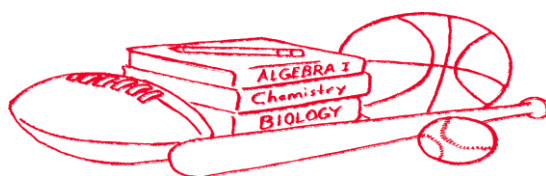




# BENTON ACADEMY

“Making the Potential a Reality”



**2023-2024**

Parent • Student

Handbook

## **MISSION STATEMENT**

Benton Academy dedicates itself through its curricula, community service, and athletics, to instilling our students with academic excellence and a Christian world view.

## **VISION STATEMENT**

Making the Potential Reality

## **NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS**

Benton Academy admits students of any race, color, national and ethnic origin, and the handicapped to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin or the handicapped in administration of its educational policies, admissions policies, scholarship and loan programs and athletic and other school administered programs.

## **NOTICE TO STUDENTS, PARENTS, TEACHERS, AND EMPLOYEES**

**BENTON ACADEMY HAS BEEN INSPECTED AND WAS FOUND TO HAVE ASBESTOS CONTAINING MATERIAL IN THE HIGH SCHOOL BUILDING ONLY. THIS IN NO WAY IS A HAZARD TO STUDENTS OR STAFF. ALL BUILDINGS WILL BE INSPECTED PERIODICALLY TO INSURE THE SAFETY OF ALL STUDENTS AND STAFF AT THE SCHOOL. THE SCHOOL'S MANAGEMENT PLAN IS ON FILE IN THE GOVERNOR'S OFFICE AND ALSO IN THE OFFICE OF THIS SCHOOL. THE PLAN IS AVAILABLE WITHOUT COST OR RESTRICTION TO REPRESENTATIVES OF THE EPA AND THE STATE OF MISSISSIPPI, THE PUBLIC, INCLUDING PARENTS, TEACHERS, AND OTHER SCHOOL EMPLOYEES AND THEIR REPRESENTATIVES.**

## **PHILOSOPHY OF BENTON ACADEMY**

**B**enton helps students acquire knowledge and understanding of the past and present story of mankind and to furnish direction for the future.

**E**ncourages a willingness to place the common good above personal gain or desires.

**N**ecessary for a productive life such as honesty, trustworthiness, and tolerance.

**T**o help each student understand that he/she has some contributions to make to society through proper social adjustments, respect for authority, and love and respect for God, school and national heritage.

**O**ffers opportunities for students to participate in activities that contribute to building of character.

**N**o student will leave here without being prepared for further education.

## **CORE VALUES**

**Core Value Number One:** Academic Achievement

**Core Value Number Two:** Community Awareness

**Core Value Number Three:** Athletic Accomplishment

**Core Value Number Four:** Christian Attitude-Action

## **BENTON ACADEMY HISTORY**

Benton Academy was founded to afford the citizens of the Benton area an opportunity to enroll their children in a private school offering a superior learning environment. The Academy was founded in December of 1969.

Families enrolled approximately 460 students in the Academy elementary and high school in 1970, with the classes being held in local churches. The first board President was DeWitt Dixon who served in this capacity until 1987.

The existing campus of 20 acres was obtained from Mr. James Dixon and the high school was completed in 1970. In 1971, the existing elementary school building was added. Within the next five years, the gymnasium, cafeteria, and eating areas were added.

## **PHILOSOPHY OF BENTON ACADEMY**

We believe the school exists primarily for the students and that learning is an individual and continuing process. We believe that the aim of private education is to provide for each child, regardless of ability or environment, the opportunity to develop to his/her maximum potential in mental maturity, moral values, physical fitness, emotional stability, social development, civic responsibility, and spiritual awareness. This educational process enhanced by the wholesome relationship which exists between faculty and students, not only enables the students to be efficient members of the democratic society of today, but also prepares them to adapt to the changing world of tomorrow.

To help students become productive citizens of this democratic society, the school places emphasis on the value of accepting responsibility and on the development of self-discipline, self-confidence, a high degree of initiative, and the ability to think critically. Methods of instruction are adapted to the individual as well as to the group. All instruction, strives for definite goals within the realm of the student's understanding, gives opportunities for practical applications, arouses intellectual curiosity, and stimulates further study.

We endeavor to meet the aim of private education by offering a flexible curriculum which provides a basic foundation to meet the needs of each student. In essence, this curriculum is designed to instill attitudes essential for happy and useful living, and provide activities which inspire respect for one's fellow man, one's national heritage, and one's Creator. Proper balance is sought between curricular and extra-curricular activities with emphasis on the academic program.

The educational process at Benton Academy seeks harmony among the administration, the faculty, the students, and the community. Through this unique spirit of cooperative endeavors, it is hoped that each student will gain the knowledge and wisdom needed as a foundation for future preparation in his/her chosen profession and, at the same time, develop a keen respect for the process of education.

**BENTON ACADEMY 2023-2024**  
**BOARD OF DIRECTORS**

David Edge, President  
Matt Cox, Vice President  
Jason Patterson, Secretary/Treasurer

Bill Harris  
Joe White

Robert Peterson  
Byron Middleton

Jim Alexander  
Jana Vandever

**BENTON ACADEMY FACULTY 2023-2024**

Head of School .....Mike Beagle  
Librarian..... Jamie Carr  
Guidance Counselor ..... Cindy Shipp  
Guidance Counselor ..... Catherine Nelson  
Bookkeeper ..... Stacey Alexander  
Student Services ..... Nancy Dew  
Elementary Secretary ..... Karen Mathis

**KINDERGARTEN**

2K ..... Lauren Odum & Audra Chisolm  
3K ..... Marie Jackson, Stephanie Willingham, Assistant  
4K ..... Katie Murphy, Michelle Minks, Assistant  
5K ..... Macy Maulding , Dottie Whitworth, Assistant

**ELEMENTARY**

1<sup>st</sup> Grade ..... Lisa Ables  
2<sup>nd</sup> Grade ..... Barbara Holland  
3<sup>rd</sup> Grade..... Laura Wagner  
4<sup>th</sup> Grade.....Cynthia Ledbetter  
5<sup>th</sup> Grade..... Carol Byrnes  
6<sup>th</sup> Grade..... Misty Beith  
Elementary Art ..... Jo Ann Campbell  
Elementary Library ..... Jamie Carr  
Elementary Music ..... Heather Edge  
Elementary P.E.....Kenny Burton, Jeremy Kent  
Elementary Computer ..... Carla White  
Resource Teacher ..... Melissa Moore  
Classroom Reader/ Assistant to Elementary Secretary ..... Ashton Ragland

**SECONDARY**

History, Secondary Art & Elementary Art ..... Jo Ann Campbell  
English & Library ..... Jamie Carr  
Chorus ..... Heather Edge  
Computer & Web Page ..... Carla White  
History ..... Luke Edwards, Pat Marter, Chad Smith,  
Spanish & English ..... Pam May  
Bible and School Chaplin ..... Bro. Trent Sligh  
Mathematics ..... Victoria Deere, Luke Edwards, Sandy Ragland  
English & Dual Enrollment ..... Jackie Chandler  
Science ..... Ginny Jones, Pat Marter, Cindy Middleton  
Maintenance ..... Kenny Burton & Arnie Oakes

**SPORTS**

Softball ..... Chad Smith  
Football ..... Kenny Burton, Arnie Oakes, Ron Oakes, Pat Marter  
Basketball ..... Chad Smith, Chasity Magyar, Jeremy Kent  
Baseball ..... Pat Marter  
Track & Cross Country ..... Chasity Magyar  
Varsity Cheer ..... Hanna Dean, Austin McCausley  
Junior Varsity Cheer ..... Etta Saxton, Misty Beith  
Pee Wee Football ..... Keith Ables, Hayes Odum, Blake Coleman  
Pee Wee Basketball ..... Jamie Reece, Chasity Magyar  
Mini Raiderettes ..... Mallory Clark  
Peewee Cheer ..... Jessica Peterson

**SUPPORT STAFF**

Cafeteria ..... Holly Purvis, Donna Becker Marie Cousins  
Cleaning Service ..... Jamei King  
After School Daycare ..... Michelle Minks

**CLUB SPONSORS**

FCA ..... Tad Duggan & Trent Sligh  
Honor Society ..... Jackie Chandler  
Student Council & Math Club ..... Sandy Ragland, Victoria Deere, Pat Marter  
Science Club ..... Ginny Jones  
Yearbook ..... Jo Ann Campbell, Jamie Carr, Carla White  
Prom ..... Jo Ann Campbell

## School Calendar 2023-2024

July 24 .....	Senior Banner Pics	8:30 am
August 9-10 .....	Teacher In service	8 am
August 10 .....	Patrons Meeting Fish Fry	
August 14 .....	Elementary Meet the Teachers / Secondary Orientation	½ Day
August 15 .....	First day of School	
August 21 .....	NED Program (4k-8 <sup>th</sup> )	8:15 Gym
September 4.....	No School Labor Day	
September 9.....	ACT Test Date	
September 19.....	School Day Pics	
September 20.....	Cheer Competition	
September 25.....	Elementary Open House 6pm / Secondary Open House 7pm	
September 29.....	Homecoming ½ day of school / Day care 12-6 / Parade 1pm	
October 9.....	Fall Break No school / no daycare	
October 11.....	Senior Drape Pics	
October 17.....	In House ACT	
October 19.....	National Honor Society Induction	8:30
October 21.....	ACT Test Date	
October 25.....	School Day Pictures Retakes	
October 31.....	Trunk or Treat 2k -6 <sup>th</sup>	
November 4.....	Who's Who And Beauty Review 7pm/ Pics 5pm	
November 6.....	Raffle Ticket Deadline	
November 9.....	Veterans Day Program	10am
November 16.....	Harvest Carnival (Thursday)	
November 20 - 24.....	Thanksgiving Break	
December 11 -13.....	Mid Term Exams	
December 14.....	Make up exams – No Daycare / Elementary Christmas Party	
December 15.....	No School	
December 18 - January 2.....	Christmas Holidays	
January 3.....	1 <sup>st</sup> Day Second Semester Begins	
January 15.....	No school / no daycare MLK DAY	
February 2.....	Grandparents Day 1pm	
February 19.....	No School / no daycare Presidents 'Day	
March 7.....	Cheer Tryouts	
March 8.....	No school – MAIS Meetings	
March 11– March 15.....	Spring Break	
March 29.....	No School / No Daycare –Good Friday	
April 1.....	No school/No day care (Easter Monday)	
April 3.....	Spring Pictures	
April 12.....	Junior- Senior Prom	
April 18.....	Senior Chapel / Senior Luncheon	9am
April 23.....	Senior Exams	
April 24.....	Senior Dead Day	
April 25.....	Senior Exams (Sr. Last Day)	
April 26.....	Elementary Field Day 1pm	
April 29.....	Athletic Banquet	
May 2.....	Graduation Practice	
May 3.....	Awards Day / Graduation Pics	½ day
May 6.....	HS Graduation	
May 7.....	6 <sup>th</sup> Grade Graduation	
May 9.....	5K Graduation	
May 14 -16.....	Final Exams	
May 17.....	Make up Exams	

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## GENERAL INFORMATION

### THE SCHOOL OFFICE

Much of the work carried on in the office is confidential and involves important information about each individual in school. For this reason, certain basic rules of conduct are necessary.

1. Go to the office only when called or for necessary business which cannot be handled elsewhere.
2. The office telephone is a business telephone and should only be used in emergencies.
3. Do not in any way violate the privacy of the office records.
4. Students are to stay in front of the counter to conduct their business while in the office.
5. NO medications will be given to students without a doctor's excuse.

### THE LIBRARY

The school library provides you with a place to study undisturbed. We also have available a trained librarian who can give you help and suggestions which will make your school work more effective. In return for this, you are expected to : **OBSERVE ALL LIBRARY RULES AND REGULATIONS, ALWAYS RETURN BOOKS AND MAGAZINES TO THEIR PROPER PLACE, MAINTAIN A QUIET ATMOSPHERE AT ALL TIMES, AND USE THE LIBRARY AS A PLACE TO STUDY, NOT SOCIAL ACTIVITIES.**

### SCHOOL PROPERTY

The school property belongs to you as a member of Benton Academy. You should protect this property and help make the school an attractive place in which to attend.

1. Help keep school premises free from trash.
2. Discourage the defacing of all property.
3. Encourage proper care of grass, flowers, and shrubs.

Many hours of hard work and thousands of dollars have been invested in the buildings and equipment at Benton Academy. Each student is expected to do his/her part in taking care of the school. Any damage to the buildings, grounds, materials or furnishings must be repaired and/or replaced at a necessary expense. Students will be subject to disciplinary action if they willfully or negligently bring harm to school property.

## UNSCHEDULED CLOSING OF SCHOOL

In the event of snow or other conditions making it hazardous to attend school, the headmaster will notify Radio Station WBYP 107 FM, WBGO 93.1 and MISS 103 to make the announcement. The decision of whether or not to call off school will be made no later than 7:00 a.m. if at all possible. Also TV- ABC and CBS.

## TEACHER-PARENT CONFERENCES

All conferences must be arranged through the school counselor. **Please do not call a teacher at home for a conference as they do not have records at home.**

## RAIDER MANNERS

The 6 most important words: I admit I made a mistake.

The 5 most important words: You did a good job.

The 4 most important words: What is your opinion?

The 3 most important words: If you please.

The 2 most important words: Thank you.

The 1 most important word: We

The least important word: I

## BEEPERS AND CELL PHONES IN THE BUILDING DURING SCHOOL HOURS

Cell phones, beepers, iPods, MP3 Players, Nintendo DS Players or any other electronic devices are not permitted in the building during school hours, however any student may turn his/her phone or any other item listed above in to the school office **before 8:00 a.m.** A phone will be provided for students in the office to be used **in the case of emergencies**, change of practice or game schedules, etc. Students will be allowed to use this phone before school, at break, at lunch, or after school with permission of the office. **Any student caught with a cell phone or any other electronic device during the school day will have them taken from them and will pay the following fines:**

**\$30.00 - 1<sup>st</sup> offense**

**\$60.00 - 2<sup>nd</sup> offense**

**\$90.00 - 3<sup>rd</sup> offense**

## BENTON ACADEMY TECHNOLOGY ACCEPTABLE USE POLICY

*The safety of all students at Benton Academy is of paramount concern as we implement new technologies. Therefore, every student and parent or guardian should carefully study this Acceptable Use Policy, which establishes the guidelines for the use of technology at Benton Academy.*

The computers at Benton Academy may be used for **academic** purposes only. In general students will not be allowed to:

- Access personal e-mail accounts, chat rooms, message boards, etc. (i.e. AOL, Hotmail, Yahoo, Facebook, Xanga )
  - Download any programs or music including any “Messenger” programs, etc.(strictly prohibited)
  - Change the configuration or settings on any computer
  - Use of music CDs or video games for pleasure
1. As part of the enrollment process each student of Benton Academy, along with a parent/guardian, will sign the *Benton Academy Technology Acceptable Use Policy* before they will be allowed access to computer technology.
  2. All rules and policies in the Benton Academy student handbook regarding honesty, courtesy, and respect for school property will apply equally to the use of technology, computers, and the internet. Cheating (including plagiarism) via technology will require the same consequences as outlined in the student handbook for that offense.
  3. Students are allowed access to school computers in the lab only.
  4. For technology to be made available to students as a learning tool, they must observe these rules of safety and conduct:
    - No student should give his or any other student's address, phone number, social security number or other personal information to any person by computer communications.
    - Students will not use school equipment to illegally copy any software. Software on Benton Academy's network is copyrighted and licensed to Benton Academy.
    - Installing any software onto school computers or the network by students is strictly prohibited.
    - Students will not attempt to change, alter, modify or adjust in any way the software configuration of the network or any individual computer or to alter, remove or damage any part of any computer. This includes changing screensavers, backgrounds, settings, etc. and connecting or disconnecting hardware.
    - Drinks or food of any kind may not be brought to any area where computers are located.
    - Students should save their work to their assigned student account only.
    - No student should share his/her password, try to find out another student's password, attempt to use another student's account, access another student's files or make any changes to another student's work on the school computers. This would be a violation of Benton Academy's cheating policy.
    - Students are strictly prohibited from accessing anything other than academic software programs and specifically permitted, monitored internet access.
    - Students are not allowed to use Benton Academy's computers, network, or internet to do any of the following:
      - Engage in any on-line chatting or messaging, or correspondence via e-mail.
      - Write or publish harmful or inappropriate material
      - Upload or create a computer virus
      - Send chain letters or conduct any type of harassment
      - Plagiarize material or misrepresent another's work
      - Conduct business or advertise a product
      - Attempt maliciously to harm the data of another person
      - Pursue inappropriate material (i.e. pornography, sexist, racist, etc.)
      - Encourage or support prohibited activities by other students

5. Vandalism of technology will result in a severe response (discipline) by the administration. Vandalism includes malicious attempts to destroy programs or information, as well as physical abuse to the equipment.
6. Students should expect **no** privacy in the contents of files on the school network. System administrators may view student files and internet usage at any time.
7. Users shall not engage in any activity via technology that is viewed by the staff, faculty, or administration as harmful to, or reflecting negatively on, Benton Academy.
8. Access to technology is a *privilege*, not a right. Each student is accountable for his or her actions. Each student is expected to stay current on changes, corrections and addendums to this policy, which will be posted prominently in the computer lab. It is the responsibility of the student to seek advice from faculty with any question concerning appropriate use of school equipment.
9. Students who are found to be in violation of the current *Benton Academy Acceptable Use Policy* may lose computer privileges for a length of time to be determined by administration and faculty. At the very least, this could disrupt their academic standing in class assignments (i.e. grades). Extreme misconduct could result in suspension or expulsion from school.
10. Benton Academy will not be held liable for:
  - Any damage suffered by users due to failure of equipment or interruption of service
  - The accuracy or truth of material obtained through the Internet
  - Damages to any person resulting from unauthorized or inappropriate use of technology
  - Malfunctions of the technology provided by the school.

## CAFETERIA

Lunches are served in the cafeteria each day with a weekly menu available to students a week in advance. Soft drinks and other snacks are also available. Kindergarten and first graders will drink milk or fruit juice with their meals.

## EATING LUNCH

No students will be allowed to leave school to eat lunch and return. All students will be expected to eat lunch in the cafeteria, regardless of whether you buy a lunch in the cafeteria or bring your own. Students are to remain in the cafeteria until the bell rings or unless they have permission to leave from the duty teacher. **Students are not allowed to remove food or drink from the cafeteria. Students are not to bring food or drink into any classrooms at any time. Teachers are not to allow students to be in their classrooms during lunch or break.**

**Students will not be allowed to check out for lunch away from school and return to class.**

## VISITORS

Anyone having business with teachers or students must check in with the Elementary or Secondary Office upon arrival and **obtain a visitor's pass. This policy applies to recent Alumni visitors returning to campus for any reason.**

## MEDICAL

Parents or guardians are required to report to the school any medical condition that will assist in the student's safety and well-being. This would include allergies, ADD, ADHD, Dyslexia, etc.

**ACADEMIC INFORMATION**

**GRADING**

A teacher is expected to give a minimum of eighteen grades per nine weeks to determine a student’s average for the nine weeks’ period. Tests are given at regular intervals to measure student achievement. All students are graded on the following scale:

90-100 .....	Excellent.....	A
80-89 .....	Good.....	B
70-79 .....	Average .....	C
Below 70 .....	Failing.....	F
Conduct Grades.....		E, S, NI, U

Grades indicate student achievement or progress and are used to determine membership in academic and honor organizations and for promotion and graduation. Academic grades are considered for membership or participation in some organizations, activities and sports.

**STUDENT RECORDS**

Student records for colleges will be mailed upon request. After the second transcript, the cost will be \$3.00 per transcript sent or given by the office. Anyone needing a transcript sent during the school year should give at least a 48 hour notice. During the summer months, a 1 months’ notice is required.

**REPORT CARDS**

Report cards are issued on the Thursday following the end of the 1st nine-week period from 3:00 pm-6:00 pm.

**HOME SCHOOL**

In order to be accepted for enrollment, Elementary and Jr. High students must be tested with Stanford Achievement Tests scoring within 6 (six) months of grade level. The first test will be offered at no charge. A fee will be charged if a second test is needed.

High School students must be enrolled in an accredited high school program or present an official transcript from a recognized home school network in order to receive credit.

No home school student will be allowed to receive credits in order to be eligible for sports.

Home school students are only allowed to enroll at the start of the school year. The administration has the right to overturn this rule at his or her discretion.

## ELEMENTARY SECTION

### CONFERENCES

Conferences should be arranged with your child's teacher. Please contact the teacher by note or phone to schedule a conference. You may call the school and leave a message. Your child's teacher will contact you during her free time. Conferences should be set up at a time that is convenient for both the teacher and the parent. Conferences should be set up during school hours.

### ABSENCES

#### **Elementary**

If your child is going to be absent the day of school, please make every effort to notify the elementary secretary's office at the school. If unable to do so please send a note to your child's teacher when your child returns explaining the absence. The student will have 3 to 5 days to make up the work which was missed while being out. If work is not made up in the time period you will be notified. A zero can result if work is not made up immediately after you are contacted.

If possible please try to pick up work from his/her teacher so they can work on it at home. Assignments should be on Canvas to see what they missed and assignments due. This will help them from getting behind. The student will have 3 to five days allotted to make up work. The teacher will determine if reduction in grade or 0's if work is not made up in allotted time period.

**Students are allowed (20) total absences per year.** This is normally broken down 10 each semester. **No absences over twenty (20) will be allowed (whether doctor, dental or other)** unless there are extenuating circumstances which must be approved by the Board. Any child that has over twenty (20) absences not approved by the board will automatically fail the grade. **Please provide the Elementary Office with an authorized doctor's, dentist or hospital excuse when they return to school, the day after the absence.**

**It is the responsibility of parent or guardian to provide the excuses to the appropriate office, not the responsibility of the school**

### TARDINESS

- Promptness to school is very important. Students are to be in their seats and ready to work when the second bell rings. Students will be counted tardy if they are not at school at 8:00 a.m. Tardies will be kept for each 9 weeks (not per semester). Every **3 tardies** will result in an absence that will be recorded on report cards.
- Students who are tardy are missing work in their classrooms. Teachers will not be responsible for beginning a lesson again. Teachers will also not be responsible for making up work that tardy students miss. **The only exception would be if the student/students are tardy due to a doctor's or dentist appointment, and if that is the case then they must bring a doctor's or dentist's excuse before they return to school.** Your child's grades may suffer due to excessive and unexcused tardies.
- Students who are tardy are also not included in the morning lunch count. Lunch money is turned in right after the 8:00 bell rings. Tardy students cause a delay in calculating a lunch count and totaling the amount of lunch money for the day.
- **Parents of students with 6 tardies in a 9 week period will be contacted for a conference concerning their child's tardiness. Being at school on time is of the utmost importance!**



### **POLICY FOR LEAVING SCHOOL**

Students are not allowed to leave campus during school hours without permission from their parents. The student should be picked up by their parents. If someone other than the parents is picking up the child, the elementary must be notified or the child will not be allowed to leave. **Also, students must be signed out in the office by the adult picking them up.**

### **RESTRICTION OF CHILD PICK-UP**

If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file in the office a certified copy of the court order of final judgment.

### **SICK CHILDREN**

**Children should be free of fever for 24 hours before they return to school. A fever means the presence of an infection, and a child should not be around others unless they have been free of fever for 24 hours.**

**Even if you take your child to the doctor and obtain a doctor's excuse, we ask that you DO NOT send your child back to school until they have been free of fever for 24 hours. You will be contacted to pick up your child if you send them back to school too early.**

**If a child is sent home for vomiting, upset stomach, etc., they will be allowed to return to school the next day IF they have been to see a doctor and have a DOCTOR'S EXCUSE stating that they are NOT contagious. If you choose NOT to take your child to the doctor, then they are NOT allowed to return to school until they have been free of the vomiting, upset stomach, etc., for 24 hours. If your child returns to school the next day without a doctor's excuse, you will be contacted to pick them up.**

### **CELL PHONES**

Students are not allowed to have cell phones or any other electronic device in the elementary building during school hours. A phone will be provided for students in the office to be used in the case of emergencies, change of practice or game schedules, etc. Students will be allowed to use this phone before school, at break, at lunch, or after school with permission from the office. If a child has a cell phone or any of the above listed electronic devices, it is to be turned placed in to their teachers basket before 8:00 a.m. and may be picked up at the end of the school. **Violation of this rule will result in the same consequences as Jr. High/ High School (see page 3 of the handbook).**

### **POLICY FOR ENROLLING 3K STUDENTS**

**ALL STUDENTS ENTERING THE 3K PROGRAM AT BENTON ACADEMY MUST BE 3 YEARS OF AGE BY SEPTEMBER 1<sup>ST</sup> OF THAT YEAR AND MUST BE COMPLETELY POTTY TRAINED.**

## GRADES

- A teacher is expected to give a minimum of two grades per week to determine a student’s average for the nine week period. This will ensure a minimum of 18 grades per nine weeks.
- All chapter or unit tests will be counted twice. For the 4th, 5th, and 6th grades, each nine week period will end with a chapter or unit test in each subject. There will be no comprehensive nine weeks tests.
- All other grades will be counted once.
- The nine weeks average will come from these grades.
- A semester average will be determined from the nine weeks averages - 1st semester (1st & 2nd nine weeks average); 2nd semester (3rd & 4th nine weeks average).
- The yearly average will be the average of 1st and 2nd semester. Tests are given in regular intervals to measure student achievement. All students are graded on the following scale:

90-100 .....	Excellent .....	A
80-89 .....	Good .....	B
70-79.....	Average.....	C
Below 70 .....	Failing.....	F
Conduct Grades .....		E, S, NI, U

## PROMOTION OR FAILURE

- Students are required to make 70 or above for the year’s average in each subject.
- Students who make below 70 in one major or in two minor subjects will have to repeat the grade.
- Major subjects: English, Math, Science, Social Studies, Reading
- Minor subjects: Health, Phonics, Spelling, Writing

## ELEMENTARY DRESS CODE

The elementary dress code is very similar to Jr. High and High School. We feel it is best to keep the rules as similar as possible for both buildings.

All students are required to dress in a manner which reflects modesty and common sense.

### **BOYS:**

- Hair should be neat, clean, well-groomed, and no longer than the collar of a dress shirt. It should be cut above the ears and out of the eyes.
- No earrings will be allowed.
- Shorts may be worn, but should be an acceptable length! Parents will be notified if shorts are too short.
- Pants must be worn in an acceptable manner with no boxers showing.
- No hats may be worn during school hours.
- No body piercings.

### **GIRLS:**

- Wearing apparel should reflect modesty and traditional taste.
- No spaghetti strap shirts. Straps should be no smaller than 1 ½ inches across the shoulders. **NO EXCEPTIONS!**
- Crop tops, shirts with holes in the back, halters, low cut blouses, racerback tops, and strapless dresses and shirts are not allowed. Midriffs are not allowed.
- Dresses and skirts should not be shorter than three (3) inches above the knee.
- Shorts should be an **ACCEPTABLE** length! **NO SHORT SHORTS!**
- Absolutely no gym shorts (this includes “soffee” shorts with writing on the backside).
- Anything seen by the administration that appears to be unacceptable will be discussed and the parents called if necessary.
- No hats may be worn.
- Earrings will be allowed in earlobes only. No other body piercings will be allowed.
- Tops worn with leggings/tights must cover the posterior in its entirety and no shorter than fingertip level.

### **BOYS & GIRLS:**

- T-shirts with suggestive or provocative themes (some concert t-shirts, etc.) or with alcoholic or tobacco inscriptions are not allowed.
- **Students cannot wear pants that have holes in them that show skin.**
- **Shirts will not be allowed with inappropriate holes for school attire.**
- No Athletic pants of any kind unless the team is wearing them on game day.
- Hair color and style must be of natural color which projects a professional image and does not draw unwanted attention.
- No house shoes/shower shoes

Parents will be notified if a student comes to school inappropriately dressed. The parent will have to make arrangements to bring the child more clothes at that time and the student may wear clothing provided by the office.

The dress code applies to all school functions! Repeat violations of the dress code by one or more individuals can result in immediate termination of the dress code privileges outlined in this handbook.

**THE ADMINISTRATION RESERVES THE RIGHT TO PASS A JUDGMENT ON FUTURE MODES OF DRESS NOT OUTLINED AT THIS TIME.**

## DISCIPLINE

Each elementary teacher has her own set of classroom rules. When a student requires disciplinary action, the teacher applies the rules of her classroom unless she feels that the infraction is too severe. At that time, the student will be sent to the Headmaster's office. The Headmaster will discipline the student accordingly and contact parents if need be.

Offenses that will result in immediate corporal punishment or suspension are: **cheating, fighting, vandalism, stealing, disrespectfulness to adults, or continuous misbehavior in the classroom.**

A student may be expelled for the remainder of the year upon recommendation by the Administrator to the Board of Directors. A student and parent may have the opportunity to appeal before the Membership Committee which consists of board members and school personnel.

## DAYCARE/AFTER SCHOOL

- Daycare will be open after school each day from 3:00 p.m. until 5:30 p.m.
  - On all half days of school from 12:00 noon until 5:30 p.m.
    - The cost is \$10.00 per day.

## ELEMENTARY ATHLETES

Rules for elementary athletes are exactly the same as the rules for junior high and high school athletes which are listed on page 31 of this handbook. This includes Pee Wee football players, Pee Wee cheerleaders, Mini Raiderettes and Pee Wee basketball players. **(This does not include rule number 2 on page 31).**

### BELL SCHEDULE

7:55	First Bell	
8:00	Tardy Bell	
9:00	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Grades	Break begins
9:15	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Grades	Break ends
9:15	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grades	Break begins
9:30	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grades	Break ends
10:50	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Grades	Bell to get ready for lunch
10:55	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Grades	Begin going to lunch (stagger)
	(1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> grades will eat lunch and be back in their rooms by 11:20 to go outside for recess)	
11:15	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grades	Bell to get ready for lunch
11:30	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grades	Begin going to lunch (stagger)
	(4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grades will eat lunch and be back in their rooms by 12:55 to go outside for recess)	
11:55	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup> Grades	End of Recess Bell
12:25	4 <sup>th</sup> , 5 <sup>th</sup> , 6 <sup>th</sup> Grades	End of Recess Bell
2:50	Get ready to go home bell	
3:00	Go home bell	

Teachers who have afternoon duty should be at the door of the elementary building by 3:00 to escort children to cars.

- The elementary school will be opened at 7:00 a.m. by one of our coaches.
- He will be in the building until the early morning duty teacher arrives at 7:15 a.m.
- Do not drop your child off before 7:00 A.m. there will be no one to supervise them!!

New Schedule: **School will be dismissed Fridays at 2:30 p.m.**

#### **½ Day Bell Schedule**

1 <sup>st</sup> Period	7:55 - 8:25
2 <sup>nd</sup> Period	8:28 - 8:58
3 <sup>rd</sup> Period	9:01 - 9:31
1 <sup>st</sup> Break	9:31 - 9:46
2 <sup>nd</sup> Break	9:46 - 10:01
4 <sup>th</sup> Period	10:01 - 10:30
5 <sup>th</sup> Period	10:33 - 11:03
6 <sup>th</sup> Period	11:06 - 11:30

Elementary dismissal at 11:15  
7<sup>th</sup>-12<sup>th</sup> Grades dismissal at 11:30

## SECONDARY INFORMATION

### GRADING

- A teacher is expected to give a minimum of two grades per week to determine a student's average for the nine weeks' period.
- Tests are given at regular intervals to measure student achievement.
- All students are graded on the following scale :

90-100 .....	Excellent.....	A
80-89 .....	Good.....	B
70-79 .....	Average .....	C
Below 70 .....	Failing .....	F
Conduct Grades .....		E, S, NI, U

Grades indicate student achievement or progress and are used to determine membership in academic and honor organizations and for promotion and graduation. Academic grades are considered for membership or participation in some organizations, activities and sports.

**All students grades 7-12 must have a laptop or tablet available each day of school.  
Cell phones will no longer be allowed for class work.**

### PROMOTION AND FAILURE

Students are required to make above 70 for the year's average. Students in grades 7 and 8 who make below 70 in English or Math will have to repeat the grade or attend summer school in that subject. Students in grades 7 and 8 who fail one major subject or 2 minor subjects must repeat the grade.

Major subjects - English, Math, Science & Social Studies

### CORRESPONDENCE COURSES & SUMMER SCHOOL

The taking of correspondence courses is strongly discouraged by the administration of Benton Academy. It is the preference of Benton Academy that students attend summer school to receive credit for any failed courses required for graduation. Credit for correspondence courses will be allowed only for credit absolutely needed for graduation from Benton Academy. Only 1 correspondence course may be taken by a student during his/her time at Benton Academy. **Any such courses must be approved by the Administration and the high school counselor. Any course taken in summer school due to failure will only count for graduation credit and will not be included in the student's grade point average. (It is the students/parents responsibility to have grades sent to Benton Academy upon completion of any courses taken). Students taking on-line courses may only take 1 class online for a credit. The one online class is allowed. All other courses must be taken in person at the Education Center School located in Jackson. This is only in person school for summer credit/ correspondence classes.**

## UNIT REQUIREMENTS FOR GRADUATION

Twenty-two units will be required for the class of 2016. At least eighteen units must be academic as listed in the approved academic courses:

### **Required Courses**

English	4 units
Mathematics	4 units*
Science	4 units**
Social Studies	4 units***

\*one of which must be Algebra I, with recommendation that two of the three be Algebra I or higher

\*\*one of which must be a laboratory based biological science

\*\*\*to include American History and American Government/Economics

½ credit will be awarded for those who complete the course requirements in Chorus, PE (Sports), Cheerleading & Dance.

**Vocational credit: credit obtained through vocational course will only count as an elective or science credit.**

**Exception: Computer Business Technology may count as a math credit.**

### Graduation Honors

There are three honor designations for graduation.

- Honor Society Graduate--Member of Benton Academy Honor Society with overall academic average of 89 with no C's
- Special Honor Graduate--4 year average of 93-100
- Honor Graduate--4 year average of 89-92

### Graduation Awards

The graduating senior class will have a valedictorian and a salutatorian. To receive either award, a student must have attended Benton Academy for at least two years (9-12) and must have the highest grade point averages (in academic subjects) of the senior class. The student with the highest average is valedictorian. The student with the second highest average is the salutatorian.

### Schedule Change Policy

Students may add or drop a course within the first 3 days of school with approval from the counselor and principal. **Any change in a student's schedule is subject to space availability.**

## STUDENT TEST POLICY

Students will not be required to take more than two (2) major tests a day. Major subjects include: English, Math, Science, and Social Studies. Daily grades, pop tests, etc., are not included in this policy. **Students are urged to communicate with their teachers so that faculty will be aware of test schedule conflicts.**

### TESTING CODE NUMBER (GRADES 7-12)

**BENTON ACADEMY CODE NUMBER FOR ACT & SAT - 250 - 208**

### MARRIAGE AND PREGNANCY (GRADES 7-12)

Students who are or have been married will not be accepted for enrollment. If this marriage occurred before or during the school term, students will be dismissed by the administration upon knowledge of such marriage. Also, prospective students of a child/children will not be permitted to enroll. A girl who becomes pregnant, and/or a male student responsible for a pregnancy, will no longer be permitted to attend classes or participate in extracurricular activities at Benton Academy.

## BENTON ACADEMY SOCIAL MEDIA USE POLICY

### Staff:

- Should use caution when corresponding with parents via social media. Correspondence should intend to answer questions and provide information regarding school activities as an extension of normal school communications. Any inquires or conversations that become inappropriate or derogatory should be moved to a private conversation and referred to the administration as appropriate.
- Should not discuss issues concerning the school, administration, other students, staff members, or others affiliated with the school.
- Should only post things that they would be happy to be attributed to them as a teaching or coaching professional or that serve as information to the school community.
- Should not identify themselves as representing the school and/or the school's position on any subject.

### Patrons:

- Should not post photos, videos, or comments on social media – whether on their own pages, in closed groups (e.g., groups set up for school parents to communicate with each other, etc.), or on the schools pages, that negatively portray students, the school, administration, faculty, staff, or others affiliated with the school.
- Should address concerns and complaints directly with the school/administration rather than posting them on social media – whether on their own pages, in closed groups (e.g., groups set up for school parents to communicate with each other, etc.), or on the schools pages.
- Should not post anything malicious about the school or any member of the school community.

### Students:

- Should not join any social networking sites if they are below the permitted age.
- Should tell their parents if they are using any social networking sites.
- Should be aware how to report abuse and inappropriate content (to parent, teacher, coach, sponsor, administration, etc.).
- Should not make inappropriate or derogatory comments on social media (including in private messages) about other students, the school, administration, faculty, staff, or others affiliated with the school.



**IHL GRADUATION REQUIREMENTS**

**TWENTY (20) ACADEMIC UNITS WILL BE REQUIRED FOR GRADUATION.**

English	4 Carnegie Units
Mathematics	4 Carnegie Units
Science	4 Carnegie Units
Social Studies	4 Carnegie Units
Electives	4 Carnegie Units

NINE WEEK PERIODS

1<sup>st</sup> Nine Weeks: August 14, 2023- October 13, 2023

2<sup>nd</sup> Nine Weeks: October 16, 2023 – December 14, 2023

3<sup>rd</sup> Nine Weeks: January 3, 2024– March 8, 2024

4<sup>th</sup> Nine Weeks: March 18, 2024 – May 17, 2024

**\*There will be no exams for the 1st and 3rd Nine Weeks.**

2023 - 2024 EXAM SCHEDULE

**Mid-term exams (Test should cover 1<sup>st</sup> and 2<sup>nd</sup> nine weeks)**

			8:00 - 9:44
Monday	December 11	8:00-9:44 9:44-10:10 (Break) 10:15-12:00	
Tuesday	December 12	8:00-9:44 9:44-10:10 (Break) 10:15-12:00	
Wednesday	December 13	8:00-9:44 9:44-10:10 (Break) 10:15-12:00	
Thursday	December 14	Make up	

**Use the following formula to calculate semester grades:**

- 1<sup>st</sup> nine weeks - average all grades and this will be 1st 9-weeks average.
- 2<sup>nd</sup> nine weeks - Take all grades and that counts as 100% of average.
- Semester final grades - Average 1<sup>st</sup> nine weeks and 2<sup>nd</sup> nine weeks. This average will be counted as 3/4 of semester average. Semester exam counts as 1/4 of semester average.

**Final exams (Test should cover 3<sup>rd</sup> and 4<sup>th</sup> nine weeks)**

Tuesday	May 14	8:00-9:44 9:44-10:10 (Break) 10:15-12:00
Wednesday	May 15	8:00-9:44 9:44-10:10 (Break) 10:15-12:00
Thursday	May 16	8:00-9:44 9:44-10:10 (Break) 10:15-12:00
Friday	May 17	Make up

**Use the following formula to calculate the yearly average:**

$\frac{1}{2}$  - 1<sup>st</sup> semester

$\frac{1}{2}$  - 2<sup>nd</sup> semester

**EXAM EXEMPTIONS**

- All students are required to take 1st semester exams. Exception would be seniors with a 90 overall average in that semester class. All other students will be eligible 2nd semester, with a 93 overall yearly average in each class.
- Students who are exempted in all classes will be excused from the last day of review provided all fees are paid, all books & athletic uniforms are turned in & lockers are cleaned out.
- Any student who has been suspended from school will not be allowed to be exempt.
- Any student who has 15 or more absences will not be able to be exempt.

**EXAM RULES**

- All teachers and staff are required to stay until 1:00 p.m.
- We will have day care on exam days.
- Teachers will not allow students to leave class early after taking exams.
- Exams will be given on a designated day and at a designated time. Any changes to this schedule must be approved by the administration.

## ABSENCES

- Absences from school are classified excused or unexcused.
- No absences over twenty will be excused unless there are extenuating circumstances approved by the Board.
- Excused absences result in ability to make up work.
- **An unexcused absence results in a zero for that day's work.** Medical excuses are only good for one absence period.
- No **"BLANKET"** excuses will be accepted.
- Absences are counted each period. Any classes with over twenty absences can result in automatic failure in that class.
- Absences due to personal illness, serious illness or death in the family, or absences with special permission of the Administration (obtained in advance) will be excused.
- Seniors will be allowed two (2) excused absences to visit colleges of their choice. Juniors will be allowed one (1) excused absence for a college visit. These days will not be included in the (20) allowed absences.

### **High School Absences**

If your child is going to be absent the days of school, please make every effort to notify the High School Office.

- Students are allowed (20) total absences per year. This normally breaks down to 10 each semester.
- No absences over twenty (20) per class will be allowed (whether doctor, dentist, hospital or other) unless there are extenuating circumstances which must be approved by the board will automatically fail the class or grade.
- Please provide the High School Office with an authorized doctor's, dentist or hospital excuse when they return to school, the day after the absence. A medical professional note must be given to office for absences.
- When the student returns to school they will have three to five days to make up work missed. After this allotted make uptime, the student will either have grade reduction or 0's for work based on teachers discretion.
- It is the responsibility of parent or guardian to provide the excuses to the appropriate office, not the responsibility of the school.

### **Elementary Absences**

- If your child is going to be absent the day of school, please make every effort to notify the elementary secretary's office at the school. If unable to do so, please send a note to your child's teacher when your child returns explaining the absence. The student will have 3 to 5 days to make up the work which was missed while being out. If work is not made up in the time period you will be notified. A zero can result if work is not made up immediately after you are contacted.
- If possible please try to pick up work from his/her teacher so they can work on it at home. Assignments should be on Canvas to see what they missed and assignments due. This will help them from getting behind. The student will have 3 to five days allotted to make up work. The teacher will determine if reduction in grade or 0's if work is not made up in allotted time period.
- **Students are allowed (20) total absences per year.** This is normally broken down 10 each semester. **No absences over twenty (20) will be allowed (whether doctor, dental or other)** unless there are extenuating circumstances which must be approved by the Board. Any child that has over twenty (20) absences not approved by the board will automatically fail the grade. **Please provide the Elementary Office with an authorized doctor's, dentist or hospital excuse when they return to school, the day after the absence.**
- It is the responsibility of parent or guardian to provide the excuses to the appropriate office, not the responsibility of the school.

## TARDINESS

Promptness to class and to school is very important. Students are to be in the room and ready to work when the bell sounds. Students are not to enter class without a note to excuse/ unexcused a tardy. Notes must be signed in the office.

Habitual tardiness will not be tolerated with or without an excuse.

- No more than **four (4) unexcused/excused tardies per nine weeks.** Violation will result in discipline by the Administration.
- **Five (5) tardies** – 1 early detention;
- **Six (6) tardies** – 2 early detentions;
- **Seven (7) tardies** – 3 early detentions;
- **Eight (8) tardies** – 1 zero in all academic classes for the nine weeks;
- **Nine (9) tardies** – 2 zeros in all academic classes for the nine weeks;
- **Ten (10) tardies** – 3 zeros in all academic classes for the nine weeks.
- All tardies will begin again each nine weeks.
- The administration may adjust penalties for tardiness if he sees the need for a different punishment.

## POLICY FOR LEAVING SCHOOL

- Students are not to leave campus during school hours without permission from the office. Parents are reminded it is their right to dismiss their child; however, the school reserves the right to determine if the absence is excused or unexcused. Parents will be notified if a student leaves school without permission.
- Students needing to leave school during the day must turn in a note to the office by 8:00 a.m. Notes turned in after 8:00 a.m. may not be recognized. Notes from parents for a student to check out must state the date, the reason for leaving, and be signed by the parents. Parents must write the entire note. Do not let students write the notes. Parents may be called to verify notes.
- If the student wants to be dismissed after 8:00 a.m. and does not have a note from their parent, the parent will have to be personally contacted by the school administration or office personnel before the student is dismissed.
- Students will not be allowed to check out to run errands.
- Students are not allowed to leave campus during a class period.
- When a student, grades 7<sup>th</sup> - 12<sup>th</sup> checks out/in, he/she must sign in/out at the office themselves. One student will not be allowed to sign for another student.
- Any student in grades 7<sup>th</sup> - 12<sup>th</sup> who checks out to go home, to an athletic event, doctor, dentist, etc. must get the next day's class assignments from the teachers of the classes missed. Work missed will not be made up.
- Benton Academy strongly recommends that students not be taken out of school for vacation. Please strive to schedule vacations during the summer months or holidays.
- If a student should become ill and need to leave school during the day, he/she must be excused through the principal or headmaster and a parent(s) must be called.
- All academic classes must be met before a student will be given permission to leave school, (except in the case of an emergency).
- Any student who knows that they are going to miss a class must see the teacher to get assignments before leaving.
- Students participating in extra-curricular activities must attend all regular scheduled classes that day in order to participate. \*Exceptions include doctor or dental appointments, family emergency or any other special circumstance approved by the Administration.
- If grades in any subject for any grading period, including progress report is below 70, the student will not be eligible for early dismissal until grades return to required level and are approved by the Administration.
- Students must attend any school meetings and activities the administration deems necessary (examples: meetings with college representatives, senior trips to colleges, ABC contest, Awards Day, Senior Day Out, etc.).
- Student must conduct himself/herself properly at school and at all school functions. Student must sign out in the office prior to departure.
- The administration must approve early dismissal. Parents must sign a liability release form.
- If student has permission to ride with another student to and from a school function, or not riding team bus, the student must have this signed to ride with another parent.

### PARKING LOT

- All students driving on campus must have a valid driver's license and all vehicles driven on campus must be street approved vehicles.
- No student is to be in the parking lot after arriving on campus.
- Students bringing a vehicle to school are expected to observe safe driving practices and park in the designated parking area.
- The cars are to remain parked until you are ready to leave campus for the day.
- Cars are not to be moved from one parking lot to another during school hours. Athletes may only move their vehicles with permission given by the administration and the coaching staff.
- **BENTON ACADEMY IS NOT RESPONSIBLE FOR YOUR VEHICLE OR ITS CONTENTS WHILE PARKED ON SCHOOL CAMPUS AT ANY TIME.**

### GENERAL CONDUCT RULES

**BE ON TIME ~ BE PREPARED  
BE RESPECTFUL**

### LOCKERS

- Students are assigned lockers which are the property of the school.
- Students are to keep lockers neat and all books and materials in their lockers.
- A student's locker is not to be tampered with by any other student.
- The administration has the authority to inspect lockers at all times.
- Any books or personal items left on the tops of lockers will be removed at the end of the day. Students will be required to pay a fine before their books or personal items will be returned.

### SENIOR TRIPS

**BENTON ACADEMY IS NOT RESPONSIBLE FOR SENIOR TRIPS.**

### FIELD TRIPS

Field trips must be for educational purposes only. These trips must be approved by the Administration.

### HALL PASSES

No student is to be out of his/her class without a hall pass issued by the teacher.

## SPECIAL BENTON ACADEMY AWARDS

A student must have attended Benton Academy for one year prior to being elected to the following:

Mr. or Miss Benton Academy

Mr. or Miss Junior High Benton Academy

## HONOR SOCIETY

A student may be inducted into the Honor Society in his/her 10<sup>th</sup> grade year.

To be a member of the Honor Society

- Total scholastic average for the sixteen core academic high school credits(including credit received in the eighth grade) shall be no lower than 86 at the time of induction.
- The student must be in compliance with the school attendance policy at the time of induction.
- Community Service Hours must be current at the time of induction.
- Additionally, the student should not have any school suspensions or other significant disciplinary incidents.

## DISCIPLINE POLICY

The purpose of Benton Academy is to give students a chance to grow and to later become a valuable member of society. This growth includes learning new skills, learning new factual information, and learning how to co-exist and obey rules in our present society.

**The following offenses may be subject to immediate expulsion:**

- Possession, use, or sale of illegal drugs or narcotics.
- Possession or use of alcohol during school or at school events.
- Any other offense ruled upon by the Board of Directors of Benton Academy.

Drug searches will be held at Benton Academy at different, unannounced times during the school year. This search will include the campus, cars, and lockers.

The following may result in some form of suspension (in-school/out-of-school). The length and type of suspension will be left to the discretion of the administration. Any out-of-school suspension will result in zeros for those days' work. In-school suspension may or may not result in zeros for the days suspended. Both in-school and out-of-school suspension will prohibit students from practicing, participating or attending any school activities for that day.

1. Firearms or knives are not allowed on campus
2. Cheating, such as using unauthorized notes, stealing tests, plagiarism, etc. will result in a zero in said work, automatic in-school suspension, and requiring teachers or the administration to inform parents of the penalty
3. Stealing
4. Vandalism (Students must pay for replacement and repairs)
5. Gambling
6. Possession and/or use of tobacco or vaping devices
7. Skipping will result in out of school suspension
8. Fighting
9. Profanity (whether written, spoken, mouthed, signed)
10. Hazing



11. Sexual misconduct by students through words, gestures, or social media
12. Any other offenses warranting suspension at the discretion of the Administration

#### TYPES OF DISCIPLINARY ACTION USED BY SECONDARY ADMINISTRATION

1. Corporal punishment
2. Test day detention
3. In-school suspension may or may not result in zeroes for daily grades but will be allowed to make up test and prohibits participation in extra-curricular activities during or after school hours.
4. Out of school suspension with zeroes in all classes for that day and not be allowed to: make up tests that were missed or attend/participate in any school function or activity while serving out of school suspension.
5. Expulsion - a student may be expelled for the remainder of the year upon recommendation by the Administration to the Board of Directors. A student and parent may have the opportunity to appeal before the Membership Committee which consists of board members and school personnel.

**A STUDENT WILL NOT BE SENT HOME FROM SCHOOL DUE TO OUT OF SCHOOL SUSPENSION UNTIL A PARENT/GUARDIAN IS NOTIFIED. THEREFORE, OUT OF SCHOOL SUSPENSION MAY BEGIN THE FOLLOWING DAY.**

#### IN-SCHOOL SUSPENSION RULES

1. Student is to report to Headmaster's Office at 7:56 a.m.
2. Student is to bring all assigned textbooks to Headmaster's Office.
3. Student will not be allowed to talk to or visit with other students. (Student is to stay in an isolated area. Student may bring a sack lunch).
4. Student is expected to complete and turn in all assigned work.
5. Student will not be allowed to leave the suspension area at the end of the school day until permission is given by the Administration.
6. Students assigned to in-school suspension will not be allowed to participate in extra-curricular activities for that day or attend school functions.
7. Failure to follow these rules could result in additional disciplinary action.

#### PUBLIC DISPLAY OF AFFECTION

As a Christian school, our students are to conduct themselves in a Christ-like manner whether at school or at a school function. The public display of your actions is detrimental to your witness and the standards of this school. **Public display of affection will not be allowed.**

## HIGH SCHOOL DRESS CODE

All students are required to dress in a manner which reflects modesty and common sense.

### BOYS:

- Beards and mustaches are not permitted.
- Hair should be neat, clean, well- groomed, and no longer than collar of dress shirt. It should be cut above the ears and out of the eyes.
- No earrings will be allowed in grades 7-12.
- **In grades 7-12, only shorts with minimum 7 inch inseam and must wear a belt. Shorts must have belt loops.**
- Pants must be worn in an acceptable manner with no boxers showing.
- Sleeveless shirts are not allowed.
- **T-shirts may be worn untucked but must be sized appropriately.**
- **All collared shirts must be tucked in.**
- No caps or hats allowed on campus during school hours except on Fridays after a purchase of a hat pass.
- **No gym shorts or sweats!**

### GIRLS:

- **No pajama tops or bottoms!**
- **No gym shorts or sweats!**
- **No tights or leggings!**
- Wearing apparel should reflect modesty and traditional taste.
- No spaghetti strap shirts. Any shirt worn must measure two (2) inches across the shoulders. NO EXCEPTIONS.
- Crop tops, racerback shirts, shirts with holes in the back, halters, low cut blouses, strapless dresses are not allowed.
- Midriffs are not allowed.
- Dresses, skirts and shorts should not be shorter than fingertip level. NO short shorts or overall shorts are allowed.
- No hats may be worn in grades 7-12.
- No body piercings are allowed with the exception of **earrings in the ears.**

### BOYS & GIRLS:

- T-shirts with suggestive or provocative themes (some concert t-shirts, etc.) or with alcoholic or tobacco inscriptions are not allowed.
- No Athletic pants of any kind unless the team is wearing them on game day.
- Hair color and style must be of natural color which projects a professional image and does not draw unwanted attention.
- No house shoes/shower shoes

If a student comes to school inappropriately dressed, parents will be notified and the student will not be allowed to attend classes until he/she can arrange for a change of clothes. Classes missed for this reason will be unexcused and will result in a zero for missed classes. Students may have the option of wearing clothing provided by the office or sent home.

- Repeat violations of the dress code by one or more individual can result in immediate termination of the dress code privileges outlined in this book

- DRESS CODE APPLIES TO ALL SCHOOL ACTIVITIES, THE ONLY EXCEPTIONS BEING HOMECOMING, BEAUTY REVIEW AND PROM.
- THE ADMINISTRATION RESERVES THE RIGHT TO PASS A JUDGEMENT ON FUTURE MODES OF DRESS NOT OUTLINED AT THIS TIME.

#### **DRUG/ALCOHOL PREVENTION POLICY**

1. A consent form must be signed by a parent/guardian of the student to be enrolled in Benton Academy (Grades 7-12).
2. If a student refuses to take a Drug/Alcohol test, the student must be withdrawn from Benton Academy.
3. All students will sign a form, give their social security number, and give a list of medications during testing.
4. All administrators, teachers, employees and board members shall be tested.
5. Students will be subject to random testing.
6. The method of testing is a form of urinalysis, hair, or any other means of testing. Any positive drug result will be confirmed by an additional test at a laboratory selected by Benton Academy
7. Drug screening results will be reported only to a designated administrator.
8. Positive test results - student and parents will be advised - student will then be required to attend a drug counseling program and be tested, at the expense of the parents.
9. After a first positive test, the student is subject to take every random drug test during the year.
10. If a parent refuses to complete counseling program for his/her child, the student will be dismissed from school.
11. The second incident of a positive result--permanent dismissal.

**BELL SCHEDULE**

1 <sup>st</sup> Period.....	7:55-8:45
2 <sup>nd</sup> Period.....	8:48-9:38
1 <sup>st</sup> Break (7 <sup>th</sup> , 8 <sup>th</sup> , 12 <sup>th</sup> ) .....	9:38-9:56
2 <sup>nd</sup> Break (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> ) .....	9:58-10:16
3 <sup>rd</sup> Period .....	10:19-11:09
4 <sup>th</sup> Period .....	11:13-12:03
1 <sup>st</sup> Lunch (7 <sup>th</sup> , 8 <sup>th</sup> , 9 <sup>th</sup> ).....	12:05-12:30
Lunch Study/HS Choir (10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> ) .....	12:05-12:30
2 <sup>nd</sup> Lunch (10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> ) .....	12:30-12:50
Lunch Study/Choir (9 <sup>th</sup> , 10 <sup>th</sup> , 11 <sup>th</sup> ).....	12:30-12:50
5 <sup>th</sup> Period .....	12:52-1:42
6 <sup>th</sup> Period .....	1:45-2:35
7 <sup>th</sup> Period .....	2:37-3:15

**New Schedule: School will be dismissed Fridays at 2:30 p.m.**

**½ Day Bell Schedule**

1 <sup>st</sup> Period	7:55 - 8:25
2 <sup>nd</sup> Period	8:28 - 8:58
3 <sup>rd</sup> Period	9:01 - 9:31
1 <sup>st</sup> Break	9:31 - 9:46
2 <sup>nd</sup> Break	9:46 - 10:01
4 <sup>th</sup> Period	10:01 - 10:30
5 <sup>th</sup> Period	10:33 - 11:03
6 <sup>th</sup> Period	11:06 - 11:30

Elementary dismissal at 11:15  
7<sup>th</sup> – 12<sup>th</sup> Grades dismissal at 11:30

**BENTON ACADEMY**  
**STUDENT OUTREACH PROGRAM**

**POLICY STATEMENT**

Benton Academy believes that a student outreach program is a vital aspect in the educating of the “total” individual. As our school strives to move students to a college level and beyond through academics, athletics, and Christian skills, we believe there is a very strong need for social development. This really translates into meeting the needs of others through social responsibility in our community and throughout the world. The Student Outreach Program presents a method to move students into needy situations through contacts with various agencies in the **Yazoo County and Central MS area near Benton Academy**. This reflects that our program is not bound just to Yazoo County or Benton itself. We go to Jackson, Clinton, etc. As students participate in these services, they will come to better understand the Christian example of service as demonstrated by Jesus Christ.

Students in grades nine through twelve will be required to do a minimum of ten (10) hours community service **per academic year** (for a total of forty hours by the end of a four year curriculum beginning the 9<sup>th</sup> grade and ending in the 12<sup>th</sup> grade). Special consideration will be given students transferring from other schools, etc. The students will be divided into outreach teams as determined by the Outreach Director. We may have eight teams or we may have less depending on the size of each class. The community will not only benefit, but it will provide the opportunities for scholarships for our college bound students.

The students of Benton Academy will leave with tremendous heartfelt memories about their different areas of service during their high school years. These experiences may propel them into adult life with a new understanding of God’s creations and seriousness of human need.

### **BENTON ACADEMY STUDENT OUTREACH PROGRAM APPLICATION OF ACQUIRED SERVICE HOURS**

1. One (1) service hour will be credited to each student in any of our partner agencies. Partial hours served will be credited as a full hour.
2. One (1) hour will be credited to each student who serves one hour in an approved on-campus service. This may be done in a concession stand, ticket-taking, special service for a teacher, elementary day care, tutoring, etc. These hours should only represent 20% of the total hours needed for each year or eight (8) hours total for the required forty (40) hours.
3. Any daylong activities associated with the student's church will be credited two (2) hours for that day. This may relate to a workday for church members' homes, childcare, other outreach opportunities, etc.
4. Short-term mission trips (1-2 weeks) with the student's church will also be acceptable. The students will be credited with two (2) hours for each day of that particular mission trip. This is done so that the student's entire hour requirements for the year might be diversified through other services during the year.
5. A required six (6) hour work day will be planned by Benton Academy to help meet the ten (10) hours requirement for each year. The Outreach Director will be responsible for the selection of the partnered agency and work to be done.
6. All service hours will be approved, authenticated and documented. With this being done, not only the hours, but also the agencies served and the type of work done will be recorded and may be added to the student's transcript.
7. All students are required to pick up and fill out community service hours verification forms for all projects performed, either in the community or for the school. The forms must be signed by the person who is supervising the student, and the student will return the forms to the Benton Academy Business Office. Forms are on file and available in the Business Office. Failure to return forms to the office means that the service will not be recorded by the Outreach Director, and the student also risks a workday detention. This must be done each week or as soon as the service is completed by the student.
8. All students are required to complete hours and return all verification forms by the final deadline indicated in the student handbook: **NO EXCEPTIONS** unless approved by the Administration.
  - a. Seniors service hours deadline is **December 1<sup>st</sup>**, or the following Monday if the first falls on a weekend.
  - b. Underclassmen service hours deadline is **March 1<sup>st</sup>**, or the following Monday if the first falls on a weekend.
  - c. Failure to hand in service hours by the deadline indicated will result in the student being assigned an **ADMINISTRATIVE DETENTION WORKDAY** to make up deficient hours, on a date to be determined by the Administration.
9. Students are not allowed to roll over deficient hour requirements to the next academic year without prior approval from the Administration. Failure to complete the ten (10) required hours for the school year will result in an **ADMINISTRATIVE DETENTION WORKDAY**.
10. All service hours are acceptable for that academic year. Each new academic year possesses a separate ten (10) hour requirement. Exceptions to this rule would include mission trips and Summer Vacation Bible School in the summer prior to the start of the new academic year in August.
11. No service hours will be credited to a student for performing work that is required as part of an academic class or family activity.

## **ACADEMIC REQUIREMENTS FOR PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES**

Every student is encouraged to participate in extra-curricular activities. One desiring to participate in extra-curricular activities **MUST HAVE PASSED FOUR ACADEMIC SUBJECTS THE PREVIOUS YEAR** and be registered for the year they seek participation.

An overall average of (75) in academic subjects is required for participation for all extra-curricular activities. A student who has not maintained this average at progress report time (4 ½ weeks) will be placed on probation. Failure to obtain a 75 average the next 4 ½ weeks will result in the student being ineligible in any extra-curricular activities.

Extra-curricular activities include: sports, cheerleading and dance.

### ATHLETIC INFORMATION

The student will continue to be ineligible for 3 week intervals until the student is passing with an overall 75 average in academic subjects.

### RULES FOR ATHLETES

1. A student must present a physician's certificate stating that he/she is physically fit to participate in a competitive sport.
2. Transportation will be provided for most athletic contests. Each coach has the right to make their travel rules. Under no circumstances will an athlete ride back with anyone without parental permission.
3. Athletes will always practice good sportsmanship.
4. Athletes cannot miss practice unless sick and must also call the coach.
  - a. **Also, athletes are not allowed to practice on days they do not attend school.**
  - b. **Exceptions: doctor's or dental appointments, family emergencies, or any other circumstance excused by the administration and coaching staff.**
5. **Athletes must attend all classes during the school day in order to be eligible to participate in the game. (EXCEPTION - doctor or dental appointments or family emergency and the coach and administration must be contacted.**
6. Benton Academy will follow all rules set forth by the MAIS.
7. Any student who is ejected from a school-sponsored sport will pay a fine to Benton Academy of \$250 paid before he/she plays another game. Any parent who is ejected from an athletic event will be fined \$500 and cannot attend another game until paid.
8. Due to safety concerns, no pets will be allowed at sports events.

Any action reflecting negatively toward Benton Academy at any athletic function will result in parents and student being brought before the Administration and/or membership committee of the Board of Directors.

### SPORTSMANSHIP RULES - MAIS

"The ideals of good sportsmanship, ethical behavior and integrity permeate our culture. The values of good citizenship and high behavioral standards apply equally to all activity disciplines. In perception and practice, good sportsmanship shall be defined as those qualities of behavior which are characterized by generosity and genuine concern for others. Good sportsmanship is viewed by the National Federation as a concrete measure of the understanding and commitment to fair play, ethical behavior and integrity." - MAIS

Student/Parent Handbook Signature Page

I certify that I have read the Benton Academy handbook and that I understand the policies, rules, and regulations stated within this handbook.

Please sign and date this page and return to homeroom teacher within five (5) days of receipt.

\_\_\_\_\_  
Student Signature

    /    /  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

    /    /  
\_\_\_\_\_  
Date