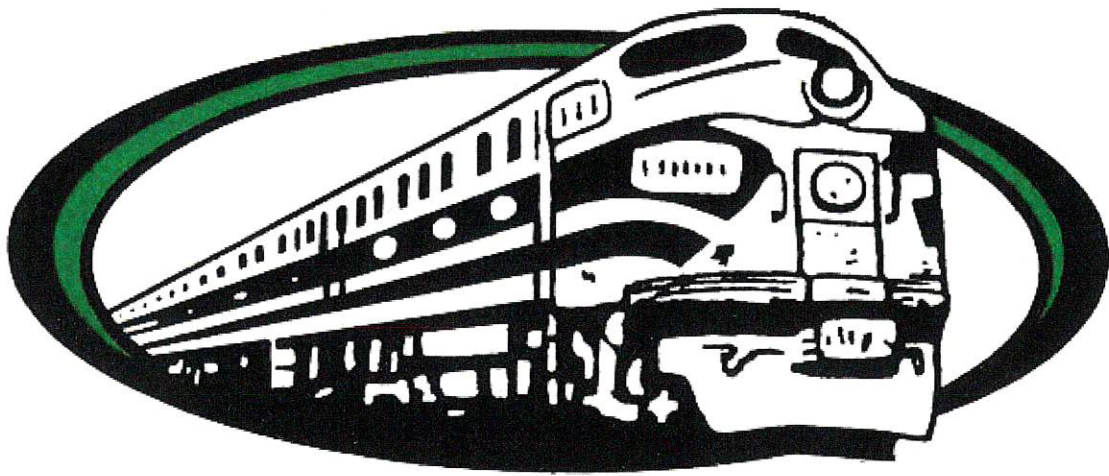


Benton School

Student Handbook



2025-2026

Revised 7/9/2025

Benton School District
41 Alma Street
P.O. Box 7
Benton, WI 53803
(608) 759-4002
Fax: (608) 759-3805
Web Address: www.benton.k12.wi.us

District Administrator – Todd Bastian
Principal – Lisa Lawrence

BOARD OF EDUCATION

Angela Davis	President
Megan Flatley	Vice-President
Amanda Williams	Clerk
Paul Klang	Treasurer
Ryan Kern	Member
Jeff Richardson	Member
Joe Lukaszewski	Member

School Colors: Green & White



School Mascot: "Zephyrs"

School Song: "Minnesota Rouser"
Benton High School hats off to thee,
To our colors true we shall ever be,
Firm and strong, united are we.
Rah, Rah, Rah for Benton High,
Rah, Rah, Rah, Rah,
Rah for the Green & White.

NONDISCRIMINATION POLICY

The Benton School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability or handicap in any of its education programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion, or handicap

Board Approved: 7-9-2025

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PREFACE

There is a strong commitment in the Benton School District to the creation and maintenance of a school environment that presents our students with the opportunity to study and learn under the best conditions possible. A key factor in providing a positive learning environment is the success realized by the school in its effort to promote positive behavior among its students. The Benton School District offers an educational program designed to meet the academic, career, and social needs of its students. Just as students have the right to expect programs of high quality where they can fully develop their knowledge and skills, the school also expects all students to participate in a positive and productive manner. This balance between a quality program and positive student behavior ensures an effective learning environment for all. The maintenance of a good learning atmosphere depends upon a sustained and cooperative effort on the part of students, parents or guardians, teachers, and administrators.

This handbook is provided to permit you to maximize your educational opportunities by understanding district policies and procedures. Please read the handbook carefully and keep it for future reference. Not all situations are covered in a handbook like this, nor should they all be covered. Certain situations require special or individual consideration.

The success of our program depends upon the cooperation, understanding, and responsible decision making of students, parents, and school personnel.

The entire faculty and staff of the Benton School District wish you an enjoyable and successful school year.

VISION, MISSION, and CORE VALUES

VISION

The Benton School District will be recognized as one of the finest public school districts in the State of Wisconsin with programs ensuring that each student will achieve his or her potential and succeed in the world of tomorrow.

MISSION

The Benton School District's mission is to provide an educational program designed to effectively and efficiently meet the academic, career, personal, and social needs of its students in the best learning climate possible.

CORE VALUES

Our core values reflect our fundamental priorities and become the basis for decisions and actions. The core values which will guide us in achieving our mission and vision are

- cooperation with family and community
- equality and fairness
- ethical behavior
- excellence
- mutual respect
- self-worth
- supportive learning environment

PRINCIPLES

The District will be forward-thinking in its approach toward education, using the following framework in continuously addressing its main areas of operation.

POLICIES & PROCEDURES

AGE OF MAJORITY: All students regardless of age are to follow school rules and regulations. Special provisions for those students 18 and older may be in effect provided the proper forms have been completed and there is a mutual agreement between the student, the parent or guardian, and the school administrator.

ANNOUNCEMENTS:

Elementary School - Announcements will be read at the beginning of the school day. A member of the faculty or staff must approve announcements.

Jr./Sr. High School - Announcements will be read at the beginning of the 4th period. A member of the staff must approve announcements.

ARTIFICIAL INTELLIGENCE (AI):

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Policy 7540.08 - Artificial Intelligence (AI))

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments – e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Proper citation when using AI/NLP tools is required when AI/NLP generated content is incorporated into any work product.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

When enrolled in Advanced Placement (AP), International Baccalaureate (IB), Early College Credit Programs (ECCP), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.

Students who violate this policy are subject to disciplinary consequences.

Repeated violations of this policy will result in additional disciplinary consequences.

ASSEMBLIES/ FIELD TRIPS/ SPECIAL PROGRAMS: Many activities, school programs, and trips are offered to children throughout the school year. It is our philosophy that these are **earned** privileges, not entitlements. To be included in these activities, the following criteria must be met:

- Student does not have more than one disciplinary office referral form per quarter (Serious infractions will result in immediate loss of privileges for the year, however)
- Student completes all work in all classes (as listed on report cards) by due dates (Six (6) or more incompletes per quarter will result in the loss of an activity)

All elementary students participate in year-end class trips unless there are discipline issues.

It is our policy that students will not be allowed to travel or attend activities unless the required signed permission slip and fees are turned in by the designated due date (the day before the activity). The School District Emergency Form must also be on file in the office. Students not attending trips and activities are expected to attend school on those days.

Assemblies are designed to be fun, informative, and entertaining. Assemblies broaden the educational experience of students. Students should conduct themselves in ways that bring pride to our school.

ATTENDANCE: Prompt, regular attendance at school will help students become successful at school and in life. All students, parents, and staff in the Benton School District are required to observe Wisconsin Law (s. 118.15) relative to compulsory school attendance. The Wisconsin Law (S. 118.33) requires students to be enrolled in classes or participate in school board-approved activities during each class period of each day throughout their school years.

School attendance is the responsibility of the student and the parent/guardian. On any school day that a student is absent the parent/guardian is to notify the school office at 759-4002, **before 10:00 A.M.** on the day of each absence to inform school officials of the absence and the reason for such absence. The school has an answering machine to make this requirement more convenient to comply with. If the school is not notified *by 8:30 A.M.* the school may call your workplace and other numbers listed on the emergency form to verify the absence. If there is no communication from a parent/guardian by 10:00 A.M., the student will receive an unexcused absence for that day. A student must be in attendance by 11:16 (5th period) to participate in any after-school program. Please note that school attendance is additionally addressed in the Extra-Curricular Code Handbook. Parents or guardians are requested to make medical, dental, and other professional appointments during non-school hours.

When returning to school after an absence, students must report to the office before going to class with a written excuse from a parent or guardian indicating the day and reason for the absence. An email may also be sent from a parent to office personnel. If a written excuse is not presented upon return, a student has 24 hours to present a written note or they will be issued a discipline referral. For an absence to be considered excused, there must be a written record of that absence on file in the office within 24 hours. **Even if a phone call is received, a written excuse is still required.**

Excused Absence

- Evidence that the child is not in proper physical or mental condition to attend school or an education program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such excuse shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days.
- A death in the immediate family or funerals for close relatives.
- Religious holidays or religious instruction.
- A child may be excused in writing by his or her parent or guardian before the absence. A child may not be excused for more than ten (10) days in a year under this section.
- For the purpose of serving as an election official if the criteria under s. 118.15(3)(d), Wis. Stats., are met.
- Administrative judgment is allowed to excuse additional days in emergency situations.

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

a. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.

b. Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school.

c. Teachers will be asked to grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absence(s).

d. Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

Unexcused Absence

An unexcused absence occurs when a pupil is voluntarily absent with or without the consent of his parents or guardian for reasons not recognized by Wis. Stats. and/or school board policy.

Children who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above under "Excused Absence" shall be considered unexcused. In such cases, the student may or may not be permitted to make up class work missed. The student, on his/her return to school, will be expected to submit a written statement signed by his/her parent or guardian explaining the reason for the absence. On the basis of this statement, the principal or designee will determine whether credit for the makeup work will be granted.

A student who is absent from school for no particular reason or is truant will also be considered unexcused. However, credit may not be given for classwork missed during an absence. Students have the obligation to understand and retain for future reference and use all materials presented during their unexcused absence.

School administration may require a student to make up time missed from school if the time missed is unexcused. This includes but is not limited to: truancy and tardiness, but does not include school-imposed suspensions.

Notwithstanding the foregoing, no student may be denied credit in a course or subject solely because of the pupil's unexcused absences or suspensions from school. Pupils may be permitted to take examinations missed during absences, other than suspensions if the examinations are taken within five (5) school days of the day of the absence. Students shall be permitted to take any quarterly, semester, or grading period examinations and complete any coursework missed during a period of suspension provided that the student takes such examinations or completes such coursework within five (5) school days of the day of the absence. The make-up periods may be extended with the agreement of the administration and the teacher.

Tardiness

"Tardiness" is defined as being less than 30 minutes late for school. A pattern of tardiness on the part of any child will be brought to the attention of the child's parents or guardian. If it appears that the child is negligent, appropriate disciplinary action will be taken.

A student is allowed two tardiness situations per quarter. A detention will be issued on the third tardy and each tardy thereafter.

Truancy and Habitual Truancy

"Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15, Wis. Stats.

"Habitual truant" means a pupil who is absent from school without an acceptable excuse under board policy and s. 118.15 for part or all of five (5) or more days on which school is held during a school semester.

"Part of a day" means thirty (30) minutes or more of a day on which school is held but less than the full day on which school is held.

The period during which a pupil is absent from school due to a suspension or expulsion under s. 120.13, Wis. Stats, is an excused absence.

AUTOMOBILES AND OTHER VEHICLES: Driving a car or other motor vehicle is a privilege granted to students by the state, school, and parents. In the interest of student safety, students to whom school bus transportation is provided by the district are encouraged to ride the school bus to and from school. Students electing to provide their own means of transportation are responsible for being familiar with, and abiding by, the laws of the village and the state, as well as the regulations of the school relating to the use of vehicles. Students who drive cars to school are to park in the lot at the

north end of the school building in an orderly manner within the marked areas. Motorcycles and bicycles are to be parked in designated areas only. **Students are not to be in, or on any motor vehicles during school hours.**

BACPAC - BEFORE AND AFTER SCHOOL PROGRAM

The Benton School District offers before and after-school child care for school-age children as a service for children, their families, and the community. BACPAC provides students with a safe, well-supervised place to be before and after school.

Sessions:	Before School	6:30 a.m. - 7:50 a.m.
	After School	3:10 p.m. - 5:30 p.m.
	4K Students	6:30 a.m. - 5:30 p.m.

If you are interested in utilizing the BACPAC program informational brochures are available in the office.

BOARD OF EDUCATION: The Benton School District Board of Education holds a regular monthly meeting on the second Wednesday of each month. Special meetings are held when necessary. Meeting agendas are posted on the Benton School website, in the Benton Post Office, and in the Benton School. Notices are sent to the Tri-County Press. Agendas are also available at the school office. Anyone is permitted to attend, however, if you wish to address the school board, you must contact the district administrator to have your concern placed on the agenda.

BUS INFORMATION AND REGULATIONS:

1. Be on time at the designated pick-up point. Pick up and drop off at designated stop only.
2. Be careful in approaching bus stops. Walk on the left side toward oncoming traffic. If you cross the road, do so in front of the bus.
3. Bus riders shall board the bus at their school's loading zone unless permission is granted otherwise.
4. Reach a seat on the bus without disturbing or crowding other pupils. Bus driver retains the right to assign seats.
5. Riders are not to extend any part of their body into the aisle or out of the windows or move about the bus at any time.
6. Riders are expected to obey the school bus driver promptly.
7. Help keep the bus clean, sanitary, and orderly. No littering!
8. Damage done to seats or other bus equipment must be paid by the rider or his/her parent/guardian.
9. Riders remain seated unless exiting the bus. If you cross the road, do so in front of the bus.

Please Note: A note from a parent/guardian is required for a non-bus student to ride the bus.

Cameras with video and audio capabilities are located on the two buses that pick up and drop off students for school.

The bus driver is in charge of the bus at all times and retains the right to establish additional rules necessary to promote the health, welfare, and safety of the riders. Violations of bus regulations deemed to be of a serious nature will be reported to the administrator who may administer consequences including the suspension of riding privileges. Generally, the process for the school year will be as follows:

- First written report of a violation - conference with student and letter home to parents
- Second written report of a violation - conference with the student, parent, bus driver, and administrator
- Third written report of a violation - letter home to parents and loss of bus riding privileges for one week (five school days)

Continuing problems may result in longer suspension periods of bus riding privileges.

For the Safety of our Students – Students being bussed must be picked up and dropped off at a single location in the morning and a single location in the afternoon, for the entire school year (your pick-up and drop-off can be at different locations but must be consistent). This location may be the student's residence OR another single, designated alternate location within District boundaries, but must be a consistent location for the entire school year. No day-to-day or week-to-week changes will be permitted per School Board Policy.

CELL PHONES & OTHER ELECTRONIC DEVICES: Cell phones or other electronic devices will be allowed in the school; however, **they must be silenced and stored in the designated classroom area during school hours and put away when in the locker rooms, restrooms, or other areas where privacy is an issue.** No pagers, electronic games, or other two-way communication devices are to be in the school. Cell phones or

other electronic devices that are not turned off, stored as previously described above, or are used during school hours without approval from the Principal will be confiscated and held in the district office until the end of the school day.

Cell phones or other electronic devices with photographic capabilities shall not be used to photograph other students without their permission and shall not be used to photograph any items that are or may be considered confidential (e.g.- testing materials).

CLASS FEES, FINES, & DUES: It is expected that all student fees, fines, and dues will be paid on a yearly basis. Any amounts that remain unpaid will be accumulated from one year to the next and if not paid prior to graduation will result in failure on the student's part to take part in the graduation ceremony.

CLASS & FUND DISPOSITION: Each graduating class and/or disbanding organization of the Benton School District will request the Board of Education, at or before graduation, their recommendation for the disposition of their class funds. The class or organization may choose from the following alternatives:

- Purchase of a gift for the School District
- Contribute to an existing scholarship fund.

CLOSING OF SCHOOL DUE TO INCLEMENT WEATHER: In the event that school is closed or delayed because of inclement weather, announcements will be made over several area radio stations. Be advised that class schedules will vary based on school delays and early dismissals. Be prepared for all your classes. Please do not call the school to find out if school will be in session. If school is closed due to inclement weather the following radio and television stations will broadcast the information:

Radio	WPVL	FM 107.1/AM 1590
	KIYX	FM 106.1
	WGLR	AM1280/FM97.7
	KXGE/WJOD	FM102.3/103.3
	WDBQ-AM/WDBQ-FM/KLYV	AM1490/FM107.5/105.3
	KDTH	AM1370
	KAT	FM92.9
	KGRR	FM97.3
	WVRE	FM 101.1
TV	WMTV	CHANNEL 15
	WISCTV	CHANNEL 3
	WKOW-TV	CHANNEL 27

Note: School closings will also be posted on the Benton School District website and on various social media sites.

Note: Be advised that classes may be rotated/adjusted based on delays or early dismissals and that students are required to have all homework and/or assignments completed and should be prepared for all classes.

CONDUCT - EXPECTATIONS: Students at Benton Schools have the right to take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach.

Students have the responsibility to abide by all district, building, and classroom rules established by the school officials. It is expected that students at Benton Schools will conduct themselves in a manner that brings respect to themselves and the school. Students are expected to practice common rules of courtesy and general rules of conduct that are necessary in group settings to avoid disruptions in the school and to protect school property and the health, safety, and welfare of students and staff.

Behavior that is disrespectful, rude, or causes harm to the students or adults and any other behavior that in the view of the administrator may be detrimental to the learning environment of the school will not be tolerated. Students exhibiting such behavior will be subject to appropriate disciplinary action.

Students who are caught cheating or plagiarizing will receive an automatic detention and a zero on the assignment or test.

The administration of the Benton Schools reserves the right to administer appropriate disciplinary consequences:

- First Offense – Referral report and detention
- Second Offense – Referral report, detention, and phone call home
- Third Offense – Referral report, detention, parent/teacher conference
- Fourth Offense – Referral report, in-school suspension 1-3 days
- Suspension
- Expulsion

A student who is suspended from school is not allowed on school property for the duration of the suspension.

COURSE CHANGES:

Jr./Sr. High - A student may drop or add an elective class during the first three (3) days of a semester. Students in AP Online Courses may change their course within the first fourteen (14) school days of a semester. The approval of a parent, the teacher involved, the guidance counselor, and the administrator must be obtained. Courses will be added or dropped because of a valid reason only.

Classes dropped after the first three days of a semester will be recorded as an "F". Our aim is not to penalize students for dropping classes, but to ensure their responsibility in enrolling in classes that genuinely meet their needs.

Students that wish to drop or add a class must obtain the proper form from the guidance office and must receive signatures from a parent, the teacher involved, the guidance counselor, and the administrator.

DANCES: Dances are held at Benton Schools for the enjoyment of students, faculty, staff, and community. Organizations that wish to sponsor a dance must have the date approved by the administrator/principal. Students who wish to bring a guest to the dance must obtain and complete a visitor form from the school office.

DIRECTORY INFORMATION: The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that the School District of Benton, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the School District of Benton may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary. The primary purpose of directory information is to allow the School District of Benton to include this type of information from your child's education records in certain school publications. Examples include your student's role in a drama production; the yearbook; honor roll or other recognition lists; graduation programs; news articles, and sports activity sheets, such as for football, showing weight and height of team members.

Directory information is information that is generally not considered harmful or an invasion of privacy if released. It can be disclosed to outside organizations without parent/caregiver prior written consent **unless** you notify the district in writing you wish to restrict it. Outside organizations include, but are not limited to, colleges, companies that manufacture class rings or publish yearbooks, news media, etc. In addition, two federal laws require the District to provide military recruiters directory information upon request. These laws are: Section 9528 of the ESEA (20 U.S.C. 7908) and 10 U.S.C. 503, as amended by section 544 and the National Defense Authorization Act for Fiscal Year 2021 (PL 116-283, section 521). Parent(s) or caregiver(s) of secondary school students have a right to request the District not to release the secondary school student's name, mailing address, district-issued email address, or telephone number to military recruiters or institutions of higher education without prior written parental consent.

The School District of Benton has designated the following information as directory information: Student's name; Photograph; Participation in officially recognized activities and sports; Height and/or Weight if a member of an athletic team; Degrees and awards received; The date of graduation.

If you do not want the School District of Benton to disclose directory information as defined above without your prior written consent, you must notify the District in writing no later than two weeks (14 days) after the start of the school year or date of enrollment. The Directory Information Declaration Form is available for this purpose. This form is available at your child's school office. The most recent form filed for a student will remain in effect until a new form is filed. State law provides that you do not have to file a new form each year.

If you do not complete the Directory Information Declaration Form at the time of your student's initial enrollment, you have 14 days within which to complete this form and return it to the school. If you do not complete and return this form to the school within the 14-day time period, the school district WILL NOT withhold directory data/information regarding your student.

DRESS & GROOMING:

- All clothing should be clean, buttoned, or fastened appropriately. Baggy pants are acceptable for students; however, they must be belted around the waist. Undergarments should not be visible.
- Shorts may be worn all year, however, students should use good judgment when wearing them. No spandex shorts, ripped shorts, or extremely short shorts or skirts.
- Clothing bearing racial slurs, harassment language, tobacco, alcohol, drugs, sexually suggestive material, symbols, and other inappropriate messages will not be allowed.

- Manufactured sleeveless shirts are allowed. Spaghetti straps and tank tops can only be worn under a blouse or shirt. Clothing that exposes the midriff and see-through garments is not allowed. Undergarments should not be visible.
- Caps, hats, scarves, do-rags, and chains, are not to be worn inside the school building.
- Shoes must be worn at all times.
- Legging/jeggings must be covered appropriately with an oversized shirt or cover.

Consequences for dress code violations:

- First Offense – Warning students will be notified individually if they are in violation of the dress code and be allowed to correct the situation.
- Second Offense – Student referral report, parent notification, and detention.
- Third Offense – Students will be given an in-school suspension (one day). Parents will be notified.

DUE PROCESS: Any student directly affected by a decision that believes this code of conduct, or other rules and regulations have been wrongfully interpreted or applied, may individually put such grievance in writing and submit it to the teacher or administrator involved and request a meeting to discuss the issue with the teacher and/or administrator/principal.

- Any grievance not filed within five (5) days after the occurrence of the incident is waived.
- Upon request, a meeting will be set up within seven (7) days to discuss the grievance.
- Appeals of decisions rendered as a result of the filing of a grievance will be in accordance with the school's administrative structure.

EMERGENCY INFORMATION: Each parent is required to complete an emergency form for each of his or her school-age children. This information will be kept confidential in the school office for use in case of an emergency. The emergency form must be on file for a student to attend field trips and participate in sports.

ENTRANCE/EXIT: Students should enter/exit the building by the front doors unless specifically directed to do otherwise. All other building exits will remain locked at all times to control access into the school. During school hours, visitors will need to use the buzzer/doorbell located at the office entrance and will have to report to the office upon entering the building.

EXTRA-CURRICULAR PARTICIPATION:

Jr./Sr. High – Students participating in extra-curricular activities will be given the Extracurricular Handbook explaining in detail the extra-curricular policies.

6th Grade – Sixth-grade students may be allowed to participate in Junior High athletics when the number of participants allows. When this occurs sixth-grade students will be monitored weekly and if a sixth-grade student has an F they are ineligible for one week.

FEE SCHEDULE:

SCHOOL FEES	PK	\$ 15.00 per year
	K – 12	\$ 25.00 per year

(Above school fees are waived for any family that qualifies for free or reduced lunches upon completion of the "Sharing Information with Other Program" form.)

CLASS FEES	Art (9-12)	\$ 10.00 per semester
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ATHLETIC FEES – GRADES 9-12 (MUST BE PAID PRIOR TO PARTICIPATION)
\$25.00 per activity, or
\$75.00 maximum per family per year

INSTRUMENT RENTAL \$40.00 per year
CALCULATOR RENTAL \$30.00 per year
CHROMEBOOK INSURANCE (Optional) \$25.00 per year

LUNCH & BREAKFAST PRICES

STUDENT LUNCHES	PK – 6 th	\$ 14.50 per week (\$2.90 daily)
	7 th -12 th	\$ 16.00 per week (\$3.20 daily)
	Reduced	\$ 2.00 per week (\$.40 daily)

STUDENT BREAKFAST	PK – 6	\$ 5.50 per week/\$1.10 single
	7 th -12 th	\$ 6.75 per week/\$1.35 single
	Reduced	\$ 1.50 per week/\$0.30 single

ADULT LUNCH \$ 23.25 per week/\$ 4.65 single

ADULT BREAKFAST \$ 13.00 per week/ \$2.60 single

EXTRA MILK AT LUNCH \$.35 half-pints (student & adult)

BREAK TIME MILK K-4th Grade \$ 25.00 per sem.-\$50.00 per year/PK \$20.00 per sem.-\$40.00 per year
(Must be purchased by semester or year)

ATHLETIC PASSES

Benton School once again is offering Zephyr fans the opportunity to purchase athletic passes for high school athletic events. (Not valid for tournament games).

Prices are as follows:

Adults	\$30.00 per year
Students	\$10.00 per year (PK – 12 th Grade)

- Senior Citizens (62 or older) receive free admission - (excludes tournaments)
- Benton School District students in grades 6-12 will be issued a free pass when registering for the 2024-2025 school year. This pass must be presented at each game for free admission. If lost, passes can be replaced for a fee of \$10.00.
- Benton School District students in grades 4K-5 will receive free admission if accompanied by an adult.
- *The passes are non-transferable and non-refundable.*

FINAL EXAM POLICY: *High School* - Comprehensive final exams will be given at the conclusion of each semester. This exam will represent 10% to 20% of the semester grade. All students will take all final exams.

FINES: Students may be assessed fines for various reasons including loss or damage to books, physical ed. locks, materials, and/or equipment. All fines are cumulative through the student's years at Benton School and must be resolved as a condition for graduation.

FIRE, SECURITY, AND TORNADO DRILLS: Drills will be held at various times during the school year to familiarize students with an orderly method of evacuating the building or moving to a shelter area as the case may be. Quick, efficient movement without noise or panic is essential. Students should proceed according to the directions posted in each classroom. Please observe the following during a drill:

- Walk quickly, single file, DO NOT RUN.
- Leave books, paper, etc. Do not wait for others.
- Remain in a safe location until told it is safe to return.

GRADES:

Report cards are issued at the conclusion of every nine-week grading period in order to report the student's achievements and progress to parents.

In addition to quarterly report cards, **PARENTS ARE ENCOURAGED TO USE SKYWARD, A GRADING PROGRAM ACCESSED THROUGH THE INTERNET, TO MONITOR THEIR CHILD'S PROGRESS ON A CONTINUOUS BASIS. PARENTS SHOULD REQUEST THE NECESSARY PAPERWORK FROM THE OFFICE SO THIS SERVICE CAN BE UTILIZED.** Report cards are issued to the students or mailed home.

Parents are invited to confer with teachers in person or by telephone whenever a conference is desirable or necessary.

A student receiving an "incomplete" has two weeks to make up the incomplete. (Incompletes are used only for compelling reasons of health, disability, or emergency). An "incomplete" grade automatically becomes an "F" if the student does not complete course objectives within the two-week period.

Jr./Sr. High - Quarterly grades are used along with final exams to determine the final semester grades that are recorded on the student's transcripts. Semester grades are used to determine whether or not credit is received for a given class.

GRADUATION REQUIREMENTS: Students are required to take a minimum of six and one-half (6 1/2) credits per year or six (6.0) credits and one Advanced Placement Course. A student is considered a freshman until he/she has earned five credits, a sophomore until they have earned ten (10) credits, and a junior until they have earned fifteen (15) credits. Twenty-four and one-half (24 1/2) credits of coursework are required for graduation.

Required coursework includes:

Language Arts	-	4 credits
Social Studies	-	3 credits
Science	-	3 credits
Mathematics	-	3 credits
Physical Education	-	1 ½ credits
Health	-	½ credit
Basic Computers	-	½ credit
Personal Finance	-	½ credit
Electives	-	8 1/2 credits

Graduating seniors must have satisfactorily completed all obligations (fines, fees, assessments, assignments, tests, detentions, etc.) to be eligible to participate in the graduation exercise.

To maintain the dignity and decorum of the graduation ceremonies, only those students appropriately dressed for the occasion shall be permitted to participate.

GUIDANCE AND COUNSELING: Guidance and counseling services are available for all students. Our counselor works closely with teachers, administrators, community personnel, and parents as the counselor investigates the problems and concerns of the students. The counselor's primary obligation is to the student and his/her progress through the school. Any problem or concern, which affects the individual's ability to derive the most benefit from his/her education, is of major concern to the school counselor. Our school counselor is available to assist students in the areas of personal, social, academic, and career counseling.

HEAD LICE

The Benton School Board recognizes its responsibility to all students and parents/guardians of the school district that the school system be a safe and healthy place for students. The School Board also recognizes that head lice are very contagious and easily transmitted from one student to another. It is therefore the policy of the school district that any student with untreated nits or live lice will not be allowed to attend school until the live lice are removed. To enforce this policy, the following procedure will be enforced:

1. Teachers are to immediately report any suspected cases of head lice to the office.
2. Personnel in the office will inspect the student's hair and if nits or live lice are found the student's parents or guardian are to be contacted and the student is to be sent home.
3. All cases are to be reported to the district administrator and school nurse.
4. Situations that do not receive complete cooperation from parents or guardians are to be reported to the Human Services Agency of the county of residence.
5. Every effort is to be made to treat cases with confidentiality and protect the student from embarrassment.
6. School officials are to take other action as deemed appropriate in efforts to stop the spread of head lice.
7. Students may return the following school day with appropriate form completed.
8. The school nurse will recheck students on his/her next visit.

HONOR ROLL:

Jr./Sr. High - Benton High School encourages students to achieve academic success by recognizing students with the following grade point averages:

4.0	Distinguished Honor Roll
3.5-3.99	High Honors
3.0-3.49	Honors

1. Points are given for all subjects for which credit is given towards graduation.
2. Points are earned as follows:

A+ = 4.33	B+ = 3.33	C+ = 2.33	D+ = 1.33
A = 4.0	B = 3.0	C = 2.0	D = 1.0
A- = 3.67	B- = 2.67	C- = 1.67	D- = .67
3. If a student's grades average 4.0 or more, the student will be put on the distinguished honor roll, high honors 3.5-3.99, honors 3.0-3.49.
4. If a student receives a grade below a C-, he/she is ineligible for the honor roll.
5. Check your grades - if you feel there is a mistake, check in the office.
6. A student must be taking a minimum of 6 1/2 credits to be eligible for the honor roll, or 6 credits which include an advanced placement course.
7. A weighted grading scale, of 4.5, will be used for Advanced Placement courses and dual credit courses.

A+ = 4.83	B+ = 3.83	C+ = 2.83	D+ = 1.83
A = 4.5	B = 3.5	C = 2.5	D = 1.5
A- = 4.17	B- = 3.17	C- = 2.17	D- = 1.17

STATE SCHOLARSHIP - The Wisconsin State Scholarship is awarded to the senior with the highest grade point average at the end of the 7th semester.

VALEDICTORIAN - The senior student having the highest grade point average at the end of the 8th semester will be named the Valedictorian.

SALUTATORIAN - The senior student having the second highest grade point average at the end of the 8th semester will be named the Salutatorian.

PROHIBITED SUBSTANCES: Students have the right not to be subjected to the influences or related problems associated with the use of alcohol, nonprescribed drugs, chemicals, tobacco, tobacco products, or other illegal substances.

The use, possession, sale, or furnishing of alcohol, drugs, chemicals, or illegal substances anywhere on school premises by a student at any time is prohibited.

No student may appear at any school-sponsored function under the influence or in possession of alcohol, non-prescribed drugs, chemicals, or illegal substances.

Smoking or other use of tobacco or tobacco products is prohibited on school property at any time and for all functions in which students participate.

The possession or use of electronic smoking devices, defined as any electronic device containing or delivering nicotine or any other substance intended for human consumption that an individual may use to simulate smoking by inhaling vapor or aerosol from the device, regardless of whether the device is manufactured, distributed, marketed, or sold as an "e-cigarette," "e-cigar," "e-pipe," "e-hookah," or "vape pen" or under any other product name or descriptor, is prohibited on school property or at any school activity.

Students violating these policies will be subject to suspension, notification of parents, referral to police or other appropriate agency, or possible expulsion.

IN SCHOOL ILLNESS/ACCIDENTS:

- If a student becomes ill during school hours, he/she must report to the office. Health facilities and restrooms are available in the office area for students who become ill or have medical problems.
- The parents or guardians will be notified of such illness if it is possible, and upon their recommendation, a disposition will be made as to whether the student is to stay in school, return home, go to the doctor, etc.
- Students may not cut classes or leave the building without permission from the office (after parent notification) and use illness as an excuse.
- Students who are found to have untreated nits or head lice will immediately be sent home from school and will be allowed to return after proper treatment has been administered.

INJURIES: Any injury obtained at school should be reported to a teacher, coach, or the office immediately. Any time a student is injured at school, the person in charge must fill out an accident form.

LOCKERS (Grades 4-12): At the beginning of the school year hall lockers and gym lockers are assigned to students where coats, books, and personal items may be kept. Always see that the locker door is kept closed. Students are not to change lockers without permission. Personal locks on hall lockers are allowed, but the combination or a duplicate key must be provided to the office. Do not put stickers or decals in or on lockers, as students are responsible for any damage caused by their removal.

School lockers are the property of the School District. At no time does the District relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant. The district administrator or his designee such as a police officer, building administrator, or teacher may conduct locker searches or anyone so designated to do so.

Any unauthorized item(s) found in the locker may be removed.

(Grades 5-12) Gym lockers will be assigned in physical education classes. In order to protect personal property, students are asked to use their assigned locks and keep the lockers locked at all times. You are responsible for your lock and will be charged a replacement cost if the lock is lost or stolen.

Do not keep expensive personal items or money in your lockers. Report all thefts to the office.

NO FOOD SHOULD BE CONSUMED DURING PASSING PERIODS, DURING CLASS TIME, TAKEN INTO THE CLASSROOM, OR TAKEN INTO ANY OTHER AREAS WITHOUT THE APPROVAL OF ADMINISTRATION. BREAKFAST WILL BE ALLOWED IN THE CLASSROOM.

LOCKER SECURITY: Students should not bring large amounts of money or valuable items to school. The District doesn't have the ability to secure sensitive items or items of value. The Board of Education and administration encourages students to leave sensitive items or items of value at home.

LOST AND FOUND: Students should bring items they have found to the school office. Students who have lost something should check in the office to see if the item has been turned in.

LUNCH PROGRAM

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their food service meal account at the beginning of the year and during the course of the school program year.

Deposits to your child's lunch account can be made by using cash or a check sent to the school office or parents may also submit payments online using *e-Funds for Schools* using a credit or debit card. Information on utilizing *e-Funds for Schools* is located on the Benton School website at www.benton.k12.wi.us, or information may be obtained from the school office. Students may bring sack lunches to school (the cost of a carton of milk with a sack lunch is \$.35). Soda pop is not allowed in the cafeteria during lunchtime.

Breakfast is available for students in 4K-12th grade. Students that are on a free lunch status are also entitled to a free breakfast and students that are on reduced-price lunches may eat breakfast for \$.30. Breakfast is served from 7:40-7:55 A.M. Breakfast will not be served when there is a school delay.

Lunch is served daily for students in K-12 and for morning 4K students attending afternoon BACPAC. Please see the fee schedule for current lunch and breakfast prices.

1. Negative Balances

- A. Account Thresholds: Elementary: Students will be allowed a \$-20.00 balance, before receiving an alternative meal. Middle/High: Students will be allowed a \$-10.00 balance, before receiving an alternative meal. Alternative meals are peanut butter sandwiches, a vegetable/fruit, and a beverage. Alternative meals still cost the food service program approximately \$0.75 per meal and that amount gets added to the family's lunch account negative balance.
- B. Students with negative account balances will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Once a student account is at zero, students may continue to purchase meals up to a -\$20.00 Elementary and -\$10.00 Middle/High School. Once the account reaches -\$20.00 Elementary and -\$10.00 Middle/High School the student will receive an alternate meal and all other purchases may be denied. Families having difficulty making deposits should contact the school office to make arrangements. Reduced priced and free meals are available to those who qualify and an application can be obtained from the school that your student attends.

2. Account Balances

- A. Families will be notified when their student account reaches a positive \$5.00 through e-mail, text message, and/or district phone system.
- C. Parents may restrict students from making additional purchases by calling the school office. A message will show up on the account which will notify the lunch cashier. The restriction on the system will show up from year to year unless the school office is contacted through e-mail (bekorleski@benton.k12.wi.us) or (jokieler@benton.k12.wi.us).
- D. Student payments, purchases, and current balances are available for parents to view in Skyward Family Access and click on the Food Service tab.

FREE & REDUCED PRICE MEALS: The Benton School District participates in the Federal Food Commodity Program. Therefore, families that meet eligibility criteria may obtain either full or reduced-priced meals for their school-age children. As noted in the Fee Schedule, students qualifying for free and reduced meals will have their school registration fees waived only upon completion of the "Sharing Information with Other Programs" form.

CLOSED LUNCH POLICY

Benton School has a "Closed Lunch" policy. This means that all students are to remain on the school grounds. Visitors will not be allowed in the cafeteria or other areas of the school during lunchtime, and students may not leave the cafeteria area to eat lunch with visitors. Lunch items to be left for students will be left in the office for the student to pick up.

MEDICATIONS

If a student must take medication at school a medication administration permission form must be completed. A copy of this form will be given to you at the beginning of each school year; other copies can be obtained at the school office.

Medication permission forms need to be filled out and brought to school any time prescription medication is to be given to your child at school. *Notice the space for the physician's signature. This is crucial and absolutely necessary in order for us to give prescription medication at school. If it is not signed, the medication cannot and will not be given.*

Over-the-counter medication given at school must be in the *original* container, identifying what it is. Also, we must have written permission to give the medication. Medication should be left in the office until such time when it is to be administered.

NATIONAL HONOR SOCIETY SELECTION OF MEMBERS:

Section 1: The selection of members to this chapter shall be by a majority vote of the Faculty Council consisting of five faculty members appointed by the principal. The chapter advisor shall be the sixth, non-voting, ex-officio member of the Faculty Council.

Section 2. Prior to selection, the following shall occur:

- A. Students' academic records shall be reviewed to determine scholastic eligibility.
- B. When students who are eligible scholastically ("candidates") are identified, the faculty shall be asked to evaluate said candidates using the official evaluation form provided by the chapter advisor and the advisor will give eligible students Student Activity Forms to fill out.
- C. The Faculty Council shall review the Student Activity Information Form and faculty evaluations and disciplinary records in order to determine membership eligibility based on grades, service, leadership, and character.

Section 3. The selection of new, active members shall be held twice a year during the school year.

Section 4. Candidates become members when inducted at a special ceremony.

Section 5. An active member of the National Honor Society who transfers from this school will be given a letter indicating the status of his/her membership and signed by the adviser.

Section 6. An active member of the National Honor Society who transfers to this school will be automatically accepted for membership in this chapter. The Faculty Council shall grant the transferring member one semester to attain the membership requirements and, thereafter, this member must maintain those requirements for this chapter in order to retain his/her membership.

PASSES: *Jr./Sr. High* - Students should be in the hallways only at the beginning of the school day and while changing classes unless they have a hall pass.

A hall pass is required of all students when going from one area of the building to another during class periods. Students are to report directly to the area designated by their pass. Any student who misuses the pass privilege will be subject to disciplinary action.

Passes out of a scheduled class should be highly restricted. Teachers are instructed to allow students to leave their classes only in extraordinary circumstances.

Students are expected to be quiet and courteous at all times in the halls. Students should also remain out of the hallways during their lunch period as other classes are being held during this time.

PHYSICAL EDUCATION CLASSES: Students should have non-marking soles on tennis shoes. If a student is ill or hurt and unable to participate in physical education classes, a written note should be provided by the parent.

PROPERTY: Students have the responsibility to respect and protect school property assigned to them for their use. Desks, lockers, books, and equipment loaned to students remain on school property while in the student's possession. Such property is provided for the convenience of the student and shall be issued only for authorized purposes.

Students must reimburse the school district for damage beyond normal wear of school property, or for the loss or theft of such property.

RELIGION IN THE CURRICULUM: The Board acknowledges the degree to which religion often is incorporated into certain aspects of the arts, literature, music, and issues of morality. The instructional and resource materials approved for use in the District schools frequently contain religious references or concern moral issues that have traditionally been the focus of religious concern. That such materials may contain such references, or may concern such issues shall not, by itself, bar their use by the District. The Board directs that professional staff members employing such materials be neutral in their approach and avoid using them to advance or inhibit religion in any way.

The Board recognizes that religious traditions vary in their perceptions and doctrines regarding the natural world and its processes. The curriculum is chosen for its place in the education of the District's students, not for its conformity to religious principles. Students should receive unbiased instruction in the schools, so they may privately accept or reject the knowledge thus gained, in accordance with their own religious tenets if any.

Accordingly, no student shall be exempted from completion of a required course of study on the grounds that components of the instruction interfere with the free exercise of his/her religion. However, if after careful personal review of the program's lessons and/or materials, a parent indicates to the school that either the content or activities conflict with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular class periods for specified reasons.

The student will be provided with alternate learning activities during the times of such parent requested absence. (See Also Policy 2270)

REPEATING OR AUDITING A COURSE: *High School* - Special consideration by the administration and guidance department will be given to a student/adult request to take an academic course for the purpose of acquiring or attaining a higher grade or higher level of skill or learning. Consent of the instructor is required and final approval must be obtained from the counselor and administrator/principal.

In cases where a course is being repeated, both the former and the latter grade will become a permanent part of the student's record.

RULES: PLAYGROUND, LUNCHROOM, HALLWAYS

Playground Rules:

- * Keep hands, feet, and objects to yourself
- * Use playground equipment properly and safely
- * Follow directions of supervisor and play in designated areas
- * Respect the rights of others

Lunchroom Rules:

- * No exchanging of food with another student
- * Do not leave a mess in your eating area
- * Clean up around you and empty your tray when finished
- * No table-hopping or line jumping
- * No loud talking
- * No rowdy behavior

Hallway Rules:

- * No running
- * No yelling or screaming
- * Do not bother the possessions of others

Courtesy Guidelines:

Remember to say:

Please

Thank you

Excuse me - at the appropriate times

SCHEDULE:

Elementary -- School day begins at 8:15 am with dismissal at 3:15 pm.

7:40 - 8:15	- Arrival Time
3:15	- Dismissal

Four-Year-Old Kindergarten - Monday - Thursday

Morning Group	8:00 – 8:15 Arrival and Social Emotional Learning
	8:15 – 11:15
Afternoon Group	12:00 – 12:15 Arrival and Social Emotional Learning
	12:15 - 3:15

Jr./Sr. High --	1st Period	7:55-8:46
	2nd Period	8:49-9:35
	3rd Period	9:38-10:24
	4th Period	10:27-11:13
	5A Period	11:16-12:02
	5B Period	11:46-12:32
	6th Period	12:35-1:21
	7th Period	1:24-2:10
	8th Period	2:13-2:59
	RTI	3:02-3:25

SOLICITATION OF FUNDS:

Jr./Sr. High - Student organizations or classes may solicit funds within the school and/or community so long as the solicitation does not disrupt the normal operation of the school and has the PRIOR approval of the administrator/principal.

Prior notification of any sale or solicitation should include the time, date, and place of the sale or solicitation.

Solicitations involving religious or political causes, or actions, which violate Wisconsin State Statutes, are specifically prohibited.

SPORTSMANSHIP: Benton School students should support their athletic teams vigorously. Students should display good sportsmanship at all times. Use the following as a guide to sportsmanship.

The individual should:

- Consider visiting team, fans, and officials as guests and treat them as such.
- Respect the rights of students from opposing schools.
- Respect the authority and judgment of the coach.
- Respect the rights of spectators.
- Respect the property of the school and the authority of school officials.
- Cheer both teams in a courteous manner.
- Recognize good plays by either team.
- Applaud an injured player when they are removed from the game.
- Accept the official's decision as final.
- Show self-control at all times during and after the game.
- Be modest in victory and gracious in defeat.
- Consider it a privilege and duty to encourage everyone (players and spectators alike) to live up to the spirit of the rules of fair play and sportsmanship.

The individual should not:

- Boo or jeer officials or players at any time.
- Applaud errors by opponents or penalties inflicted on them.
- Detract or interfere with the progress of an athletic contest.
- Yell while the opposing cheerleaders are leading cheers.
- Yell for or demand a substitution or withdrawal by the coach.
- Use profane language at any time.
- Be discourteous to fellow spectators.
- Throw things on the field or playing court.
- Place bets on the outcome of a game.
- Show disrespect for officials at any time.
- Criticize players or coaches.
- Boast in victory or alibi in defeat.

STUDY HALL PHILOSOPHY:

Jr./Sr. High -

1. Students are to be prepared when they come to the study hall. All materials they will need are to be with them.
2. Students are to remain seated for the entire class period.
3. Students are not to speak to others, and others are not to speak to them.
4. Students will remain in study hall unless they have a pass, obtained before study hall, from a staff member.
5. A list of students with academic difficulties will be issued to the staff. Students on the list may lose privileges.
6. Students may use earbuds to listen to music during study halls with teacher permission. Earbuds may also be used during class time with the teacher's permission.

TELEPHONES: The telephones in the office are business phones and students are not to use them without permission. Permission to use the phone will be given only in an emergency or other extenuating circumstances.

Students or teachers will not be called out of class to accept a phone call except in emergencies. Staff should refrain from using the phone for personal use.

Elementary - If your child is to go home from school other than their scheduled plan – please make arrangements prior to the start of the school day and send a note to the office.

TRANSCRIPTS: These records, on file in the office, include a listing of courses taken by the student, the student's final semester grades, the scores achieved on standardized tests, and the student's attendance record. Transcript information is confidential and available only to an adult pupil or to the parent or guardian of a minor pupil. Upon request, a minor pupil may view his/her transcript in the presence of a person qualified to explain and interpret the records. With the written permission of an adult pupil or the parent or guardian of a minor pupil, the school shall make a copy of the transcript available to the person named on the permission form.

Either parent/guardian of a minor child has a right to school records regardless of custody. The only exception is if a parent is barred from visitation or any contact with the child.

VISITORS: All visitors must report to the office upon entering the school. Parents may visit their students' classrooms in accordance with district policy. Non-parent visitors will not be granted permission to visit classrooms or other areas of the building. If they wish to see a student, and the administration deems it necessary, the student may be called to the office. Items to be left for students will be left in the office for the student to pick up. In staying consistent with our closed lunch policy, visitors will not be allowed in the cafeteria or other areas of the school during lunchtime.

Students are not encouraged to bring visiting students to school.

In rare cases where students request a student visitor:

- The visiting student's school must not be in session
- The visiting student is not under disciplinary action at his/her school
- It is not the day before a vacation
- Request must be made 48 hours in advance and approved by teachers and principal
- Visitor passes will not be granted to more than 2 student visitors at a time

The school administrator/principal retains the right to refuse to grant a visitor's pass.

WEAPONS: The Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle, to the extent permitted by law without the permission of the District Administrator

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type whatsoever, including air and gas-powered guns (whether loaded or unloaded), knives, (subject to the exceptions below) razors, with unguarded blades, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

The District Administrator will refer any student who violates this policy to the student's parents and may also make a referral to law enforcement. The student may also be subject to disciplinary action, up to and including expulsion.

Policy exceptions include:

- A. weapons under the control of law enforcement personnel while on duty, or qualified former law enforcement officers, off-duty law enforcement officers, or out-of-state law enforcement officers;
- B. items pre-approved by the District Administrator as part of a class or individual presentation under adult supervision, including, but not limited to Hunters' Education courses, if used for the purpose and in the manner approved (working firearms and live ammunition will never be approved);
- C. off-campus activities that involve the district trap shooting program under adult supervision;
- D. theatrical props used in appropriate settings.

Any student who has reason to believe that a person has or will violate this policy shall report to the District Administrator or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.

No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.

This policy will be published annually in all District student and staff handbooks. Publication is not a precondition to enforcement of this policy.

Student/Employee Harassment/Sexual Harassment Policy

The Board does not discriminate in the employment of administrative staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities, including employment opportunities.

District Compliance Officers

The Board designates the following individuals to serve as the District's "Compliance Officers" (also known as "Civil Rights Coordinators"; hereinafter referred to as the "COs").

Lisa Lawrence
K-12 Principal
608-759-4002, ext. 305
41 Alma Street, Benton, WI 53803
llawrence@benton.k12.wi.us

Mitchell Brant
School Counselor
608-759-4002, ext. 303
41 Alma Street, Benton, WI 53803
mbrant@benton.k12.wi.us

The Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

The Board will vigorously enforce its prohibition against harassment based on the traits of sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics"), and encourages those within the School District community as well as third parties, who feel aggrieved to seek assistance to rectify such problems. Additionally, the Board prohibits harassing behavior directed at students for any reason, even if not based on one of the Protected Characteristics, through its policies on bullying (See Policy 5517, 5517.01).

Student/Employee Title IX - Sexual Discrimination/Sexual Harassment Policy

Board employees are required, and other members of the School District community and Third Parties are encouraged, to report allegations of sex discrimination or sexual harassment promptly to the/a Title IX Coordinator or to any Board employee, who will, in turn, notify the/a Title IX Coordinator. Reports can be made orally or in writing and should be as specific as possible. The person making the report should, to the extent known, identify the alleged victim(s), perpetrator(s), and witness(es), and describe in detail what occurred, including date(s), time(s), and location(s).

The School District of Benton does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admission and employment.

Inquire about Title IX may be referred to the School District of Benton's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. The School District of Benton's Title IX Coordinators are:

Lisa Lawrence
608-759-4002 ext.: 305
41 Alma Street, Benton, WI 53803
lisalawrence@benton.k12.wi.us

Mitchell Brant
608-759-4002 ext.: 303
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The School District of Benton's nondiscrimination policy and grievance procedures are included in policy 2264 which is located at the following link: <https://go.boarddocs.com/wi/benton/Board.nsf/Public>

To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination under Title IX, please refer to policy 2264 at the following link: <https://go.boarddocs.com/wi/benton/Board.nsf/Public>

Contact information for OCR is available here: <https://ocrcas.ed.gov/contact-ocr>

Acceptable Use of Technology and Internet Safety Policy For Students, Staff, and District Guests

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides technology resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District technology resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students' personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policies 5136, 5136.01).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on the use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access to services through its technology resources to only those that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures, that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the District Administrator, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measures may not be disabled at any time that students may be using the District technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Board utilizes software and/or hardware to monitor online activity of students and to block/filter access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. "Harmful to minors" is a term defined by the Communications Act of 1934 (47 U.S.C. 254(h)(7)) as any picture, image, graphic image file, or other visual depiction that:

- A. taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion;
- B. depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals;
- C. taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

At the discretion of the Board or the District Administrator, the technology protection measure may be configured to protect against access to other material considered inappropriate for students to access. The technology protection measure may not be disabled at any time that students may be using the District technology resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The District Administrator or Principal may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material if access to such sites has been inappropriately blocked by the technology protection measure. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measure.

The District Administrator or Principal may disable the technology protection measure to enable access for bona fide research or other lawful purposes.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
- B. the dangers inherent with the online disclosure of personally identifiable information;
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online;
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include but is not necessarily limited to, visual observations of online activities during class sessions; or the use of specific monitoring tools to review browser history and network, server, and computer logs.

Building Principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District technology resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms, and cyberbullying awareness and response. All users of District technology resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The Board does not approve any use of its technology resources that are not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both civilly and criminally, for uses of District technology resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the District Administrator and Principal as the administrator(s) responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District technology resources.

