.4 & A.R.S. 15-507
Theft	Minimum	Restitution / Detention /Work Detail/ Comm. Service IHS, OSS

	Maximum	Long Term Hearing /Alternative Placement/Expulsion A.R.S.15-521.4 & A.R.S. 15-507
*Burglary 2 <sup>nd</sup> -3 <sup>rd</sup> Degree <i>Class 3 felony</i>	Minimum Maximum	Out of School Suspension (OSS) (Police Involvement) Long Term Hearing/ Alternative Placement/Long-term Suspension/Expulsion (Police Involvement)
** Burglary 1 <sup>st</sup> Degree <i>Class 2 felony</i> <i>Person knowingly possess explosives, a deadly weapon</i>	Maximum	Out of School Suspension (OSS) (Police Involvement) Long Term Hearing/ Alternative Placement/Long-term Suspension/Expulsion (Police Involvement)
*Extortion <i>Cause theft by threats</i> <i>Involves weapons</i>	Maximum	Out of School Suspension (OSS) (Police Involvement) Long Term Hearing/ Alternative Placement/Long-term Suspension/Expulsion (Police Involvement)
*Robbery <i>Involves weapons</i>	Maximum	Out of School Suspension (OSS) (Police Involvement) Long Term Hearing/ Alternative Placement/Long-term Suspension/Expulsion (Police Involvement)
**Armed Robbery <i>Involves weapons</i>	Maximum	Out of School Suspension (OSS) (Police Involvement) Long Term Hearing/ Alternative Placement/Long-term Suspension/Expulsion (Police Involvement)
<b>Vandalism or Criminal Damage</b>		
Graffiti or Tagging	Minimum Maximum	Restitution / Detention /Work Detail/ / Comm. Service Long Term Hearing /Alternative Placement/Expulsion A.R.S.15-521.4 & A.R.S. 15-507 (Police Involvement)
*Vandalism of personal property	Minimum Maximum	Restitution, IHS, OSS Long Term Hearing /Alternative Placement/Expulsion A.R.S.15-521.4 & A.R.S. 15-507 (Police Involvement)
*Vandalism of school property	Minimum  Maximum	Restitution / Detention /Work Detail/ Comm. Service, IHS, OSS Long Term Hearing /Alternative Placement/Expulsion A.R.S.15-521.4 & A.R.S. 15-507 (Police Involvement)
*Dangerous Instrument *Simulated Weapon (Not Firearm,explosive device/knife)	Minimum Maximum	Restitution / Detention /Work Detail/ Comm. Service IHS/ OSS, Long Term Hearing /Alternative Placement/Expulsion A.R.S.15-521.4 & A.R.S. 15-507 (Police Involvement)
**Weapon A.R.S. 13-2911, 15-841 13-3102, 15-843 13-3111 15-342(1), 15-341(A)(1) 18 U.S.C. 921 20 U.S.C.3351	Maximum	Out of School Suspension (OSS) (Police Involvement) Long Term Hearing/ Alternative Placement/Long-term Suspension/Expulsion (Police Involvement)

## **ANNUAL NOTIFICATION TO PARENTS REGARDING CONFIDENTIALITY OF STUDENT EDUCATION RECORDS AND SCHOOL DIRECTORY INFORMATION**

Confidentiality of education records is a right of public school students and their parents. This right is provided for by two federal laws, the Individual with Disabilities Education Act (IDEA) and the Family Education Rights and Privacy Act (FERPA). Under these laws, "education records" means those records that are: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution. Of course, education records are maintained on every child enrolled in a public school. The types of information gathered and maintained include, but are not limited to: the student's and parent's names, address, and telephone number, the student's date and place of birth, date of enrollment in the school, records from previous schools attended, attendance record, subjects taken, grades, school activities, assessment results from parents and child find and other screening results, including hearing and vision screening results.

In addition, for children with disabilities, education records could include, among other things, evaluation and testing materials, medical and health information, each annual Individualized Education Program (IEP), notices to parents, notes regarding IEP meetings, parental consent documents, information provided by parents, progress reports, assessment results, materials related to disciplinary actions, and mediation agreements.

The information is gathered from a number of sources including the student's parents and staff of the school of attendance. Also, with parental permission, information may be gathered from additional sources including doctors and other health care providers.

This information is collected to assure proper identification of a student and the student's parents and the maintenance of accurate records of the student's progress and activities in school. For children with disabilities, additional information is collected in order to assure the child is identified, evaluated, and provided a Free Appropriate Public Education in accordance with state and federal special education laws.

Each agency participating under Part B of IDEA must assure that, at all stages of gathering, storing, retaining, and disclosing education records to third parties, it complies with the federal confidentiality laws.

In addition, the destruction of any education records of a child with a disability must be in accordance with IDEA regulatory requirements.

The federal Family Policy Compliance Office of the U.S. Department of Education has provided the following notice of parent's rights under FERPA. In accordance with IDEA the rights of the parents regarding education records are transferred to the student at age 18.

The Family Education Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask a school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

### **Child Find**

It is the Benson School Districts' responsibility to inform the general public and all parents within our boundaries of our responsibility to make available special education services for students with disabilities aged 3 through 21 years and how to access those services. We are responsible for identifying, locating, and evaluating all children with disabilities including children aged 3 through 21.

In addition, we have a responsibility to provide information regarding early intervention services for children birth through 2 years. We are responsible for referring children from birth through 2 years of age to the Arizona Early Intervention Program (AZEIP) for evaluation and appropriate services. Our school nurses are Benson School Districts' contact for children birth through 2 years. Children birth through 2 years of age who are receiving early intervention services and will be participating in preschool programs for children with disabilities will be assured of a smooth transition into that program. We will ensure that:

- Transition conferences for children aged 2 years, 6 months to 2 years, 9 months will be held;
- By the child's 3<sup>rd</sup> birthday an Individual Education Program (IEP) or Individualized Family Service Plan (IFSP) will be developed and implemented; and
- For the child who turns 3 during the summer, the IEP team will determine the date for services to begin including eligibility for Extended School Year (ESY) services.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services to children with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the district, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional, and motor skills. If any concerns are noted the child may be referred for additional help.

***If you have any concerns about a child you know, please contact your individual school site for more information.***

# Goal Setting Success

## 1<sup>st</sup> Quarter

Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Each student is expected to set a short term and long term goal for passing each of their classes and obtaining credit. Goals should be measurable and detail specific. It is important to understand that this involves the way you think, your attitude, your behavior, and your work habits. The goal sheet will only be accepted if you have a specific plan on how you will attain and measure progress.

***Your goals need to be visible in your planners at all times to be effective as a reminder!***

***You must monitor grades weekly to know you're on track!***

List 3 steps in detail describing what you must do to accomplish this goal. It must be measurable with a number by it:  
*For example, use numbers such as, "I'm going to complete & turn in 14 out of 15 assignments, or every Monday, I'm going to study for 15 minutes or I will attend tutoring ever Monday 1 out of 5 days or I will get tutoring with my teacher every Tuesday at 7:30am, 1 out of 5 days.*

Per 1: _____ % Goal 1 <sup>st</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 2: _____ % Goal 1 <sup>st</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 3: _____ % Goal 1 <sup>st</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 4: _____ % Goal 1 <sup>st</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 5: _____ % Goal 1 <sup>st</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 6: _____ % Goal 1 <sup>st</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 7: _____ % Goal 1 <sup>st</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.

## Student Assignment Sheet (Quarter 1)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 1

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 1)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 2

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			



## Student Assignment Sheet (Quarter 1)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 3

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 1)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 4

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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22				
	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 1)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 5

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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22				
	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 1)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 6

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
1				
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22				
	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 1)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 7

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

# Goal Setting Success

## 2<sup>nd</sup> Quarter

Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Each student is expected to set a short term and long term goal for passing each of their classes and obtaining credit. Goals should be measurable and detail specific. It is important to understand that this involves the way you think, your attitude, your behavior, and your work habits. The goal sheet will only be accepted if you have a specific plan on how you will attain and measure progress.

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Per 1: _____ % Goal 2 <sup>nd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 2: _____ % Goal 2 <sup>nd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 3: _____ % Goal 2 <sup>nd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 4: _____ % Goal 2 <sup>nd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 5: _____ % Goal 2 <sup>nd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 6: _____ % Goal 2 <sup>nd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 7: _____ % Goal 2 <sup>nd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.

## Student Assignment Sheet (Quarter 2)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 1

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
1				
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 2)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 2

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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## Student Assignment Sheet (Quarter 2)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 3

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
1				
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22				
	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 2)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 4

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 2)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 5

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 2)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 6

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 2)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 7

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

# Goal Setting Success

## 2<sup>nd</sup> Semester

Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Each student is expected to set a short term and long term goal for passing each of their classes and obtaining credit. Goals should be measurable and detail specific. It is important to understand that this involves the way you think, your attitude, your behavior, and your work habits. The goal sheet will only be accepted if you have a specific plan on how you will attain and measure progress.

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Per 1: _____ % Goal 3 <sup>rd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 2: _____ % Goal 3 <sup>rd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 3: _____ % Goal 3 <sup>rd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 4: _____ % Goal 3 <sup>rd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 5: _____ % Goal 3 <sup>rd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 6: _____ % Goal 3 <sup>rd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 7: _____ % Goal 3 <sup>rd</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.

## Student Assignment Sheet (Quarter 3)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 1

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 3)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 2

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			



## Student Assignment Sheet (Quarter 3)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 3

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 3)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 4

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 3)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 5

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 3)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 6

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 3)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 7

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

# Goal Setting Success

## 2<sup>nd</sup> Semester

Name \_\_\_\_\_ Date \_\_\_\_\_ Grade \_\_\_\_\_

Each student is expected to set a short term and long term goal for passing each of their classes and obtaining credit. Goals should be measurable and detail specific. It is important to understand that this involves the way you think, your attitude, your behavior, and your work habits. The goal sheet will only be accepted if you have a specific plan on how you will attain and measure progress.

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Per 1: _____ % Goal 4 <sup>th</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 2: _____ % Goal 4 <sup>th</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 3: _____ % Goal 4 <sup>th</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 4: _____ % Goal 4 <sup>th</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 5: _____ % Goal 4 <sup>th</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 6: _____ % Goal 4 <sup>th</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.
Per 7: _____ % Goal 4 <sup>th</sup> QTR _____ % Goal Final Exam _____ % Final Grade _____	1. 2. 3.

## Student Assignment Sheet (Quarter 4)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 1

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 4)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 2

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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22				
	Total Cumulative % Grade			



## Student Assignment Sheet (Quarter 4)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 3

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 4)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 4

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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22				
	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 4)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 5

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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22				
	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 4)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 6

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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22				
	Total Cumulative % Grade			

## Student Assignment Sheet (Quarter 4)

Class \_\_\_\_\_

Teacher \_\_\_\_\_

Period 7

#	Name of Assignment	%	On Time: Y or N	Notes: In class assignment, homework, test, quiz, daily points, etc.
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	Total Cumulative % Grade			