

This book has been lent to \_\_\_\_\_ in grade \_\_\_\_\_ and this is the only student allowed to make marks and use the passes in it. Crossing out this name, or the names on the passes, and rewriting the name may void the passes. If someone crosses out your name, please report it to the office as soon as you notice to take care of it.

DEAR STUDENTS.....	3
<b>MISSION STATEMENT.....</b>	<b>3</b>
<b>SCHOOL VISION.....</b>	<b>3</b>
<b>DAILY SCHEDULE – REGULAR DAY.....</b>	<b>4</b>
<b>DAILY SCHEDULE – 2 HOUR LATE START.....</b>	<b>4</b>
<b>SCHOOL CALENDAR 2011-2012.....</b>	<b>5</b>
<b>BHS STUDENT COUNCIL 2010-2011.....</b>	<b>6</b>
<b>FREQUENTLY ASKED QUESITONS.....</b>	<b>6</b>
<b>GENERAL INFORMATION.....</b>	<b>7</b>
ANNOUNCEMENTS.....	7
AUTOMOBILE SEARCH.....	7
EMERGENCY PROCEDURES.....	7
GUIDANCE AND COUNSELING.....	7
INSURANCE.....	7
LOCKERS.....	7
LOCKER SEARCHES.....	8
TELEPHONE.....	8
VISITORS.....	8
<b>ACADEMICS.....</b>	<b>8</b>
COLLEGE CREDIT CLASSES.....	8
CLASS RANK.....	8
CLASS STATUS.....	8
EARLY GRADUATION.....	8
EXTRA HELP.....	8
GRADING.....	8
HOMEWORK REQUEST.....	9
HONOR ROLL.....	9
MAKING UP INCOMPLETES.....	9
MIDTERM REPORTS.....	9
POST SECONDARY ENROLLMENT OPTIONS.....	9
PROMOTION/RETENTION.....	9
REPORT CARDS.....	9
SCHEDULE CHANGES.....	9
SEMESTER EXAMINATIONS.....	9
WEIGHTED GRADES.....	9
<b>ATTENDANCE.....</b>	<b>10</b>
ABSENCE RULE (10-DAY MAXIMUM).....	10
EXCUSED ABSENCES.....	10
CHECK OUT PROCEDURES.....	11
SIGNING OUT OF CLASS.....	11
NURSE.....	11
TARDIES.....	11
TRUANCY.....	11
UNEXCUSED ABSENCES.....	11
UNEXCUSED ABSENCE RULE.....	11
VACATIONS.....	12
<b>STUDENT EXPECTATIONS.....</b>	<b>12</b>
AGE OF MAJORITY.....	12
ALCOHOLIC BEVERAGES.....	12
ASSEMBLIES.....	12
ATTENDANCE ON DAY OF PARTICIPATION IN AN EXTRA-CURRICULAR EVENT.....	12
AVAILABILITY.....	12
BICYCLES.....	12
BULLYING.....	12
CAFETERIA.....	13
CELL PHONES AND ELECTRONIC DEVICES.....	13



CHEATING.....	13
CLASSROOM CONDUCT .....	13
DAMAGE TO SCHOOL PROPERTY.....	13
DETENTION .....	13
DISCIPLINE AND DISCIPLINARY CONSEQUENCES.....	13
DISRESPECT .....	14
DRESS.....	14
DRIVING .....	14
FIGHTING .....	14
FOOD/BEVERAGES .....	14
GRADUATION .....	14
GROUNDS FOR REMOVAL FROM A CLASS .....	14
HARASSMENT .....	14
<i>Malicious Harassment</i> .....	14
<i>Sexual Harassment</i> .....	14
<i>Verbal Sexual Harassment</i> .....	14
<i>Physical Sexual Harassment</i> .....	14
IMMUNIZATIONS .....	14
IN-SCHOOL SUSPENSION.....	14
INSTRUCTOR'S AUTHORITY OVER STUDENTS.....	15
MEDIA CENTER .....	15
NOON BREAKS .....	15
OPEN CAMPUS/LUNCH .....	15
PASS (PLANNER) POLICY .....	15
PAWS .....	15
PERSONAL/VALUABLE ITEMS.....	15
PHYSICAL EDUCATION PARTICPATION .....	15
PROM.....	15
PUBLIC DISPLAYS OF AFFECTION .....	15
RECORDING OF STAFF AND STUDENTS.....	15
RENAISSANCE .....	15
RESPECTFUL BEHAVIOR.....	16
SALES BY STUDENTS.....	16
SCHOOL RESOURCE OFFICER.....	16
SENIOR PRIVILEGES .....	16
SIGNS .....	16
STUDENTS RIGHTS AND RESPONSIBILITIES.....	16
SWEARING, INSUBORDINATION AND HARASSMENT TO STAFF .....	17
TEXTBOOKS .....	17
<b>SCHOOL POLICIES – RESPECT FOR ALL.....</b>	<b>17</b>
AFFIRMATIVE ACTION .....	17
ASBESTOS REMOVAL .....	17
BULLYING, HARASSMENT AND VIOLENCE POLICY .....	17
COMPLIANCE WITH NON-DISCRIMINATION LAWS.....	17
DATA PRIVACY ACT.....	18
HAZING POLICY.....	18
INDOOR AIR QUALITY NOTICE .....	18
INTERNET USE AT DISTRICT 777 .....	18
MEDICATION POLICY .....	18
MEDICAL CONDITIONS.....	18
NOTIFICATION OF VIOLENT STUDENTS.....	18
PESTICIDE APPLICATION NOTIFICATION.....	19
PUPIL FAIR DISMISSAL ACT .....	19
REASONABLE FORCE STANDARD .....	19
SURVEILLANCE POLICY.....	19
WEAPONS AND DANGEROUS INSTRUMENTS.....	19
<b>TRANSPORTATION.....</b>	<b>19</b>
<b>ACTIVITIES ELIGIBILITY INFORMATION.....</b>	<b>20</b>
ACADEMIC ELIGIBILITY .....	21



Dear Students,

We sincerely hope that the year ahead will be rewarding and enjoyable. Our school is filled with resources for academic and personal growth. We have a concerned and skilled faculty who are anxious to direct your curricular and extra/co-curricular needs.

The purpose of this handbook is to provide both students and their parents/guardians with clear policies and procedures for school operations. Please keep this handbook available for reference purposes. We encourage students and parent/guardians to sit down and go over this handbook. We believe that if families understand the policies of the school, the great majority will make every effort to comply.

It is the position of the school district that a fair and equitable district-wide school discipline policy will contribute to the quality of students' educational experiences. Without discipline in the schools, learning cannot occur; therefore, these district-wide policies and procedures have been adopted. If you, as a family, have concerns or would like clarification, please contact the school.

The success of a school is very dependent on the support and cooperation of its students and parents/guardians. We thank you in advance for your support of our school's discipline policy and procedures.

Strive to do your best and make this a fantastic year!

Sincerely,

The Benson Junior/Senior High School Staff and Administration

This handbook is meant to serve as a guide for students and parents/guardians. Not every circumstance or event can be anticipated; therefore students are subject to all district rules, regulations, and policies, as well as the interpretation by school officials thereof. If you wish to view other policy manuals or handbooks that we operate under, please contact school administration.

School hours are 7:30 a.m. – 3:30 p.m. Office hours are 7:30 a.m. – 4:00 p.m.  
Phone: (320) 843-2710 Web Site: [www.benson.k12.mn.us](http://www.benson.k12.mn.us)

## Mission Statement

The mission of Benson Public Schools is to empower all learners to be and become productive and responsible citizens.

## School Vision

Our vision is for all the students in Benson Public Schools to perform and produce at a higher level and in different ways than in the past so that there is growth and development for the individual, preparation for citizenship in our democracy, and economic growth for our state.

Our vision is to provide different and more opportunities for students so that individuals can develop their potential to the best of their ability.

Our vision is to increase involvement of parents/guardians in the education experience of their children so that educators, students, parents/guardians, and the community are working together in a partnership.

Our vision is to support professional development for teachers, principals, superintendents, and support staff so that their knowledge, skills, and attitudes will make it possible to provide a higher level and different kinds of learning.

Our vision is to create a positive school climate, emphasizing self-worth, a respect for the work ethic, a proper mode of behavior, and a self-responsibility commensurate with today's changing society.



## DAILY SCHEDULE – REGULAR DAY

First Bell	7:55
1 <sup>st</sup> Period	8:00-8:46
2 <sup>nd</sup> Period	8:50-9:36
3 <sup>rd</sup> Period	9:40-10:26
4 <sup>th</sup> Period	10:30-11:16
Lunch (9-12)	11:16-11:44
5 <sup>th</sup> Period/Homeroom (7-8)	11:20-12:18
Lunch (5-6)	11:46-12:14
5 <sup>th</sup> Period/Homeroom (9-12)	11:48-12:46
Lunch (7-8)	12:18-12:46
6 <sup>th</sup> Period	12:50-1:36
7 <sup>th</sup> Period	1:40-2:26
8 <sup>th</sup> Period	2:30-3:16

## DAILY SCHEDULE – 2 HOUR LATE START

First Bell	9:55
1 <sup>st</sup> Period	10:00-10:29
2 <sup>nd</sup> Period	10:33-11:02
Lunch (9-12)	11:02-11:30
3 <sup>rd</sup> Period/Homeroom (7-8)	11:06-12:03
Lunch (5-6)	11:32-12:00
3 <sup>rd</sup> Period/Homeroom (9-12)	11:34-12:31
Lunch (7-8)	12:03-12:31
4 <sup>th</sup> Period	12:35-1:04
5 <sup>th</sup> Period	1:08-1:37
6 <sup>th</sup> Period	1:41-2:10
7 <sup>th</sup> Period	2:14-2:43
8 <sup>th</sup> Period	2:47-3:16

# SCHOOL CALENDAR 2011-2012

2011-2012 Calendar • District 777

[www.benson.k12.mn.us](http://www.benson.k12.mn.us)

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						
OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
16	17	18	19	V	V	22	23	24	25	SE	27	28	29	30	31					
JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	V	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	N	24	25	26	27	28	29	30	31	SE				4	5	6	7	8	9	10
APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	V/M	V	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
22	23	24	25	26	27	28	29	30					2	3	4	5	6	7	8	9
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

## KEY

- SI** Afternoon Staff In-service –12:40 Dismissal (K-4), 12:45 Dismissal (5-12)
- C** Parent-Teacher Conferences:  
11/10 (7-12) 3:30-8:00 p.m. (K-6) 3:30-8:00 p.m.  
11/11 (K-6) 7:30-11:30 a.m.  
11/14 (7-12) 3:30-7:30 p.m.  
3/27 (7-12) 3:30-7:30 p.m. (K-6) 3:30-7:30 p.m.
- T** Last Day of Trimester (Grades K-6)
- F** First Day of School
- G** Commencement
- N** New Quarter Begins
- QW** Quarter Ends- 12:40 Dismissal (K-4), 12:45 Dismissal (5-12), Afternoon Workshop
- S** Last Day of Semester - Full Day of Classes
- V** Holiday/Vacation/No School
- V/M** Vacation - Potential Snow Makeup Day
- W** Faculty Workshop Day (8/31 Open House 4-7:30 p.m.)

## NOTE:

- Trimester One: 58 Days
- Trimester Two: 58 Days
- Trimester Three: 59 Days
- Workshop: 5 Days
- Conference/Open House: 2 Days
- 182 Days

### V/M = Vacation Days

But potential snow makeup days  
12/23, 2/20, 4/5, 4/9, 6/4, 6/5, 6/8  
etc.  
Per Calendar approved 2/22/2011  
by Benson School Board



## BHS STUDENT COUNCIL 2011-2012

The student council will work to unify and promote the student activities of the school and will be a forum where questions arising from students, faculty or administration can be presented for discussion or consideration. The student body elects student council officers.

### Grade 7

Gunnar Abner  
Sophie Ascheman  
Christopher Ebnet  
Presley Gonnerman  
Justin Goossen  
Kaitlyn Knutson  
Katie Samuelson  
Olivia Vergin

### Grade 9

Trenton Abrego  
Maggie Buyck  
Payten Doscher  
Logan Flegel  
Alex Halvorson  
Shyanne Himley  
Melanie Reese  
Hannah Ricard

### Grade 11

Gabrielle Doscher  
Jessica Mooberry  
Alexa Nissen  
Austin Norby  
Colin Ose  
Meghan Osterbauer  
Holly Ricard  
Abby Tolifson

### Grade 8

Jeffrey Arnold  
Kayla Benson  
Rachel Ecklund  
Ellie Hoover  
Mike Johnson  
Adam Lindahl  
Andrew Lindahl  
Beau Norby

### Grade 10

Cyra Carlson  
Kendra Dingmann  
Beth Erhardt  
Ryan Hampton  
Zach Jensen  
Lincoln Pahl  
Chad Schwarz  
Brianna Staton

### Grade 12

Samantha Berens  
Jenna Christiansen  
Kristin Erhardt  
Abby Graves  
Becca Hoffman  
Cassie Hoffman  
Mackenzie Jensen  
Bobi Rose McGee  
Louis Zurn

## FREQUENTLY ASKED QUESTIONS

Please visit our website for a current list of Frequently Asked Questions. They may be found at [www.benson.k12.mn.us](http://www.benson.k12.mn.us) and look for the Frequently Asked Questions tab on the left column.

WHAT SHOULD I DO IF...

**I arrive at school after 1<sup>st</sup> period has started...** You should report to the office to obtain a pass to class. You should also make sure that your parents/guardians have phoned the office prior to your arrival.

**I am tardy to any one of my classes...** You should report to your class as quickly as possible. The teacher will follow the school's tardy policy.

**I return to school after being absent...** Before school begins, you should report to the office to obtain an admission slip to class. Your parents/guardians are to call the office prior to 9:00 a.m. on the day you are absent or send a note with you immediately following an absence. Failure to follow these procedures may result in an unexcused absence. Remember, it is the students' responsibility to get the makeup work and complete it.

**I know I am going to be missing school...** You should have your parent/guardian contact the office well in advance of the absence to let the school know you are going to be absent. Students are asked get an admit slip from the office. This will be signed by each teacher listing the assignments you will have to complete for each class you are going to miss. Remember, it is the student's responsibility to get the makeup work and complete it.

**I need to see the Principal or Counselor...** You should come to the office. If he/she is not immediately available, you may make an appointment to see him/her.

**I lose or find something valuable...** You should report it to the office as soon as possible.

**I have something stolen from me...** You should report it to the office as soon as possible. Although locks for your lockers are not required, they are available to be purchased from the office for \$6.00. The school will not be responsible for replacement of personal items lost or taken from lockers.

**I need to miss a class for any reason...** You should contact the office for instructions to follow.



**I feel sick or injured myself during school...**You should ask your teacher to sign your agenda to report to the office. You will receive permission to use the phone to contact your parent/guardian; the secretary will speak to your parent/guardian, and may issue you a pass to leave the building. If you are injured or feeling sick, the nurse may also visit with you. **All head and eye injuries should immediately be reported.**

**I want to go out for a sport...**You should pay attention to the announcements for meeting dates. You should then pick up paperwork from the activities secretary, complete the forms with your parent/guardian, and return paperwork and user fee. You must have a sports physical on file as well.

**I move to a different address and/or my parent(s)/guardian(s) change jobs and telephone numbers where they can be reached during the day...**Report this information to the office as soon as possible.

**I have a pass to leave the building during the day...**You should sign out in the office before leaving the building. Students who leave the building without signing out may have the absences recorded as unexcused. If a student leaves for lunch, does not return and misses afternoon classes the school needs to receive a parent call before 1:30 p.m. for the absence to be excused. Unless the school receives a phone call or arrangements are made prior to the student leaving, the absence may be unexcused.

**I am sick and need assignments...**You should call a classmate and get information from them, or if you are absent for 3 or more days, have your parent/guardian contact the office to request assignments to be picked up.

**I have a doctor/dental/medical appointment...**You should have your parent/guardian contact the office to request a pass for you to leave the building. Before you leave the building, make sure you sign out in the office.

**I want to bring a friend/relative to school...**You should contact the principal at least a day ahead of time to work out any arrangements.

**I am wondering if school will be late or closed due to the weather...**You should listen to 93.5 FM (KSCR) and other local radio stations for weather-related announcements. You may also call the school if you still have questions.

## GENERAL INFORMATION

Rules and regulations which govern the day-to-day operation of the school system, that are included within this document, are extensions of the Board of Education policy. Failure to read this document does not excuse students from the rules and procedures described herein. Personal factors or contradictory advice from any source are not acceptable grounds for seeking exemptions from these rules and procedures.

**ANNOUNCEMENTS** – Daily announcements are during homeroom time in the classroom. In addition, they are posted in the main office. It is the responsibility of each student to be aware of the content of the announcements.

**AUTOMOBILE SEARCH** – School officials may conduct routine patrols of school district property and touring inspections of the exteriors of motor vehicles of students. In addition, the interiors of motor vehicles of students on school district property may be searched when school officials have a reasonable suspicion that the search will uncover a violation of law and/or school policy or rule.

**EMERGENCY PROCEDURES** – In the event of any emergency, including fire, tornado, severe thunderstorms, etc., students are to follow instructions from school personnel. A complete Crisis Management Plan is on file in the district office. In the event of any emergency, please tune your radio to 93.5 FM (KSCR).

**GUIDANCE AND COUNSELING** – Guidance services are available for every student in the school. These services include assistance with educational planning, interpretation of test results, occupational information, career information, help with home, school, or social concerns, or any questions the student would like to discuss with the counselor or social worker. Students wishing to visit with the counselor or social worker should contact the secretary in the office to arrange for an appointment.

**INSURANCE** – Benson Independent District 777 provides injury insurance for all students who may be injured at school and need to see a doctor. If a student is injured at school, it should be reported to the principal's secretary. A letter will be sent to the parent/guardian stating the procedure for submitting a claim. The school insurance provides secondary coverage. Secondary coverage payments may occur after the family's primary insurance plan has declared its payment. If the family has no primary insurance, the secondary insurance may pay a portion of the cost. If you have any questions, call Joanne Knutson (extension 2129) for information or assistance.

**LOCKERS** – Students will be assigned lockers. Students must not change lockers unless permission is granted by the office. Students will be responsible for maintaining the cleanliness and proper condition of her or his locker on a daily basis. The school will not be



responsible for replacement of personal items lost or taken from lockers. Students should not have personal locks on their lockers – this includes physical education lockers. If students wish to have a lock on any school or physical education locker, they must purchase a v36 lock from the school. It is recommended that students purchase locks for their lockers. Each student is responsible for the content displayed in or on his or her locker.

**LOCKER SEARCHES** – School lockers are the property of the school district. At no time does the school district relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct inspection of interior of lockers at any time, without notice, without student consent, and without a search warrant. The personal possessions of students within a school locker may be searched only when school authorities have reasonable suspicion that the search will uncover evidence of a violation of law or school rules. As soon as practical after the search of a students' personal possessions, the school authorities may provide notice of the search to students whose lockers were searched unless disclosure would impede an ongoing investigation by police or school officials.

**TELEPHONE** – A student phone is located in the office. Students will not be called out of class for a message unless it is an emergency. The office personnel will take a message and contact the student as soon as possible. Cell phones are not an acceptable means for anyone to contact students while classes are in session (see the policy for cell phone use). If a student must be contacted during class time it must be done through the office to avoid the interruption of class. Students must not use phones during class and will have them confiscated if seen.

**VISITORS** – If you wish to have a visitor attend classes with you; receive approval from the principal and teachers prior to the day of visitation. A visitor is allowed to attend classes with a BHS student for one-half day, one time per year, before or after (but not including) lunch, pending administrative approval. Parents/guardians are welcome to visit Benson Public Schools at any time; however, they are asked to check with the office to determine class breaks, and in order to check teacher availability. All visitors must sign in at the principals' office.

## ACADEMICS

**COLLEGE CREDIT CLASSES** – Benson High School offers many courses through ALEXANDRIA TECHNICAL AND COMMUNITY COLLEGE in which a student may earn college credit. In order to enroll in one of these courses a student must be registered as a full time student in Benson Public Schools.

**CLASS RANK** – Class rank begins at Grade 9. Students may only have two Pass/Fail grades per semester to be included in class rank.

**CLASS STATUS** – Classification for class enrollment will be determined by credits earned rather than chronological age. Requirements for each grade:

To be considered a sophomore, a student must have successfully completed a minimum of 7 credits and all required courses;

To be considered a junior, a student must have successfully completed a minimum of 14 credits and all required courses; and

To be considered a senior (and eligible for any privileges granted to seniors), a student must successfully complete a minimum of 21 credits during grades 9-11 (credits will only be granted at the end of the semester, end of the year, and the conclusion of summer school), completed all required courses and have been considered a member of the senior class during the previous school years.

**EARLY GRADUATION** – A student will not be allowed to skip an entire year of school and graduate a year ahead of their classmates. If a student wishes to graduate prior to commencement, they should arrange a meeting with the school counselor and administration to discuss their options.

**EXTRA HELP** – Students should always seek extra help from instructors when needed. Conferences may be arranged before and after school or during study time. A teacher may request to see a student during the above-mentioned time or at times which are convenient to both student and teacher. This should not be considered as an act of discipline but as a desire by the teacher to help the students experience greater academic achievement. You have several options available to you if you would like to receive additional assistance with your school work.

Contact Your Teacher: Ask your teacher to schedule an appointment for extra help during a study hall or before/after school.

Seek Private Tutoring: If you need private tutoring in a subject, ask the guidance office for a list of available Peer Coaches. The school may be able to assist arranging a Peer Coach to work with you.

**GRADING** – Grading scales will be adopted by individual teachers and published in Course Requirement/Syllabus sheets. Academic progress is reported with an A to F marking system. A student's grade is determined by his/her participation in the learning activities of the class, his/her preparation of assignments, and his/her performance on examinations. Letter grades are defined as follows:

A Excellent

B Very Good



C	Satisfactory
D	Lowest Passing Grade
F	Failing

I	Incomplete
P	Passing (Satisfactory)
NC	No Credit (Due to Attendance)

**HOMEWORK REQUEST** – You may request homework on the third day of an absence. Students absent for less than three days and desiring homework are encouraged to have someone in their classes provide homework information for them.

**HONOR ROLL** – Students must be registered for a minimum of 3.5 credits per semester, and may be registered for no more than one study hall. Grades will be determined on a 4-point scale. Students must acquire a grade point average of 4.00 to be included on the A Honor Roll; 3.667 or above to be included in the A- Honor Roll and a 3.00 or above average to be included on the B Honor Roll.

4.0	A	2.667	B-	1.333	D+
3.667	A-	2.333	C+	1.0	D
3.333	B+	2.0	C	.667	D-
3.0	B	1.667	C-		

Honor Roll is based on the grade point average for the quarter, not the semester. Students who have received an F or an incomplete grade do not qualify for the honor roll. Students must have five letter grades ("P" does not calculate toward GPA) to be eligible for the honor roll. Students who are full-time PSEO may qualify for the honor roll with fewer credits if approved by the administration.

**MAKING UP INCOMPLETES** – Students who have missed school with an excused absence are normally allowed two school days of makeup time for each day of absence. The student is to complete the work as assigned by the teacher. Students who receive an incomplete at the end of a grading period have 2 weeks from the end of the term to complete the work. After that time, work not turned in will receive an "F" and the final grade will be computed. Departmental areas reserve the right to enforce special deadlines for some projects; which would be clearly communicated to student and/or parent in advance. Teachers may issue a "0" for work, including tests/quizzes, which are missed due to unexcused absences.

**MIDTERM REPORTS** – Midterm reports will be sent home with students at the approximate midpoint of each quarter.

**POST SECONDARY ENROLLMENT OPTIONS** – Juniors and seniors have the opportunity to attend a post-secondary school either full or part-time. To apply:

- ✓ See your counselor before March 1, 2011 to apply for the 2011-2012 school program,
- ✓ Make sure you and your counselor talk about how you will meet Benson Public School requirements,
- ✓ You will need to complete and sign forms (if under 18, your parents/guardians will also have to sign),
- ✓ You will have to meet with the admissions staff of the post-secondary institution.

**PROMOTION/RETENTION** – Promotions in 7-12 shall be by subject. Semester classes that a student receives an "F" in may be made up in summer school or retaken the following year.

**REPORT CARDS** – Report cards will be sent home with students at the end of each quarter. Students or parents/guardians should not be in doubt of the student's academic progress at any time during the semester. If there are any questions, call the school to request a conference with the teacher, counselor, or principal. Teachers may also request conferences. Students not passing or receiving "I's" (incompletes) in one or more classes at a grade reporting date will have restricted study hall privileges. The school may withhold midterm progress reports, report cards, or transcripts until student fines and/or student discipline issues are cleared up.

**SCHEDULE CHANGES** – Any student-initiated schedule change must be completed before the first day of each semester. It requires communication with your parents/guardians, and counselor. Any student-initiated or discipline-initiated schedule changes after the beginning of the semester will result in failure for that semester; a no credit withdrawal fail grade (WF) will affect your overall GPA. If special circumstances exist, you may appeal the decision of a no credit grade to the principal's office.

**SEMESTER EXAMINATIONS** – In all classes, students in grades 9-12 will be required to complete a semester exam at the conclusion of each semester. This will be valuable information for students, teachers, parents/guardians, and administration, in regards to retention of the curriculum. In addition, this will give the students insight and experiences into post secondary school expectations. Comprehensive examination grades will be included on report cards and will count for between 5 and 10 percent of the semester grade in all classes. Seniors may or may not have final exams during the 2<sup>nd</sup> semester – this will be left up to teacher discretion. Family emergency or crisis can be reviewed on an individual basis.

**WEIGHTED GRADES** – Students taking classes for college credit through Alexandria Technical and Community College will receive weighted grades in these classes. Weighted grades do have an impact on class rank; consequently, students should discuss taking ATC courses for credit with the school guidance counselor, parents/guardians, and teachers. The grading scale for college level classes will be

4.333	A	3.667	B+	3.00	B-
4.00	A-	3.333	B	2.667	C+



2.333	C	1.667	D+	1.00	D-
2.00	C-	1.333	D	0	F

## ATTENDANCE

Regular attendance, an essential cornerstone of learning, is based upon a partnership between home and school in promoting responsible attendance habits. The students, the parents/guardians, and the school share responsibility for student attendance. Students are expected to attend classes regularly and to be on time. We believe that in order to earn credit in a course, a student should not have more than 10 absences during a semester. Exemptions to these 10 absences include: school-related activities, medical exemptions, hospitalization, death/funeral, suspensions, and court-related appointments (with verification).

Benson High School's attendance policy requires students to consistently attend class to earn credit. One of the major causes of failure in secondary schools is absenteeism. These policies exist for three primary reasons:

The classroom experience is a critical part of a students' education. While make-up work can be done, it does not equal lectures, discussion, and classroom activities. Lack of consistent attendance means that students will not get the full benefit of the courses offered at Benson High School. The regular contact of pupils with one another in the classroom and their participation in instructional activities is vital to this purpose. This is a well-established principle of education. Each time a student is absent a part of their education is lost.

Our schools are charged with the task of teaching effective work ethics for our students. Businesses seek employees with good attendance patterns. At Benson High School, we want our students to learn that being effective in school or work requires regular attendance.

It is our belief that there is a clear and positive correlation between student learning and consistent and prompt attendance in class. Much of what is presented in classes is sequential; therefore, learning requires a continuity of attendance and effort.

All students are expected to be present and punctual for all of their classes throughout the year. When illness or family obligation necessitates your absence, we ask that parents/guardians call the school, 843-2710, before 9:00 a.m. and inform office personnel of the student's absence. If the school does not receive a call, the school will attempt to call the parent/guardian and/or remind the student to bring a note. If the parent/guardian is unable to be reached by phone, the parent/guardian shall contact the school the next day or send written notice with the student upon his/her return excusing the absence (refer below to excused absences). It is the student's responsibility to submit a parent note for all absences. Failure to bring a note within 3 days will result in the absence being coded unexcused.

**ABSENCE RULE (10-DAY MAXIMUM)** – Any student who exceeds 10 absences during a semester in any class period will be placed on Audit status (will not earn credit for the class). A student will be contacted at approximately eight absences by the office prior to them reaching the 10-day absent rule. A letter will also be sent home to parents notifying them of their child's absences. Audit status means the student remains in the class until the end of the semester and at that time an "NC" (No Credit) will be placed on their report card.

**If a student in grades 9-12 exceeds 10 absences in any given class, that time must be made up after school in order to receive credit for those classes. Students must arrange for these makeup sessions in the office. All makeup time must be completed during the semester, or within two weeks of the end of the semester, in which the absences occurred.**

Exemptions to these 10 absences include: school-related activities, Dr. verified absences, hospitalization, death/funeral, suspensions, and court related appointments (with verification). Audit status means the student remains in the class until the end of the semester and at that time an "NC" (No Credit) will be placed on their report card.

**EXCUSED ABSENCES** – An absence from school for reasons recognized by the State of Minnesota, the Benson Public Schools or those deemed legitimate by administration of the school. The State of Minnesota recognizes the following reasons for absences: personal illness, death or medical emergency in the immediate family, and inclement weather. Other reasons that could be acknowledged as excused absences include those that are requested in advance such as medical, dental, or legal appointments, religious activities, two (2) post-secondary institution visits each year (juniors and seniors), and school sponsored activities. Administration reserves the right to determine if any absence is excused or not excused as necessary. Students are not to leave school because of illness or any other reason without reporting to school personnel in the nurse's office or principal's office. Students who fail to report to the office will be considered unexcused. Students who have been excused from school during the regular school day and continue to be on or near the school premises will be considered unexcused. Parents/guardians of students who have extended or excessive absences due to an illness should call the school nurse or speak with the school administration. The extended absences may require a doctor's verification. If doctor's verification is not provided upon administrative request, parent/guardian verified absences would count as unexcused absences. Students are encouraged to bring a doctor's note for any medical absence.

**If a student in grades 9-12 exceeds 10 absences in any given class, that time must be made up after school in order to receive credit for those classes. Students must arrange for these makeup sessions in the office. All makeup time must be completed during the semester, or within two weeks of the end of the semester, in which the absences occurred.**

**CHECK OUT PROCEDURES – PASSES** – If a student is to leave the school campus during the regular school day, the following procedure shall be followed:

The student shall present the parental request to leave the school campus to personnel on duty in the office. Legitimate reasons for leave-the-building passes include such things as medical or dental appointments, court appearances and special family obligations. Appointments such as haircuts should be scheduled after school, on days there is not school, or on weekends. Student requests without parental consent will not be honored.

When the request to leave school is approved, office personnel will issue a pass stating the time that the student will be excused from class. At that time, the student will show the pass to his/her teacher, report to the office, and sign out indicating time and destination.

When/if a student returns to the building, they must check in at the office. All students arriving at school during school hours shall check in at the office prior to reporting to any classes.

We must insist that all students who miss part of a school day and then return to school after the day has started report to the office to check in. We must also insist that all students who leave school for any reason during the day and miss a class or classes report to the office to sign out. Students who do not sign in or out of school will be counted unexcused and assigned detention.

Remember, before any student can check out of school, they must have a note from their parent/guardian or their parent/guardian must have called the school giving them permission to release the student from school.

**SIGNING OUT OF CLASS** – If a student must leave class for any reason permission must be granted by the teacher of that class. A student who leaves a class for any reason without permission from the teacher may receive an unexcused absence. Students who are in the hall without their planner signed by their teacher may receive an unexcused absence for that class.

**NURSE** – Students may ask permission from teachers to go to the nurse's office IF they are not feeling well or have been injured. The nurse will not let anyone go home sick or injured without first contacting a parent or guardian or those listed as emergency contacts. Students will not be allowed to take other students home sick, nor will a student be allowed to drive himself/herself home or to a doctor without permission from a parent. Failure to check out properly will be considered an unexcused absence.

**TARDIES** – Students are responsible to clear tardies with teachers, if they have a legitimate excuse for being late to class. A student will be assigned lunch detention on the third (3<sup>rd</sup>) and subsequent unexcused tardy to a class each quarter. Excessive tardiness to 6<sup>th</sup> period may result in the suspension of open lunch privileges for a length to be determined by administration.

**TRUANCY** – Truancy is defined as being absent from school or class without the knowledge or consent of the parent, legal guardian or school personnel for unexcused absences as listed below. Truancy is unexcused and will result in detention for each period missed, including study hall and the lunch study program. The dates need not be consecutive. If under the age of 16, Truancy Petitions may be filed with the County Attorney on any student who accumulates seven (7) unexcused absences. Students who are ages 16 and 17 who have not officially withdrawn from school may also have Truancy Petitions filed with the County Attorney when they accumulate seven (7) unexcused absences. (Minnesota Statutes 260.015 Subd. 19 and 260A.02, Subd. 3)

**UNEXCUSED ABSENCES** – An unexcused absence is when a student is absent from school without a valid reason. Common examples of unexcused absences include: oversleeping, shopping, hair appointments, missing the bus, drivers training, tanning booth appointments, non-essential work at home, part or full-time work, or when no parental notice was provided. If a student is not where they are scheduled or have permission to be during class, they will be considered unexcused. Students will not be given any credit for work completed during unexcused absences. For each unexcused absence, an attendance secretary or principal will attempt to contact the student's parent/guardian as well as directing the student to have the absence excused.

If the absence is not excused:

*First offense* – one detention, parent/guardian contact.

*Second offense* – one detention, parent/guardian contact, possible in-school suspension.

*Third offense* – one detention, parent/guardian contact, possible in-school suspension.

*Fourth offense* – Student is placed on NC (no credit) status and may be assigned to a study hall for the remainder of the semester.

**UNEXCUSED ABSENCE RULE – (3-DAY MAXIMUM)** – A student will not earn credit for any course when unexcused absences reach beyond three (3) for one semester. Students who miss more than 10 minutes of a class will be considered absent. When a student does not earn credit due to excessive unexcused absences, they have a right to appeal to have credit granted. If the student and parents/guardians complete an appeal form, an appeals committee consisting of school personnel will act on the appeal. Notice will be given to the student within ten days after the appeal is received. This form will be sent to the parents/guardians on the second (2<sup>nd</sup>) unexcused absence. Class absences that are not verified with the teacher or office will be considered unexcused. The school will notify students and parents/guardians after each unexcused absence during the semester.

Parents/guardians of students who have extended or excessive absences due to an illness should call the school nurse or speak with the school administration. The extended absences may require a doctor's verification. If doctor's verification is not provided



upon administrative request, parent/guardian verified absences would count as unexcused absences. Students are encouraged to bring a doctor's note for any medical absence.

**VACATIONS** - Parents/guardians are encouraged to schedule vacations according to the school calendar and scheduled vacation times. Assignments are the student's responsibility to work out with each respective teacher.

## STUDENT EXPECTATIONS

At the beginning and during the school year, students will be informed of rules or policies not included in the student handbook. Students will also be informed of rules and policies that are adopted during the school term. These rules and policies will be enforced even though they are not listed in the handbook. Students are not to be in the building before 7:45 a.m. or after 3:30 p.m. unless supervised by school personnel.

**AGE OF MAJORITY (18 YEAR OLD STUDENTS)** – Minnesota Statue MSA 120.06 reads as follows: "The Board of Education of any school district shall provide free educational services to any persons between the ages of 18 and 21 years and may require of that person adherence to rules and regulations applicable to students under 18 years of age." All Benson High School students are expected to adhere to the same set of policies and guidelines. 18 year-old students are not allowed to personally excuse their absences. In relation to issues requiring parental permission for minors, 18 year olds must abide by the same guidelines unless they have obtained legal emancipation from their parents/guardians through court order and have presented that court order to the school authorities.

**ALCOHOLIC BEVERAGES, TOBACCO, NARCOTICS, AND HABIT FORMING DRUGS** – Any student in the school building or on school grounds who has in possession, has consumed, or is consuming any type of alcoholic beverage, tobacco, controlled substance or drug at school will be referred to parents/guardians and local authorities. The student may be suspended from school, and a parent/guardian conference may be held with the principal and other personnel designated by the principal before reinstatement.

**ASSEMBLIES** – Student assemblies may be held in the gymnasium or auditorium periodically throughout the year. All students are expected to attend and follow assembly procedures and rules. Students shall show respect and courtesy to all speakers and performers; students shall sit in assigned areas, if necessary; students should remain seated until the end of the assembly. Students leaving an assembly must have a signed pass by their teacher for the hour in which the assembly takes place.

**ATTENDANCE ON DAY OF PARTICIPATION IN AN EXTRA-CURRICULAR EVENT** – Minnesota State High School League polices state that a student must be in attendance in school for a half-day in order to participate in League sponsored activities that same day. At BHS, this means a student must be in attendance no later than 11:20 a.m. and remain in school for the remainder of that day in order to participate. Students who miss school for what are legitimate reasons (other than illness) on the day of practice/rehearsal or game/performance/match must clear those absences, prior to the game/performance/match, personally with the head coach/activity director AND the principal. If the coach/activity director AND principal determine the reason for absence is legitimate, the student may be allowed to participate the day of the absence.

**AVAILABILITY** – Every day from 7:30-8:00 a.m. and from 3:16 until 3:30 p.m. teachers are available to students for academic assistance. Students may communicate with teachers and voluntarily attend these "sessions," however, teachers, administrators, or parents/guardians may insist on a student's presence. These tutorials are meant to help students maintain a constant and acceptable level of achievement.

**BICYCLES** – Bicycles must be parked in the racks provided. All bicycles should be secured with locks. The school is not responsible for damage or theft of parts.

**BULLYING**– Bullying is a detriment to both student academic and social/emotional growth. Bullying is recognized as when someone repeatedly and on purpose says or does mean or hurtful things to another person or group of people. These actions can be verbal, physical or relational and done either in a direct or indirect manner. Benson Public Schools prohibits bullying on school property and at all school-related events. Cyber bullying (over the internet, via cell phone, or other technology) that is connected to school is also prohibited. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. Anyone who is the victim of bullying, or has knowledge about such an incident, should immediately report it to a school staff member or other trusted adult. A suspected bullying situation may also be reported on the Benson Public School website under "Parents and Community" tab. It is the school district's intent to prevent bullying and to take action to investigate, respond, remediate, and possibly discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar behavior that is disruptive to the learning environment. Parents are encouraged to closely monitor their children's social networking (Facebook, texts, etc.) and immediately report any suspected bullying behaviors.



**CAFETERIA** – The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable rate. The cafeteria staff and your fellow students will appreciate your cooperation in:

- Depositing all lunch litter in waste receptacles
- Returning all trays and utensils to the dishwashing area
- Leaving the table and floor around the table in a clean condition for others
- Keeping all food in the cafeteria

**CELL PHONES and ELECTRONIC DEVICES** – Cell phones are integral parts of many people’s lives. We understand their importance to students and we allow students to possess them during the school day. Accordingly, students must understand that they are a major distraction during class and to the education of all students in that class. Teachers may, at their discretion, give permission to use cell phones (and other electronic devices) during class time. When teachers see a cell phone in class or in the hall during class, they are to confiscate it and bring it to the office. After the second time a phone is confiscated the student’s parent or legal guardian must come to the school to pick up the phone. The student may be required to leave that same cell phone in the office before school and pick it up after school. If the phone is not turned in to the office the student may be required to serve in-school-suspension (ISS) until the phone is delivered to the office. If a cell phone is confiscated the student may not remove the battery or memory card or otherwise disable the phone. A student, who insists on removing the battery or memory card or otherwise disabling the phone, may be suspended and may be required to leave the phone in a locker, the office, in a vehicle, or at home.

**CHEATING** – Students are expected to conduct themselves honestly and with integrity in their work. All forms of cheating and plagiarism are prohibited. Behavior that is unacceptable includes but is not limited to:

- |   |  |
|---|--|
| Copying another student’s homework;   | Taking a test or quiz in part or in whole to use or to give others;            |
| Working with others on projects that are meant to be done individually;     | Copying information from a source without proper attribution; and              |
| Looking at or copying another student’s test or quiz answers;               | Taking papers without crediting other students, publications, or the Internet. |
| Allowing another student to look at or copy answers from your test or quiz; |  |
| Using any other method to get/give test or quiz answers;                    |  |

Violations of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to, redoing assignment/retaking test, receiving a failing grade on the project/test, receiving a lower overall grade in the class, detention, suspension, or expulsion.

**CLASSROOM CONDUCT** – Each teacher will create and post classroom discipline rules and expectations that are consistent with district policy and outlines expectations for that particular classroom. Most behavior problems are minor and will be handled by the classroom teacher. Usually, the first step the teacher will use to solve a minor problem is to talk to the student. If the behavior persists, the parent and/or counselor will be asked to assist. If the problem still persists, the student may be sent to the principal, who may use a wide range of disciplinary tactics, including, but not limited to, informal talks, parental conferences, and reassignment to other classes, detention, in-school suspension, or suspension. The principal may even request expulsion from Benson High School. Major problems will be dealt with immediately by sending the student to the principal.

**DAMAGE TO SCHOOL PROPERTY**- An individual who destroys or causes damage to school property beyond normal usage shall be held responsible to satisfactorily repair or replace such damaged school property. In addition, disciplinary action will occur.

**DETENTION** – Detention will be assigned and supervised by teachers as necessary. If the student does not attend as directed, the student may serve a day of in-school suspension as well as make up the detention missed.

**DISCIPLINE AND DISCIPLINARY CONSEQUENCES** – Our school district policy requires that all students cooperate in disciplinary investigations. Non-cooperation may result in disciplinary consequences. When a student does not meet the rules and regulations outlined in the handbook, or violates the rights of others, such inappropriate behavior will be met with one or more responses depending upon all of the circumstances, including the student’s prior disciplinary offenses. School administration reserves the right to discipline students for conduct off school property and during non school hours when the conduct may reasonably be expected to undermine the proper disciplinary authority of the school, the safety of students or staff, or disruption within the school. School district administration retains discretion to impose more severe consequences than normal, depending on the circumstances of the event. Those responses include the following:

- |   |  |
|---|--|
| Conference with student                     | Detention                              |
| Conference with student and parent/guardian | In-school suspension                   |
| Written warning on non-compliance           | Home suspension                        |
| Before or after school detention            | Referral to other agencies or programs |
| Removal from activity or class              | Homebound placement                    |
| Restriction of privileges                   | Expulsion                              |



Restitution  
Sentence writing

Morning study sessions/detentions  
Bus suspension

**DISRESPECT** – any derogatory or disrespectful behavior that is directed at a certified and/or non-certified staff member will not be tolerated. Inappropriate behavior may include but is not limited to being argumentative to the point it interferes with class, personal comments about the staff member, rude remarks, or other behaviors determined inappropriate by the Principal. **If you disagree with how you are treated in class it is always appropriate to ask the teacher to discuss it at an appropriate time.**

**DRESS** – there is a special concern about student dress and grooming as it influences the health and safety of students and its affect on the learning process. The school expects students to dress in a clean, safe, and school appropriate manner. Clothing which is disruptive, displays improper language or graphics, promotes weapons, violence, profanity, sexual messages, alcohol, tobacco, illegal activity, or that local law enforcement has attributed to gangs will be not allowed. There is also a special concern about excessively revealing clothing including backless and low cut tops. Clothing that exposes your shoulders or abdomen is not acceptable. Skirts and shorts should not be of a length that may be considered inappropriate/offensive. Sunglasses, caps, hats, hoods, bandanas, or other head coverings may not be worn in the building. In addition, state regulations must be followed, such as wearing of shoes.

The administration reserves the right to determine if the student's appearance is deemed inappropriate or distracting to the learning environment. If so, they will be asked to make the necessary changes – t-shirts will be available for students to wear the remainder of the day. Students will be expected to cooperate with the administration regarding dress and appearance. Dressing in this manner is disruptive to the educational process and Benson High School reserves the right to send a student home to change into appropriate clothing.

**DRIVING** – Cars are to be parked according to the markings and signs and are not to be parked over curbs or on yellow markings. Violation of parking and driving rules and regulations will result in disciplinary action.

**FIGHTING** – Actions that intimidate, threaten, degrade, or disgrace fellow students, visitors, or personnel are not acceptable behavior. Students involved in these actions during the school day or at school-sponsored events may be suspended from classes. The conflict will be resolved through conferences with the principal and other designated persons. Assault and disorderly conduct charges may result from fighting incidents.

**FOOD/BEVERAGES** – All food, beverages, and other containers are to be disposed in a proper manner. Persons bringing containers into the school building may be requested by school personnel to dispose immediately of the container and its contents. Pop, juice, and food are not allowed in classrooms unless a teacher allows it. Pop, juice, and food spills contribute to an unsanitary environment including rodent infestation. Students may have water in classrooms unless a teacher disallows it.

**GRADUATION** – Our school honors its graduates at an annual commencement exercise. Students identified as not meeting graduation requirements or not conforming to school standards will not be invited to attend. Foreign exchange students who successfully complete their year of study may be invited to participate in the commencement exercises and receive a certificate of attendance.

**GROUND FOR REMOVAL FROM A CLASS PERIOD INCLUDE:**

- Conduct that disrupts the rights of others to an education.
- Conduct that disrupts the ability of a teacher to teach their class.
- Conduct that endangers school district employees, pupils, or school property.
- Refusal to follow directions from school personnel.

**HARASSMENT (Also See BULLYING)**– Behavior which is intended to threaten, embarrass, intimidate, ridicule students or force individuals to do things against their will cannot be tolerated.

**Malicious Harassment** physical injury, damage to property, threats based on a person's race, color, religion, ancestry, national origin, gender, sexual orientation, or mental, physical, social, emotional or sensory handicap.

**Sexual Harassment**

**Verbal Sexual Harassment** – any unwanted sexual advance; request for sexual favors or comments that make a person feel uncomfortable, or interferes with his/her right of privacy and that creates an intimidating or hostile environment.

**Physical Sexual Harassment** – any physical contact or behavior of a sexual nature that makes a person uncomfortable, or interferes with his/her right of privacy and that creates an intimidating or hostile environment.

Any student that feels that he/she is being harassed should report to the Principal's Office to complete documentation of such.

**IMMUNIZATIONS** – Students in grades 7-12 will not be allowed to participate in extracurricular activities if they do not have the immunizations that are required by state statute.

**IN-SCHOOL SUSPENSION** – Will take place either in the office or in the in-school suspension area.



**INSTRUCTOR'S AUTHORITY OVER STUDENTS** – Every instructor has authority over all students, at all times, in all areas of the school premises. This applies any time students may be on school premises, regardless of whether school is in session or not. Students are under the jurisdiction not only of their classroom instructor, but all instructors. Students not under the supervision of a teacher or advisor after school hours are expected to leave the building.

**MEDIA CENTER** – This area is for research or computer access. Students asked to leave the library will lose their privilege for a period of time from two (2) weeks to an entire semester. If a student loses his/her library privilege, library usage will only be allowed as part of a class assignment or when directly supervised by the classroom teacher.

**NOON BREAKS** – Students in grades 7-8 are to remain on the school grounds during the noon break unless the student presents a written request from the parent or legal guardian to the principal's office at the beginning of the school day. Students in grades 7-8 must remain in the circle area. Students in grades 9-12 have open noon break. Inclement weather and/or other circumstances may result in a closed noon break. Eating is permitted in the cafeteria only, or in designated classrooms upon invitation from a staff member. Eating may not take place in the halls.

**OPEN CAMPUS/LUNCH** – Students in grade 9-12 will have open lunch privileges. Students may lose their right to leave school grounds during lunch if:

- They are on in-school detention.
- They are witnessed breaking a local, state or federal law during the lunch period.
- Their parents/guardians request that they not be allowed to leave.
- Their behavior in school, in a vehicle, or in the parking lot during lunch is not appropriate, as determined by school administration.

**PASS (PLANNER) POLICY** – Any student who travels throughout the building or wishes to visit another area of the school during regularly scheduled class time must sign out of the class and have her/his agenda (this book) signed by a staff member. The use of agendas allows for better communication between faculty and students.

**PAWS (Points Awarded to Worthy Students)** – Teachers may choose to incorporate a daily points system that includes attendance, punctuality, behavior, preparedness, etc. This is an optional program for teachers.

**PERSONAL/VALUABLE ITEMS** – Students are asked to be extremely careful about leaving valuables unattended in desks, classrooms, and lockers. The school is not responsible for lost or stolen items.

**PHYSICAL EDUCATION PARTICIPATION** – If a student is in school, they are expected to participate in all classes. If a student is to be excused from physical education activities, a doctor's excuse must accompany the request not to participate. Teachers may choose to adjust the activities of the student as necessary. Parental excuses will only excuse a student from activities for a maximum of two (2) days.

**PROM** – All juniors and seniors are allowed to attend prom provided they meet eligibility requirements. Additional students allowed to attend prom must be invited by either a Junior or Senior and must be in at least 9<sup>th</sup> grade and must be under 21 years of age at the time of prom. Additional prom rules are available in the senior high office.

**PUBLIC DISPLAYS OF AFFECTION** – The display of affection between and among human beings is normal and healthy. However, it must be tempered in the school setting. A "hands-off" rule will apply on school grounds and Benson High School. "Hands-Off" includes any display of affection that goes beyond handholding. The second warning may result in disciplinary consequences beyond an informal discussion.

**RECORDING OF STAFF AND STUDENTS** – Students may not take pictures or recordings of staff and/or students for private use without their permission.

**RENAISSANCE** – The Renaissance Program is designed to give students recognition for academic achievement, academic improvement, student responsibility, and citizenship as displayed by services and conduct. This program is designed so all students can receive recognition. The criteria for Renaissance are the following:

**Gold Card** GPA of 3.667 or higher – any disciplinary referral, removal from class, suspension, or declaration of ineligibility will eliminate card award. No more than 1 total unexcused tardy to all class periods is allowed to receive a Gold Card.

**Maroon Card** GPA of 3.0 or higher – any disciplinary referral, removal from class, suspension, or declaration of ineligibility will eliminate card award. No more than 3 total unexcused tardies to all class periods are allowed to receive a Maroon Card.

**White Card** Increase in GPA of .333 (or more) – more than 1 disciplinary referral will eliminate White Card eligibility. Declaration of ineligibility will eliminate card award. No more than 4 total unexcused tardies to all class periods are allowed to receive a White Card.



A student will receive the next card if she/he misses the qualification of the "higher" card. For example, a student with a 3.8 GPA and two unexcused tardies at the end of the quarter will receive a Maroon Card, given the student also qualifies for that card. Periodically throughout the school year, students with Renaissance cards will be eligible for drawings and other special recognition. So, do your best to be on the Renaissance Team!! It is the desire of the Benson High School for all students to receive Renaissance Program recognition during this school year.

**RESPECTFUL BEHAVIOR** – The staff of the Benson Public Schools recognizes the contributions of all individuals in achieving its challenge of providing a sound education for every student. School staff, parents/guardians, students, and community members have unique perspectives that are critical to attaining this goal. The staff will encourage the exchange of perspectives in an atmosphere of mutual respect. Staff, parents/guardians, students and community members should be treated in a manner that enhances self-esteem and supports the dignity of the individual.

To create this positive climate, every individual must act with respect. Examples of respectful behavior toward others include but are not limited to:

- |  |  |
|--|--|
| Treating others as you would like them to treat you                    | Responding to questions and concerns in a thoughtful, professional manner  |
| Valuing the perspectives of others                                     | Expressing differing views or offering suggestions in a considerate manner |
| Listening to the views of others                                       | Communicating verbally or in writing in a considerate manner               |
| Demonstrating courtesy toward others                                   |  |
| Acknowledging and appreciating the efforts and contributions of others |  |
| Honoring the property rights of others                                 |  |

Examples of disrespectful behavior toward others include but are not limited to:

- |  |  |
|--|--|
| Using intimidation to frighten, demoralize, or coerce others             | Defacing or destroying the property of others                                |
| Using terms, symbols, jokes or stories that demean individuals or groups | Humiliating others through personal attacks                                  |
| Swearing or using vulgar language  | Imitating others in a way that ridicules or stereotypes a person or group    |
| Showing irreverence to the sincere beliefs of others                     | Materially and substantially disrupting the rights of others to an education |
| Ridiculing the effort of others  | Endangering one self and others.   |
| Employing destructive criticism  |  |

**SALES BY STUDENTS** – Sales by students are not permitted during the school day unless they are part of an approved school project.

**SCHOOL RESOURCE OFFICER** – Benson Public Schools has a School Resource Officer whose responsibilities include promoting the safety and welfare of students by working with the administration, staff, parents/guardians, and students.

**SENIOR PRIVILEGES** – Senior Privileges are awarded by the discretion of the principal.

**SIGNS** – All signs, posters, and other notices posted in the school building or on the school grounds shall first be approved for posting by the principal. Any approved signs will be removed if they are defaced in any manner.

**STUDENTS RIGHTS AND RESPONSIBILITIES** – It is the position of the Benson Public Schools that its challenge of providing a sound educational program to the students of the District cannot be achieved without appropriate student conduct and behavior. The main objective is to encourage the students to pursue continual growth in self-discipline. The emphasis will be on building the positive behavior of the students through effective role modeling by parents/guardians and staff members, reinforcement of the positive behavior, and recognition of individual and group successes. Expectations shall be described as rights and responsibilities. Student's rights include, but are not limited to:

- |  |  |
|--|--|
| A free and full education and opportunity to learn                                 | The opportunity to participate in student activities |
| Equal education opportunity and freedom from discrimination                        | Personal property                                    |
| Due process of law, freedom of inquiry and expression, right to reasonable privacy | The right to be informed of school rules             |

Student responsibilities include, but are not limited to the following:

- |  |   |
|--|---|
| To be punctual and present in the regular or assigned school program to the best of one's ability            | To make an effort to be successful and participate in classroom activities                          |
| To be prepared for class and bring all required material to class (books, paper, pencils, gym clothes, etc.) | To respect the rights and individuality of other students and school staff                          |
| To be attentive to classroom activities  | To refrain from libel, slanderous remarks, and the use of obscenity in verbal or written expression |



To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and respect.  
To refrain from gross disobedience, misconduct, or behavior that materially and substantially disrupts the educational process  
Pursuing and completing the course of study prescribed by the state and local school authorities  
Respecting the reasonable exercise of authority by school personnel in maintaining discipline in the school and school-sponsored activities  
Being aware of and complying with state and local laws

Protecting and taking care of school property  
To help keep classrooms and school areas neat and clean  
Students will have the opportunity to recite the Pledge of Allegiance. Any person who does not participate for any personal reason may elect not to do so and students must respect another person's right to make that choice  
Being accountable for what they say and do  
Being aware and abiding by all policies and information in the Student Handbook.

**SWEARING, INSUBORDINATION AND HARASSMENT TO STAFF** – Students who swear or show acts of insubordination or harassment to any member of the staff may be suspended. Insubordination shall be defined as refusing to follow a directive by school staff and administration.

**TEXTBOOKS** – Textbooks are to be kept clean and handled carefully. Be sure your name is written inside the cover of each book. Unreasonable damage and wear to textbooks, as determined by school personnel, will result in fines. **This handbook is school property, which you are being allowed to use free of charge. Any unreasonable damage and/or wear (as determined by administration) will necessitate the student reimbursing the school for the handbook.** At the end of the school year, the student must return the same book that was loaned at the beginning of the year.

## SCHOOL POLICIES – RESPECT FOR ALL

**AFFIRMATIVE ACTION** – No student shall be discriminated against or by willful act or statement shall discriminate against anyone for reasons of sex, creed, color, national origin, or economic status.

**ASBESTOS REMOVAL** – As a result of recent federal legislation (Asbestos Hazard Emergency Response Act – AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The Benson Public School has a goal to be in full compliance with this law and is following the spirit, as well as the letter, of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees. In keeping with this legislation, EPA accredited inspectors inspected all buildings owned or leased by the Benson Public School and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly. If you are interested in seeing the complete plan, please see the Superintendent of Schools.

**HARASSMENT AND VIOLENCE POLICY** – (Also see BULLYING) Everyone in Benson Schools has a right to feel respected and safe. Consequently, we want you to know about our policy to prevent religious, racial, or sexual harassment and violence of any kind. A harasser may be a student or an adult. Bullying/harassment may include, but is not limited to, the following when related to religion, race, sex or gender:

Name calling, jokes, or rumors;  
Pulling on clothing;  
Graffiti;  
Notes or cartoons;  
Unwelcome touching of a person or clothing;

Offensive or graphic posters or book covers' OR  
Any words or actions that make you feel uncomfortable, embarrass you, hurt your feelings or make you feel bad.

If any words or actions make you feel uncomfortable or fearful, you need to tell a teacher, counselor, the principal or the Human Rights Officer, Lee Westrum. You may also make a written report, which should be given to a teacher, counselor, the principal or the Human Rights Officer. Your right to privacy will be respected as much as possible. We take seriously all reports of religious, racial or sexual harassment or violence and will take all appropriate actions based on your report. The School District will also take action if anyone tries to intimidate you or take action to harm you because you have reported. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Any school district action taken pursuant to this policy will be consistent with requirements of Minnesota statutes and School District policies. The School District will take such disciplinary action it deems necessary and appropriate to end harassment and violence and prevent its recurrence. Students in grades 7-12 will view a sexual harassment video and will sign an acknowledgment form upon seeing this video.

**RELIGIOUS, RACIAL AND SEXUAL HARASSMENT AND VIOLENCE ARE AGAINST THE LAW. DISCRIMINATION IS AGAINST THE LAW.**

**COMPLIANCE WITH NON-DISCRIMINATION LAWS** – It is the policy of the district to comply with applicable federal and state law prohibiting discrimination to the end that no person protected by such law shall, on the grounds of race, color, national origin, creed,

religion, sex, marital status, status with regard to public assistance, age or disability, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any education program.

**DATA PRIVACY ACT** – The Benson Public Schools, pursuant to the United States General Education Act and Minnesota Government Data Practices Act, declares the following to be “directory information”, and that this information relating to the student may be made public if said information is in any of the following categories:

Students name, address, phone number,	Participation in officially recognized activities and sports
parents/guardians name (unless the student requests otherwise)	Weight height and grade of members of athletic teams
Date and place of birth	Date of attendance
Student’s achievement awards or honors	Grade level completed
Student’s photograph or other media image	Picture in the yearbook or school publications and Membership in school organizations

Directory information will be published and released without prior written consent unless parents, legal guardians, students 18 years of age or older or married students notify the school that the above-mentioned directory information should not be released without prior written consent. Such notification should be in writing and addressed to the building principal.

**HAZING POLICY** – Hazing means committing an act against a person, or coercing a person into committing an act, that creates a substantial risk of harm to another person, in order for the person to be initiated into or affiliated with an organization, or for any other purpose. Hazing activities of any type are inconsistent with the education goals of the school district and are prohibited at all times.

**INDOOR AIR QUALITY NOTICE** – Benson School District is proud to be taking a leadership role in providing a safe, comfortable and productive environment for our students and staff so that we achieve our core mission – educating students. Our school will follow the EPA guidance to improve our indoor air quality by preventing as many IAQ problems as possible, and by quickly responding to any IAQ problems that may arise. Good air quality requires an ongoing commitment by everyone in our school because each of us makes decisions and performs activities that affect the quality of the air we breathe. The Benson School District Indoor Air Quality contact person is Robert Neuman, Head Maintenance. If there are any questions regarding the schools IAQ Program, please feel free to call the school at 320-843-2710.

**INTERNET USE AT DISTRICT 777** – Student responsibility: The Internet, an international network of networks, allows users to access hundreds of thousands of networks and computers. Access to the Internet via District 777 Local Area Network is governed by the same guidelines that govern use of any computers in the district. Computers must be used in a responsible, ethical, and legal manner. Failure to adhere to the Internet User Guidelines of the use of the computers, networks, and Internet in District 777 will result in revocation of student access privileges. All students need to complete and turn in a [Guidelines for Internet & computer Use at District 777](#) at the start of the school year (if not completed during the previous school year). These forms are kept on file until the student graduates or no longer attends school in Benson.

**MEDICATION POLICY** – All prescription medication and over-the-counter medications or drugs are to be administered by the school nurse or designated school personnel in accordance with the law and school district procedures. The administration of any medication requires a signed permission form from the student’s parent/guardian. A parent/guardian must notify the school immediately when any changes in the student’s medication are made. Prescription medication must come to school in the original pharmacy labeled container. Medications of any kind are not to be carried to school by the student unless there is a written agreement between the school district and parent/guardian – parents/guardians should deliver the medication to the school. In addition, prescription and OTC medications are not to be carried by the student but stored in locked areas of the nurse’s office. Exceptions may be made for such urgently needed medications as inhalers with a written agreement between the school district, parent/guardian, and licensed prescriber, as noted in an IEP or IHP. The amount of medication brought to school will be counted, recorded, dated, and initialed on the student’s medication administration form. At the end of the school year, the licensed school nurse will call the parent/guardian with the amount of medication being sent home. For all over the counter medications, such as Ibuprofen, Tylenol, etc., please send in the original container and fill out the written permission form. Please inform the school nurse of any medications taken at home, as side effects can occur and also for any emergency situations. **Please update the school nurse and teachers if there are medication changes as these can have an effect on a student’s performance.** For further details, you may request a full copy of the Benson Public Schools Medication Policy from the Superintendent’s office.

**MEDICAL CONDITIONS**- Please inform the school nurse, teachers, phy ed teachers, and coaches of any medical conditions, allergies, significant medical history. Also, please update contact information.

**NOTIFICATION OF VIOLENT STUDENTS** – Pursuant to M.S. 127.413 Notification, the Minnesota Government Data Practices Act, and the Federal Family Educational Rights and Privacy Act of 1974 (FERPA), administration will notify teachers of students with histories of violent behavior and any need for intervention services, conflict resolution, or training for staff, prior to placement of students into the classroom.



**PESTICIDE APPLICATION NOTIFICATION** - The school will provide that an estimated schedule of the pesticide applications is available for review or copying at the school offices where such pesticides are applied.

**PUPIL FAIR DISMISSAL ACT** – In the event it becomes necessary to suspend, exclude or expel a student, these procedures will be governed by MSA 127.26 – 127.40 (Minnesota Pupil Fair Dismissal Act). Under the provision of this law, students may be suspended or expelled from school for any of the following:

- Willful violation of any reasonable school board regulations.
- Willful conduct which materially and substantially disrupts the rights of others to an education.
- Willful conduct which endangers the student, other students or school property.

Students may be summarily suspended from school for one day by school administration. Students may be suspended for two to five days by school administration following a hearing in the office. School administration may suspend a student for up to 10 days when warranted. Whether the suspension shall be served in school or out of school shall be at the discretion of the administration. Expulsions may be imposed by the School Board upon recommendation by school administration. Expulsions may be for up to one year. In all cases involving suspension for more than one day, parents/guardians will be notified in accordance with the Minnesota Pupil Fair Dismissal Act of 1974.

If a suspension occurs during the last few days of school, it shall carry into the next school year for sophomores and juniors. For seniors, the duration of the suspension shall be completed before a diploma is issued. If there are any school activities during the suspension period, including commencement, the student will not be permitted to participate. The principal may impose or recommend longer suspension, expulsion, or any other discipline as appropriate on a case-by-case basis.

**REASONABLE FORCE STANDARD** – A teacher, school employee, school bus driver, or other agent of the district, in exercising the person's lawful authority, may use reasonable force when it is necessary under the circumstances to correct or restrain a student or prevent bodily harm or death to another.

**SURVEILLANCE POLICY** – The School Board authorizes the use of video cameras on district property to ensure the health, welfare, and safety of all staff, students, and visitors to district property, and to safeguard district facilities and equipment. Video cameras may be used in locations as deemed appropriate by building administration. The district shall notify staff and students through handbooks that video surveillance may occur on district property. Students or staff in violation of board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies. Video recordings may become a part of a student's educational record or a staff member's personnel record. The district shall comply with all applicable state and federal laws related to record maintenance and retention.

**WEAPONS AND DANGEROUS INSTRUMENTS** – No student or non-student, including adults and visitors, shall possess, use or distribute a weapon when in a school location. The school district will act to enforce this policy and to discipline or take appropriate action against any student, teacher, administrator, school employee, volunteer, or member of the public who violates this policy. A "weapon" means any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; all knives; blades; clubs; metal knuckles; nun chucks; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and objects that have been modified to serve as a weapon. No person shall possess, use or distribute any object, device or instrument having the appearance of a weapon and such objects, devices or instruments shall be treated as weapons including, but not limited to, weapons listed above which are broken or non-functional, look-alike guns; toy guns; and any object that is a facsimile of a real weapon. 'School Location' includes any school building or grounds, whether leased, rented, owned or controlled by the school locations of school activities or trips, bus stops, school buses or school vehicles, school-contracted vehicles, the area of entrance or departure from school premises or events, all locations where school-related functions are conducted, and anywhere students are under the jurisdiction of the school district. While the school district and the school takes a "Zero Tolerance" position on the possession, use or distribution of weapons by students, school administration may use discretion in determining whether, under the circumstances, a "lesser" course of action, as deemed appropriate to the circumstances. It shall not be a violation of this policy if a non-student falls within one of the following categories: licensed peace officers, military personnel, or students participating in military training, or students who are performing official duties firearm safety or marksmanship courses or activities conducted on school property.

## TRANSPORTATION

**Transportation is a privilege, not a right.** (M.S. 121a.59) A Student's eligibility to ride a school bus may be revoked for a violation of school bus safety or conduct policies, or for violation of any other law governing student conduct on a school bus, pursuant to a written



school district discipline policy. Revocation of a student's bus riding privilege is not an exclusion, expulsion, or suspension under the Pupil Fair Dismissal act of 1974.

**The School Bus is an extension of the classroom.** District conduct and discipline policies apply to the school bus and to bus stop areas as well as to school buildings and grounds.

**The "Danger Zone" surrounding a school bus.** The "Danger Zone" is the area within ten (10) feet of the bus. The two (2) areas that are the most dangerous, due to limited driver visibility, are the right rear area (including the right rear wheels) and the front of the bus (including the front corners).

**Procedures for safely boarding and leaving a school bus.** Be on time – Always line up single file to board (no pushing or shoving) – Do not approach the bus until the driver opens the door – Use the handrail – Take one step at a time – Be seated quickly – Remain seated until the bus stops at your stop – Walk to the door – Move out of the "Danger Zone" – If you must cross the street, wait for the driver's instruction or signal – go directly home.

**Procedures for the safe crossing of the road.** Move away from the side of the bus (if you can touch the bus, you are too close) – As you move away from the bus, move to a point at least ten (10) feet in front of the bus – turn toward the driver and make eye contact (see that the driver sees you) – Walk 12 feet in front of the bus, stopping to check for vehicles that might violate the stop arm – When it's safe, complete the crossing.

**School bus evacuations and other emergency procedures.** There are four (4) different evacuation plans:

- Using only the front service door
- Using only the rear (or side) emergency door
- Using both the service door and emergency door
- Side window evacuation if doors are not usable

All students should know the location and basic function of the emergency equipment. In a real emergency, students should leave personal belongings on the bus. Students should gather in a group in a safe area about 100 feet away from the bus. Parent/guardians... Protect your children; know the key concepts for bus safety.

**Bus rules apply to all students, including those with disabilities.**

General rules are:

- |                                |                                |                                       |
|--------------------------------|--------------------------------|---------------------------------------|
| Observe classroom conduct      | Cooperate with the driver      | Keep head, hands, and feet inside bus |
| Be courteous, no profanity     | Do not smoke                   | Seats may be assigned                 |
| Do not eat or drink on the bus | Do not damage bus or equipment |                                       |
| Keep the bus clean             | Stay in your seat              |                                       |

## ACTIVITIES ELIGIBILITY INFORMATION

In addition to our academic curriculum, Benson Public Schools offer students a wide variety of Co-Curricular and Extra-Curricular activities. Benson Public Schools opened in 1890 and has been a part of the prestigious West Central Conference for most of that period. The primary objective of the Benson School District is to provide wholesome opportunities to promote the physical, mental, social, emotional, and moral well being of the participants. It is hoped that the extra and co-curricular activities in our school will be a positive force in preparing youth for an enriching and vital role in American life.

The District 777 activities programs are an important and integral part of the total school program and are open to participation by all students, regardless of individual differences. Through voluntary participation, the student gives time, energy, and loyalty to the program. He/she also accepts the training rules, regulations, and responsibilities that are unique to each program. In order to contribute to the welfare of the group, the student must willingly assume these obligations, as the role demands that the individual make sacrifices not required of others. Many teams in all areas are offered, giving students of all ages in grades 7-12 a chance to participate. No student shall be allowed to go out for a sport or activity after the first day of practice if the student in question has an outstanding ineligibility, a pending ineligibility, or if the student in question has been declared ineligible after practice for the sport or activity has already begun. Prom will be considered a category II activity and will be subject to Benson High School eligibility policies. However, Prom eligibility is considered on an annual basis and violations will not carry over from one year to the next. The following is a list of activities offered at Benson High School.

### BOYS FALL SPORTS

Cross Country Football

### BOYS WINTER SPORTS

Basketball Wrestling Hockey

### GIRLS FALL SPORT

Cross Country Volleyball Tennis

### GIRLS WINTER SPORTS

Basketball Gymnastics Hockey



BOYS SPRING SPORTS  
Golf Baseball Track Tennis

GIRLS SRPING SPORTS  
Golf Softball Track

Co-Curricular activities include: Student Council, Knowledge Bowl, National Honor Society, Yearbook, BPA, FFA, Math Club, Speech, Peer Coaches, Destination Imagination, Spelling Bee, Geography Bee, Current Events, One Act Play, Three Act Play, Musicals, Band, Choir, Summer Marching Band, Swing Choir, Jazz Band, and numerous solo/ensemble musical opportunities.

MSHSL Athletic/Activity Participation Fees for the 2011-2012 School Year:

<p>Team Managers are exempt from fee payment; all other qualifications must be met High School students receive a <b>FREE</b> athletic pass with payment of their first \$60 activity fee.</p>	<p>2011-2012 Activity Fees</p> <table border="0"> <tr> <td></td> <td style="text-align: center;">Senior High</td> <td style="text-align: center;">Junior High</td> </tr> <tr> <td style="text-align: center;">Arts</td> <td style="text-align: center;">\$ 30</td> <td style="text-align: center;">\$ 20</td> </tr> <tr> <td style="text-align: center;">Athletics</td> <td style="text-align: center;">\$ 60</td> <td style="text-align: center;">\$ 40</td> </tr> </table>		Senior High	Junior High	Arts	\$ 30	\$ 20	Athletics	\$ 60	\$ 40
	Senior High	Junior High								
Arts	\$ 30	\$ 20								
Athletics	\$ 60	\$ 40								

Activity Participation Fees apply to all athletics/sports listed above, in addition to:  
 Knowledge Bowl                      Speech                      Marching Band                      BPA  
 Math Club                              One Act Play                      FFA

Activity/Athletic Participation Fees will be limited to a Family Maximum of \$360.00 Per Year.

All students are required to read the BHS/MSHSL Eligibility Information Packet handed out to students along with the handbook. The Activities Director, Secondary Principal, or another administrative designee will declare students who violate BHS/MSHSL Eligibility Rules ineligible.

The student is ineligible once the ineligibility is communicated to the student. A formal written declaration of ineligibility will be issued in a timely fashion after the verbal declaration of ineligibility has been communicated.

The Student Eligibility signature Document must be completed BY ALL STUDENTS, REGARDLESS OF ATHLETIC PARTICIPATION PLANS and turned in to the Activities Department A.S.A.P.

COMPLETE RULES AND REGULATIONS ARE INCLUDED IN THE BHS/MSHSL ELIGIBILITY INFORMATION PACKET.

**ACADEMIC ELIGIBILITY** - The policy for academic eligibility is available in the activities office.

