

Benton Middle School

Student & Family Handbook

ASB

Benton Middle School students may participate in student government through the Associated Student Body. Elections are held in the spring to elect officers. The ASB organizes school-wide activities and fundraising events.

ATTENDANCE AND TARDINESS

In order for students to be in school and master the material offered in the curriculum they must be present. We, as a school site, are responsible for your educational progress, and you must be responsible for your attendance. California State Law requires parents/guardians to send children to school everyday except in cases of severe illness or doctor/dental appointments.

Parents/guardians are also responsible for having students arrive to school on time. If children are habitually absent or tardy to school, serious consequences may occur.

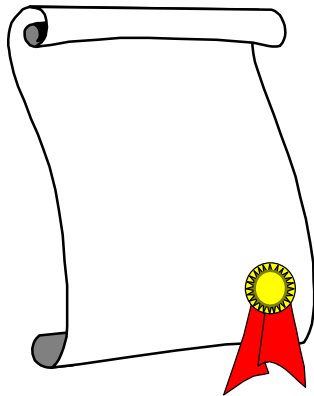
1. If you are going to be absent, please have your parent/guardian call the office before 9:30 a.m. to let us know. The number is 562-943-1553. Always explain the reason for the absence.
2. After being absent, you are required to bring a note from your parent/guardian to the student office, explaining why you were absent. You will turn in your note and receive the readmit card which you will take to all of your classes and have signed by your teachers. Failure to do so will result in a truancy for each class. You are responsible to make up any missed schoolwork. Ask your teachers what the assignments were and how long you have to make them up.
3. Students who arrive after 9:05 a.m. without a valid reason will be considered truant. Three truanancies (or excessive absences) will trigger a School Attendance Review Board appointment, where the family may have to appear before a county judge in a court of law
4. The parent or guardian will provide a valid excuse for all absences within 10 school days following the absence. Any absence or unverified absence that is not verified within 10 school days following the absence(s) will be changed and recorded as truancy.
5. If a student is checked-out of school during the school day, he/she will be marked Partial Day Unexcused (PDU) unless the absence is verified with a valid excuse (i.e., illness, doctor's or dentist's note). See the Middle School – District Attendance Information included in the First Day Packet.
6. Students are expected to be in their class and seated when the tardy bell rings. Students who are marked as an unexcused tardy will receive one infraction point per tardy.

AWARDS AND RECOGNITION

Students are rewarded in many ways for good behavior and outstanding work. In addition to a variety of individual classroom rewards and recognition, every trimester students are recognized for their academic achievement earning Principal's Honor Roll, Honor Roll, Academic Achievement, and Perfect Attendance certificates.



Certificates are given at the end of each trimester for:



PRINCIPAL'S HONOR ROLL: A grade point average of 3.8 - 4.0

HONOR ROLL: A grade point average of 3.4 - 3.79

ACADEMIC ACHIEVEMENT: A grade point average of 3.0-3.39

PERFECT ATTENDANCE FOR THE TRIMESTER: Student does not have any absences, tardies or early checkouts during the school day.

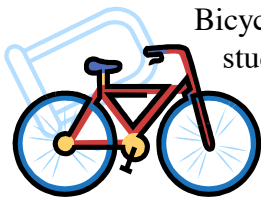
DISTINGUISHED EFFORT: Student receives all O's

To compute Grade Point Averages, numbers are assigned to letter grades as follows: A=4 points, B=3, C=2, D=1, F=0. Add the point value of the letter grades and then divide by the total number of grades given.

BALLOON AND FLOWER DELIVERIES

Although we would like to recognize students' special days (ie. Birthdays, Valentine's Day, etc.), we cannot disrupt the educational process with delivery of cards, balloons, flowers, etc., nor, can we accept or be responsible for the gifts. Please do not bring these gifts to school.

BICYCLES AND SKATEBOARDS



Bicycles and skateboards may be ridden to school. A secure place will be provided but students must provide their own locks. Students are expected to follow safety procedures and obey all traffic laws. This includes wearing a helmet when riding a bicycle and not riding on the sidewalk.

BOUNDARIES

Students are expected to remain within the yellow-lined boundary areas before school, during nutrition, and during lunch.

CALIFORNIA STATE CONTENT STANDARDS

Norwalk La-Mirada Unified School District follows the state framework, which is called the state content standards. Certain subjects are to be taught at certain grade levels, and it is the responsibility of the school site to ensure that students are learning what is dictated by the state. These subjects and curricular areas are available and sent home to parents at the beginning of the school year and are available on line at the California Department of Education's Website at www.cde.gov. For more information on these subjects and skills being taught, please contact the school's administration or your child's teachers.

CHILD ABUSE

All school personnel are required by law to report any suspected child abuse (physical or sexual) or child neglect. This report is filed with the Los Angeles County Department of Children and Family Services. In most cases, parents/guardians are not informed before the report is made.

CLASSROOM INTERRUPTIONS

Benton's classrooms are keenly focused on teaching to the California State Content Standards. Classroom interruptions deter our teachers from that end. Therefore, we must enforce a policy which blocks classroom interruptions. Phone calls to give children messages will not be transferred or communicated during class time.

CLOSED CAMPUS

We have a closed campus at Benton Middle School. Students are not permitted to leave the campus without written permission from the school office. Students are expected to arrive no earlier than 20 minutes before school begins and are expected to go directly home (or to child care) after school dismisses. We expect students to travel directly from home to school and back.

CODE OF CONDUCT

1. Treat all adults and other students on the campus with dignity and respect. Name calling and threatening statements are highly inappropriate and will not be tolerated.
2. Be a good student. Take advantage of the wonderful teachers and staff here at Benton and learn as much as you can while you are here. Do not disturb others from learning by creating classroom disturbances.
3. Follow the rules spelled out by your teachers.
4. Be respectful of the school environment by not littering. Keep the school grounds clean and neat looking.
6. "Play fighting" or "messaging around" is not allowed at school.



7. If you have a problem with another student, tell an adult. We have many support staff and systems in place on our campus to avoid any kind of confrontation with others.
8. Expensive jewelry, iPods, cameras, CD/MP3 players, PSP's or other expensive items are prohibited. They do not contribute to the learning environment, they may get lost, and the school is not responsible for students' personal belongings.
9. Dress properly for school. Please see attached uniform and dress code policies.
10. No inappropriate physical contact or public displays of affection such as kissing, hugging, or grabbing will be tolerated.

COMPLAINT PROCEDURE

When someone wants to make a formal or informal complaint about matters involving the school or its employees, they should seek the help of the principal or the school secretary. The procedures for filing, investigating, and resolving complaints are found in District Policy #1335, Uniform Complaint Procedures, which is kept on file in the principal's office.

CONFERENCES

Parent teacher conferences are held twice a year, once during the first trimester and once in the spring. These conferences are used to help the parent and the student plan strategies to obtain optimal academic achievement.

DETENTIONS

School personnel have the right to keep students in during their nutrition, part of their lunch, or after school when it is necessary for behavior or schoolwork related reasons. However, students and parents must be given 24 hours notice if a student will be kept after school.

DISASTER DRILLS

Disaster drills are held monthly. They include drop and cover earthquake drills, fire drills, and lockdown drills. The signals and rules for these drills will be explained by the teachers. Students will learn how to leave the buildings quickly and quietly.

DISCIPLINE PLAN

The Benton Middle School staff believes that each student will act responsibly at all times and will be a productive member of the community. Each student will strive for academic and social success. A progressive discipline plan is in place to support student growth through innovative interventions and fair consequences. This plan promotes a safe environment for all students and staff members.

Each teacher at Benton Middle School has the professional responsibility to implement a fair and consistent classroom management plan. Teachers will communicate misbehaviors with parents and guardians on a regular basis. When it becomes necessary, students will receive discipline referrals to the office.

When a student receives multiple referrals or commits a severe infraction, a local guidance meeting may be scheduled. The local guidance panel (assistant principal, psychologist, counselor, resource specialist program teacher, and teacher) may recommend that a student be sent to district guidance for an adjustment transfer to another middle school in the Norwalk-La Mirada Unified School District. The local guidance team may also recommend that a student be placed on an individual behavior contract. This contract would include expectations of behavior, an intervention plan, and specific consequences. The administration of Benton Middle School reserves the right to schedule a local guidance team meeting when deemed necessary.

In addition, students who commit infractions will be assigned infraction points. These points will be compiled to determine eligibility for field trips, sports teams, extra curricular activities and end of the year activities. The point system below will be used to monitor infraction points.

Major Infractions	20 points
Physical Fights/Conflict	5 points
Truancy	5 points
Severe Defiance (2 nd or subsequent defiance)	5 points
Verbal Fights/Conflicts/Threats	4 points
Minor Defiance/Infractions*	2 points
Tardies/readmits/bus passes	1 point

**Minor Defiance/ Infractions include dress code violations, gum chewing, sunflower seeds, littering, boundary infractions, cell phone misuse, iPod/MP3/CD players, etc.*

Ineligibility due to infraction points will affect participation on sport teams, science camps, field trips, DC trip, and/or any end of the year activity. Students are ineligible to participate in extra-curricular events/field trips upon reaching 8 infraction points each trimester. As a new trimester begins, students are allotted an additional 7 points. However, once the maximum point level of 20 is reached, students are excluded from **all** remaining activities for the year.

HOMEROOM

Students will be assigned to an advisory class where teachers will have an opportunity to pass out flyers and other parent notifications. It will also be a time for teachers to discuss student concerns and issues on campus.

ILLEGAL ACTS

Law (Education Code 48900) forbids the following acts. If you do any of these you will be suspended from school and you may be expelled from all schools in the district. These laws will be upheld by school personnel from the time you leave your home in the morning to come to school until you have returned to home after school.

- A. Causing, trying to cause, or threatening to cause physical injury to another person.
- B. Possessing, selling, or furnishing weapons.
- C/D. Possessing, using, selling, furnishing, or being under the influence of any drug, alcohol or intoxicant.
- E. Committing or trying to commit robbery or extortion.
- F. Causing or trying to cause damage to school or private property.
- G. Stealing or trying to steal school or private property.
- H. Possessing or using tobacco or any tobacco product.
- I. Committing any obscene act or using habitual profanity or vulgarity.
- J. Possessing, offering, furnishing or selling any drug paraphernalia.
- K. Disrupting school activities or willfully defying valid school authority.
- L. Knowingly receiving stolen school or private property.
- M. Possessing an imitation firearm.
- N. Committing or attempting to commit sexual assault or battery.
- O. Harassing, threatening or intimidating a pupil who is a witness.
- P. Unlawfully offering, arranging to sell, negotiating to sell, or sold the prescription drug soma.
- Q. Engaging in or attempting to engage in hazing.

R. Aiding or abetting the infliction or attempted infliction of physical injury to another person.

.2 Engaging in sexual harassment.

.3 Causing, attempting to cause or threatening to cause hate violence.

.4 Engaging in harassment, threats or intimidation.

.7 Pupil making a terrorist threat against school officials or school property or both.

*Harassing others (Ed. Code 212.5) including unwelcome sexual flirtations, propositions or slurs. Touching someone else's body or clothing in a sexual way is also prohibited.

DRESS CODE

The Benton Middle School community views school dress as an integral part of the educational process. Standards for dress are essential to maintain an academic focus, student safety, and prepare students for school to work transition. Just as employers and companies have dress standards, the school must also establish a standard of dress which properly prepares students for business and work. School dress must be neat and must display a positive self-image. *“Oversize, baggy or saggy, faded and/or torn clothing is prohibited.”* Student dress must not detract from the learning process, must not endanger the student's safety, must show proper attention to modesty and must depict a student serious about learning. Surveys of school districts that have mandatory uniform policies indicate that student safety problems are greatly reduced, which is the primary objective of the policy. The district also notes that student's attitudes are more academically focused, discipline problems and office referrals are reduced, suspensions and serious offenses are greatly reduced, and economic differences between students are less visible. As parents read the school dress code for this next school year, they will note that directly-quoted portions of the district school uniform policy is printed in quotes and italics. The school site dress code is printed in block letters. The Benton Middle School Dress Code will be modified as needed to address student safety issues.

Students coming to school improperly dressed will be detained until acceptable clothing is provided. Objectionable items worn or brought to school will be confiscated, turned in to the assistant principal, and returned only to parents. Confiscated items will be returned to parents after school, during parent conferences and/or at end of the school year. Items not picked up by the end of the school year will be donated to charity.

See Appendix B for Benton Middle School Dress Code

EARLY CHECK-OUT

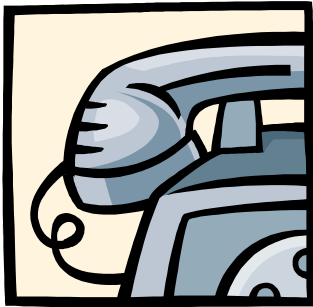
Anyone who wants to check out students during the school day must go to the school office. The teacher will be called and arrangements for the student's release will be made. Anyone picking up students early must sign the release form confirming the partial day absence. This procedure is for the student's protection because we will not release a student to anyone not specified on the emergency card.



ELIGIBILITY

CIF has designated that students must maintain a 2.0 grade point average or better in order to be eligible for extra-curricular activities (sports) at the high school level. Benton students must meet the same requirement; however, behavior and effort must be maintained at a satisfactory level or better to be eligible. Infraction points can jeopardize team sports eligibility.

EMERGENCY INFORMATION



Please keep the school informed of all current emergency information. A form is sent home with the student on the first day of school. It must be returned with a person/phone number we can use during school hours in case of an emergency. Only names listed on the emergency card will be authorized to check out students from school. Feel free to list as many names as necessary to avoid delays in checking out your child.

EXTRA –CURRICULAR ACTIVITIES

Activities that take place outside of the regular classroom are called extra-curricular activities. These include the sports program, cheerleading, and after-school clubs. The sports program includes flag football volleyball, basketball, softball, soccer, cross country and track. There are several opportunities for students to join and/ or participate in a variety of clubs on campus.



Clubs:

ASB
American Heritage Club
Pentathlon
GATE programs
Chess Club

Mock Trial
Book Club
Yearbook Club

FREE/REDUCED LUNCH PASS

A new application is sent to participants during the summer months. It must be renewed each school year. When you receive the new application please complete the form and return it to the office. It takes up to 10 days to process the free/reduced lunch applications and students must pay full price until the application is granted.

GUM

Gum is **not** allowed at school. It creates enormous cleaning problems (i.e. on carpets, floors, under desks, and on the ground.)

HEALTH OF STUDENTS

Periodic examinations are given for hearing, vision, and scoliosis (spinal curvature).

Students that show evidence of head lice must be excluded from school. If an infestation occurs, students are given letters to carry home telling about precautions to take to avoid the problem.

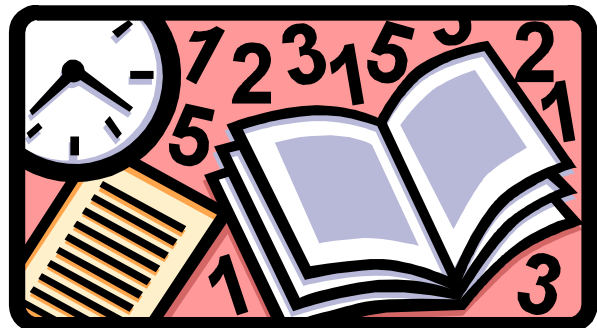


Students who have head lice are not permitted to return until all signs of the infestation are gone. Families have up to 5 days of excused absences to rid the student of head lice. There is not a nurse on duty at Benton Middle School. Students who are mildly ill will be sent back to class. Students who are severely ill (i.e. high fever, vomiting, etc.) will be sent home. If your student needs to take medication during the school day, school personnel will give the medicine if there is an "Administration of Medication Form" on file in the office. Please bring the medicine to the office with the doctor's written instructions. Students are not permitted to carry any medications for self-administration.

HOMEWORK

All students need to practice the skills they learn at school. The amount of practice time will vary depending on the student's needs. All teachers are instructed to give homework on a daily basis.

Homework assignments are to be distinct from classroom assignments and yet are to still be related to classroom studies. Students will have from 60 to 90 minutes of school-related work to do at home.



IDENTIFICATION CARDS

Students are asked to carry their identification (I.D.) cards with them at all times. They are needed at the lunch line and at dances. Temporary identification cards will be issued the first week of school. They will be replaced one month after picture day. It will cost \$5.00 to issue a new replacement I.D. card.

JUVENILE CITATION PROGRAM

Under the authority of section 256 of the welfare and institutions code, all persons under 18 years of age can be assigned a notice to appear (citation) for the following violations:

Penal Code Sections

308(b)	Receive/possess tobacco
330	Illicit gaming
374.4	Littering
415	Disturbing the peace
415(1)	Fighting on campus or challenging another person to fight
485	Keeping lost property
490.1	Petty theft less than \$50.00
594(a)(1)	Vandalism with liquid paint
594.1	Possession aerosol paint
640.6	Graffiti less than \$259 damage
653(g)	Loitering (schools)

Municipal Codes

9.40.060	Daytime curfew (truancy)
9.40.050	Nighttime Curfew
16.12.050	Fireworks, possession/use of
9.68.010	Trespassing
9.90.050	Possession of graffiti implements
9.12.032	Consumption of alcohol

LOST AND FOUND

Each year a large number of items are turned into the office. If they are marked with a student's name, we return them. If there is not any identification, we put them into a lost and found cupboard. Students or family members may come to the office to ask for lost items. At the end of each trimester, unclaimed items are donated to a charitable organization.

BREAKFAST, NUTRITION, AND LUNCH

We serve breakfast starting at 8:05 a.m. daily. Breakfast costs \$.75 cents.

Students will have a 30-minute lunch period daily. During lunch, students may eat lunches they bring from home, buy lunch items at the a la carte counter or purchase the tray lunch. The tray lunch will cost \$1.75. Families may pay for lunches in advance.

Being on the free or reduced lunch plan only applies to breakfast and tray lunches.

All food and drink items must be consumed while seated at the lunch tables. Please do not sit on the tables. Sometimes, students will be required to serve detention during nutrition or lunch time, but they will always have time for a snack and a bathroom break.

Because our cafeteria orders food for our students in advance, we cannot allow lunch deliveries for multiple students. Pizza deliveries will also not be allowed.

OUTDOOR SCIENCE CAMP

Students will have the opportunity to participate at an outdoor science school. There is a charge for the experience. Some fund raising activities will be offered to help students raise some or all of the needed money.

P.E. PROGRAM

Students are required to dress out for P.E. The uniform is navy blue shorts and shirt with the Benton logo on them and athletic shoes. Lockers are provided for students to store their belongings.

The P.E. Department will sell the uniforms and combination locks on a cash basis only. Your child may buy clothes before school in the PE office. The uniform package is \$24.00. This includes: Shirts \$8.00 Shorts \$10.00 Locks \$5.00

*Teachers reserve the right to use the number of P.E. dress code offenses to calculate P.E. Grades.



PROHIBITED AND/OR VALUABLE ARTICLES

Articles that are hazardous to the safety of others, interfere in any way with learning and instruction, create excessive clean-up problems, or are legally forbidden must be left at home.

Such items as toys, electronic games, yo-yos, rubber bands, pea shooters, paper clips, small rubber balls, hardballs, permanent markers, cameras, CD players, iPods, MP3 players, balloons, radios, glass bottles, laser pointers, make-up/accessories etc., aerosol cans, and perfume will be taken away and turned in to the assistant principal. These confiscated items will be labeled with the students' names and stored. If the prohibited article is stolen, damaged or lost, Benton Middle School is not responsible. They will be returned to parents/guardians only.

Students are prohibited from selling any items at school including toys, personal items, food or candy without prior permission from the principal. Sunflower seeds and gum are **not** permitted on this campus and students with them will be assigned to clean-up detention time.

Students in possession of cigarettes, tobacco, narcotics, alcohol, fireworks, or weapons will be suspended, according to the severe misbehavior procedures, because these items are illegal. Parents will be notified and the Sheriff's Office will be called in to make a report, and, most

likely, issue citations.

The school staff is not responsible for lost or stolen items or money. Students are responsible for their own belongings. Students should refrain from bringing large amounts of money to school.

REPORT CARDS AND PROGRESS REPORTS

Report cards are issued three times each year: December, March, and June. Parents/guardians will be required to attend a parent conference in December and possibly in March.

A report of student progress may be sent home at any time. These reports are sent to inform parents of student improvements or to indicate a deficiency that will require correction. Teachers will send progress reports home half way through each trimester to help students improve their trimester grades.

RESPONSIBILITIES

Students are responsible for the books checked out to them. If books are lost, destroyed or the student must pay the cost. Money for pictures, P.E. uniforms, travel programs or fund-raisers must be turned in or paid in a timely manner. Detentions assigned for being tardy, behavior, truancies, or any other reason must be served.

Any students with unpaid bills, not returning their books or detentions not served will face restrictions until the problem is cleared up. Report cards of students on restriction may be picked up in the office by parents.

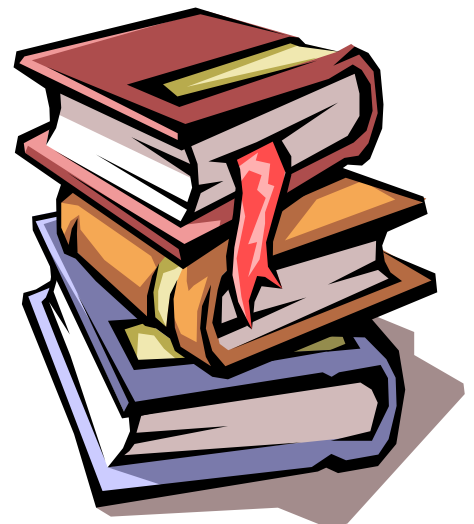
RESTROOMS

Students will not be allowed to use the restroom during class time, unless it is an emergency. Students should use the restroom during their breaks or between classes. If there is a medical problem regarding restroom use, a doctor's note should be provided to the office.

SCHOOL PROPERTY

Any student who willfully cuts, defaces, or otherwise damages any property, real or personal, belonging to the school will be held responsible for all damages.

Students, who owe money for fund-raisers, lost/stolen books, pictures, etc., will become ineligible for extra curricular activities including dances, field trips, and clubs or sports. Other consequences may also apply.



SEXUAL HARASSMENT

Students may be suspended from school or recommended for expulsion if they sexually harass others at school. This law will be followed even if the victim is a person of the same gender. If the conduct is sufficiently severe or pervasive to have a negative impact on the victim's academic performance or if the conduct creates an intimidating, hostile, or offensive environment, the student displaying such behavior may be suspended or recommended for expulsion. Such behavior includes but is not limited to:

- Sexual jokes, drawing, stories, pictures
- Unwanted touching of another person
- Retaliation for reporting sexual harassment
- Sexual remarks or comments
- Sexual slurs, threats, verbal abuse, descriptions
- Requests for sexual favors
- Verbal, visual, physical conduct of a sexual nature
- Spreading sexual rumors

A student can be expelled if the School Board finds that the student violated the sexual harassment clause and either of the following:

1. That other means of correction are not feasible or have repeatedly failed to bring about proper action.
2. That due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the victim or others on the campus.

STUDY TRIPS

Various student study trips are scheduled throughout the year. Each student must have a written permission slip signed by parents or guardians, before they are allowed to go on the trip. Students who do not return the permission slip will not be allowed to go.

SUBSTANCE ABUSE

Students participate in programs to educate them about the dangers inherent in the abuse of drugs and alcohol through their science and health classes, and through participation in Red Ribbon Week. Any student experiencing a substance abuse problem may get help and support from the teacher, counselor, administrator, or any other adult on campus.

CELL PHONES



Students may possess cellular telephones, provided that such devices are only used before/after school, at nutrition and lunch. They shall be **turned off** and stored in student backpacks or pockets during class time and at any other time directed by a district employee. Cell phones that do disrupt the class will be confiscated and returned only to the parent after school hours.

TRANSPORTATION

Bus Passes

Bus riders will receive their first pass from the district office if the student qualifies for bus service. Pick up times and locations will be sent to you and will also be available in the office. Students must present their bus pass to ride the bus, students who do not have a bus pass must get another pass during nutrition and lunch only.

Late Bus

A late bus leaves the school site at 4:10 p.m. on Tuesdays and Thursdays only. Students not participating in after school classes must leave the campus as soon as school is out. Students who are not participating in organized after-school programs are not permitted to ride the late bus home.

Appendix A
Bell Schedules

Regular Day Bell Schedule

8:32-8:35	passing	3			
8:35-9:28	1 st block	53			
9:28-9:31	passing	3			
9:31-10:24	2 nd block	53			
10:24-10:46	Nutrition	22			
10:46-10:49	passing	3			
10:49-11:42	3 rd block	53			
11:42-11:45	passing	3	11:42-12:12	1 st lunch	30
11:45-12:38	4 th block	53			
12:38-1:08	2 nd lunch	30	12:12-12:15	passing	3
			12:15-1:08	4 th block	53
1:08-1:11	passing	3			
1:11-2:04	5 th block	53			
2:04-2:07	passing	3			
2:07-3:00	6 th block	53			

Wednesday Early Release Bell Schedule

8:32-8:35	passing	3			
8:35-9:12	1 st block	37			
9:12-9:15	passing	3			
9:15-9:52	2 nd block	37			
9:52-9:55	Passing	3			
9:55-10:13	Advisory	18			
10:13-10:33	Nutrition	20			
10:33-10:36	passing	3			
10:36-11:14	3 rd block	37			
11:14-11:17	passing	3	11:14-11:44	1 st lunch	30
11:17-11:54	4 th block	37			
11:54-12:24	2 nd lunch	30	11:44-11:47	passing	3
			11:47-12:24	4 th block	37
12:24-12:27	passing	3			
12:27-1:05	5 th block	37			
1:05-1:08	passing	3			
1:08-1:45	6 th block	37			

Minimum Day Bell Schedule

8:32-8:35	passing	3		
8:35-9:11	1 st block	36		
9:11-9:14	passing	3		
9:14-9:50	2 nd block	36		
9:50-10:09	Nutrition	19		
10:09-10:12	passing	3		
10:12-10:48	3 rd block	36		
10:48-10:51	passing	3		
10:51-11:27	4 th block	36		
11:27-11:30	passing	3	11:27-11:57	1 st lunch 30
11:30-12:06	5 th block	36		
12:06-12:36	2 nd lunch	30	11:57-12:00	passing 3
			12:00-12:36	5 th block 36
12:36-12:39	passing	3		
12:39-1:15	6 th block	36		

Appendix B

Benton Middle School Dress Code

DISTRICT SCHOOL UNIFORM STATEMENT OF POLICY, RULES AND REGULATIONS
(Paraphrased)

“Beginning with the 1997-1998 school year, uniforms will become mandatory. Each school shall communicate to parents information specific to the individual school site.”

I. SHIRTS, BLOUSES, TOPS

“White shirts” with a collar, “white blouses” with a collar, “or school logo spirit shirts are acceptable.” All tops, shirts and blouses must be hemmed and properly buttoned.

Specifically not allowed are:

Tank tops that exposes upper torso and do not have at least a 1 inch wide strap over shoulders, extra-long shirts (untucked, not to exceed 2” below buttock), spaghetti straps, strapless, backless, or halter tops, low necklines, (no cleavage), bare midriffs (when arms raised), tube tops, fish net or ventilated type fabrics, and tattered look. Undergarments are not to be visible at any time. No plain white T-shirts.

II. PANTS, SHORTS, SKIRTS, DRESSES

“Dark navy blue pants, skirts or dresses.” Jumpers which are solid color navy blue are permitted”. Short pants are permitted if they are no longer than the knee and no shorter than fingertip length when arms are straight to the side. Skirts and dresses are to be no shorter than fingertip length when arms are straight to the side. “Pants must not be more than 2 inches larger in the waist, thigh and mid-calf.” Pants, shorts, skirts and dresses are to be of proper length and hemmed (no cut-offs, no draggers, no flooders, no half-mooners, no pants with slits).

III. SOCKS, SHOES, BOOTS

Protective footwear must be worn on campus at all times. Open-toed shoes are not recommended. All shoes must be securely fastened with heel and side supports.

Specifically not allowed are:

Thongs, beach wear, steel-toed shoes, white knee-high socks.

IV. HATS, CAPS

The only hats permissible on campus are Benton hats which can only be worn outside of class. Hoods, bandanas and beanies may not be worn.

V. JACKETS/OUTERWEAR

“Dark blue or navy blue, white, yellow or gold jackets (combinations of these colors or all one of these colors) are permitted as determined by appropriate weather conditions.”

VI. **GRAPHICS, PRINTS, SIGNS AND SYMBOLS**

It is recommended that clothing be of a solid color. Graphic designs, signs or symbols that promotes racism, hatred, violence, and sex are not acceptable. This includes shirts with dual meaning when one of the meanings matches the prohibited items explained above.

VII. **BELTS**

Belts must be properly threaded inside the belt loops.

Specifically not allowed are:

Black web belts, military belt buckles with and without initials, hanging belts, motorcycle chains, choke chains, studded belts, and wallet chains.

VIII. **MAKEUP**

Very light makeup that enhances a positive self-image is permissible. Excessive makeup or extreme lipstick colors are not allowed.

IX. **HAIR**

Hair should be neat and clean at all times.

Specifically not allowed are:

Excessive hairstyles and color, shaved/lined designs.

X. **JEWELRY**

Jewelry should complement a students' appearance and should not be distracting or unsafe. We recommend that students do not wear expensive jewelry, watches or gold chains to school.

Specifically not allowed are:

Body piercing (not including ear piercing), large hoop or extended length earrings, spiked jewelry, heavy rings and brass knuckles, sun glasses (unless medically prescribed).

Jewelry that promotes racism, sexism, ethnic or religious bigotry, drugs, alcohol, tobacco, violence, graffiti or other illegal activities.