

Benton School District
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BOARD OF EDUCATION

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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, or 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

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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 insuring 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 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 3rd period. A member of the staff must approve announcements.

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 forms 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 loss of an activity)
- Any student that receives an F in the previous quarter may not attend any field trips for the entire next quarter.

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 11:22 (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 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 will not be given for class work 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 course work missed during a period of suspension provided that the student takes such examinations or completes such course work within five (5) school days of the day of the absence. The make-up periods may be extended with the agreement of 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.

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 neither an absence without an acceptable nor an absence without legal cause.

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 a safe, well supervised place to be before and after school.

Sessions: Before School – 6:30-7:50 a.m.
 After Morning (4K) – 11:00-5:30 p.m.
 After School – 3:15-5:30 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 in the Benton Post Office, at the Benton School, and the Benton State Bank. 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 seat in 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 in to 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.

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 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 turned off and stored in the student's pocket, book bag, or locker during school hours and 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).

Grades 7-12 may bring laptops or other devices (excluding cell phones) to be used for educational purposes only in the designated, supervised study hall area. Misuse will result in a student losing the privilege of bringing the laptop or other device to school.

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 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
	WGLR	AM1280/FM97.7
	KXGE/WJOD	FM102.3/103.3
	WDBQ/KLYV	AM1490/FM105
	KDTH	AM1370
	KAT	FM92.9
	KGRR	FM97.3
	WVRE	FM 101.1
	TV	WMTV
	WISCTV	CHANNEL 3
	WKOW-TV	CHANNEL 27

Note: Be advised that classes will 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.

On days in which school is cancelled, there will be no practices, games, or evening activities.

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 which 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

Students who are late or miss a detention will have the detention time doubled. Refusal to serve a detention or repeatedly missing assigned detentions will result in either an in-school or out-of-school suspension. 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, 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 with the administrator/principal. Students who wish to bring a guest to the dance must obtain a guest pass from the school office.

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 are not allowed. Under garments should not be visible.
- Caps, hats, scarves, do-rags, 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 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 allow. 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 year
	K – 12	\$ 25.00 year
<i>(Above school fees are waived for any family that qualifies for free or reduced lunches)</i>		

CLASS FEES	Art (9-12)	\$ 10.00 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 (year)
CALCULATOR RENTAL	\$30.00 (year)

LUNCH & BREAKFAST PRICES

STUDENT LUNCHES	PK – 6 th	\$ 13.75 week (\$2.75 daily)
	7 th -12 th	\$ 15.50 week (\$3.10 daily)
	Reduced	\$ 2.00 week (\$.40 daily)

STUDENT BREAKFAST	PK – 6	\$ 5.00 week/\$1.00 single
	7 th -12 th	\$ 6.25 week/\$1.25 single
	Reduced	\$ 1.50 week/\$0.30 single

ADULT LUNCH \$ 18.75 week/\$ 3.75 single

EXTRA MILK AT LUNCH \$.30 half-pint (student & adult)

BREAK TIME MILK *K-4th Grade \$ 20.00 sem.-\$40.00 year/PK \$16.00 sem.-\$32.00 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
	Students	10.00 (PK – 12 th Grade)

Senior Citizens (62 or older) receive a free admission - (excludes tournaments)

The passes are non-transferable and are non-refundable.

- Grades 6-12 will be issued a free pass when registering for the 2017-18 school year. This pass must be presented at each game for free admission and if lost, can be replaced for a fee of \$10.00.
- Grades 4K-5 will receive free admission if accompanied by an adult.

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 NECESSARY PAPERWORK FROM THE OFFICE SO THIS SERVICE CAN BE UTILIZED.** First and third quarter report cards will be issued at parent-teacher conferences; second and fourth quarter 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 course work are required for graduation.

Required course work 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, test, 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 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 guidance 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 as 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 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 includes on advanced placement course.

7. A weighted grading scale, 4.5, will be used for Advanced Placement 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 inspection of lockers at any time, without notice, without student consent and without a search warrant. The district administrator or his designee such as police officer, building administrator, and 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 OR POP SHOULD BE PUT IN LOCKERS OR CARRIED ON TO THE AREAS COVERED BY CARPET.

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 or items of value. The Board of Education and administration encourages students to leave sensitive 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

Elementary School - Lunch & breakfast for the week should be paid for at the beginning of each week in the office. Please remember to send lunch money with your child on the first day of each week. Students may bring sack lunches to school. 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 7:45-8:05 A.M. Breakfast will not be served when there is a school delay.

If a student owes for a lunch, a notification will be sent from the office or the Principal's office asking for payment. These reminders start being sent to the parent/guardian household when a student account has a negative balance of \$10 or more. The office may notify the parent to send breakfast/lunch to school with their children until payment arrangements can be made. The parent/guardian will be asked if they would like to apply for free and reduced price meals.

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.

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 school during lunch time, 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 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 your 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 once a year during the second semester of the school year. If no new members are elected during the 2nd semester of a school year, then an election will be held in the fall of the following 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 to 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 from the parent. A doctor's excuse is needed if the student misses more than two consecutive days.

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 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.

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, HALLWAY

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 A.M. with dismissal at 3:15 p.m. Breakfast is served in the cafeteria beginning at 7:45 A.M. to 8:05 A.M. for K-12 students.

7:45 - 8:15	- Arrival Time
3:15	- Dismissal

Four-Year-Old Kindergarten - Monday - Thursday

Morning Group	8:15 – 11:15
Afternoon Group	12:15 - 3:15

Jr./Sr. High -

1st Period	8:00-8:46
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
Enrichment	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 PRIOR approval of the administrator/principal.

Prior notification of any sale or solicitation should include the time, date, and place of 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 the visiting team, fans, and the officials as guests and treat them as such.
- Respect the rights of students from opposing schools.
- Respect the authority and judgement 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 progress of an athletic contest.
- Yell while the opposing cheerleaders are leading cheers.
- Yell for or demand a substitution or withdrawal by 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 teacher 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. Long-distance calls should be made using a calling card. 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 your child's teacher. We have been inundated with phone calls to send children with different individuals. **This interrupts class, is distracting to other students and disrupts learning.** Messages will only be given to students in emergency situations.

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. 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' classroom 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 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 lunch time.

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
- Visitors 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: No person shall possess a dangerous weapon on school premises, school buses or at any school related event.

"Dangerous weapon" means any firearm; a knife; any electric weapons, as defined in s.941.295(4); metallic knuckles or knuckles of any substance which could be put to the same use with the same or similar effect as metallic knuckles; a nanchaku or any similar weapon consisting of two sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather; a cestus or similar material weighted with metal or other substance and worn on the hand; a shuriken or any similar pointed starlike object intended to injure a person when thrown; a chain having weighted ends; pepper spray or any other device or instrumentality which, in the manner it is used or intended to be used, is capable of or likely to produce death or great bodily harm.

School premises means any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school purpose including any activities sponsored by school authorities (i.e.: field trips). (See Sec.948.61(1)(c), Wis. Stats.)

Student/Employee Harassment/Sexual Harassment Policy

The Board of Education supports an educational environment that is free of harassment of any form. The Board's authority is derived from Wisconsin statutes that allow school boards to establish rules pertaining to the conduct of pupils and employees to maintain a favorable academic atmosphere. It is therefore the policy of the district that neither students nor employees will be allowed to engage in any form of harassment or intimidation toward other students or school employees.

"Harassment" means striking, shoving, kicking, throwing objects at or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to, or humiliate another person or which interferes with the recipient's academic performance. "Intimidate" means to make timid or fearful, to frighten, or to compel or deter by or as if by threats. Harassment includes verbal comments or other expressions which insult, degrade, or stereotype any person or group because of sex, race, religion, national origin, or physical, mental, emotional or learning disability.

"Sexual Harassment" refers to behaviors which are not welcome, which are personally offensive, which debilitate morale, and which interfere with the working or learning effectiveness of its victims and their peers. Sexual harassment is defined as any deliberate, unwelcome verbal or physical conduct of a sexual nature. This can entail sexually explicit derogatory statements or discriminating remarks that are offensive or objectionable to the individual, which causes discomfort or interferes with the individual's academic or job performance. Sexual harassment may include actions such as sexual oriented verbal "kidding" or abuse, pressure for sexual activity, sexual contact and unwelcome touching or other behaviors defined by statutes, display of sexually suggestive objects or pictures, demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment or academic status.

Repeated harassment is considered bullying.

Students who believe they have been subjected to harassment/sexual harassment or any parents/guardians who believe their student has been subjected to harassment should report the incident(s) to the teacher, counselor, or principal. It is the intent of the Benton School District to create an atmosphere where complaints will be treated fairly and promptly.

The School District of Benton does not tolerate harassment in any form. The district has adopted a harassment/bullying policy that will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

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

The Benton School District is committed to the information and technology literacy of our students and staff. The District has a significant investment in technology that offers a wide variety of resources to promote educational excellence for success in the 21st century.

I. Purpose.

The Benton School District provides access to technology that enhances instruction and supports learning and professional development. It is the purpose of this policy to provide guidelines for appropriate use of all technology in the District. Unacceptable use will be subject to the provisions of the policy.

II. Technology Defined.

The use of all forms of technology owned, leased, or borrowed by the Benton School District is subject to the terms of this policy. For the purpose of this policy, technology is defined as including, but not limited to, the use of computers and peripherals; audio, video, and computer software; all network and communications equipment, including related hardware and software; video and audio equipment; and all classroom technology and assistive technology tools.

III. Signed Technology Agreement and Agreement Length.

Before being provided with technology use, the District requires all users to have an appropriately signed technology agreement on file in the District office. This includes all administration and staff members, all students, and all District guests. A parental signature is required for users under the age of 18. This agreement is in force from the first day of the school year until the first day of the following school year, at which time the agreement must be read and signed again. Persons without current signed agreements may not use District technologies.

IV. User Responsibility.

All technology resources are the property of and/or are the responsibility of the Benton School District. Use of technology tools and use of network resources requires the proper conduct of users who must adhere to the guidelines provided in this policy. In general, this requires efficient, ethical, and legal use of network and technology resources. The user is ultimately responsible for his or her actions for adhering to District use policies, procedures, and guidelines. If a user violates these provisions or is identified as a network security risk, his or her network access and technology use will be limited or terminated, future access and use could be limited or denied, and legal referrals may be made. The signatures at the end of this document are legally binding and indicate the parties who have signed the document have read the terms and conditions carefully, understand their significance, and will abide by the provisions of the policy.

V. No Expectation of Privacy.

By authorizing use of the District network, the District does not relinquish control over materials on the system or materials contained in files on the system. The District reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the Benton School District, and no user shall have any expectation of privacy regarding such materials.

Routine maintenance and monitoring of the District network may lead to a discovery that a user has violated this policy, another school district policy, or the law. An investigation or search will be conducted if the school authorities have a reasonable suspicion that the search will uncover a violation of law or of District policy. The District will cooperate fully with local, state and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with District policies.

VI. Parental Rights.

Parents/Guardians who have signed this policy have the right at any time to investigate or review the contents of their minor child's files and email. In addition, those parents/guardians have the right to request suspension or termination of their child's account at any time.

VII. Internet Safety.

The Benton School District recognizes the need for Internet safety and complies with Title XVII, the Children's Internet Protection Act (CIPA) and with the Neighborhood Children's Internet Protection Act (NCIPA). All users and parents/guardians are advised that access to the Internet includes the potential for access to materials that are inappropriate or possibly harmful to minors. District technology protection measures to ensure user Internet safety include application of filtering software, teacher/staff monitoring of student Internet use, and routine monitoring by network

administrative software. In addition, student directory information (addresses, telephone numbers, email addresses, or student last names) may not be posted on the District webpage or on other Internet sites. Photographs of minor students may not be used on the webpage or on other Internet sites without parental permission.

VIII. Responsibility to Report Violations.

Maintaining the security and integrity of District technology resources is the responsibility of all users. Users who witness direct violations of this policy shall report such violations to a designated official. Users who find Internet sites that are inappropriate with the District's policies or with the District's objectives shall report such sites to a designated official. In addition, users who witness other users visiting such sites shall report the misuse to a designated official. Any adult staff member is considered a designated official for student reporting. The technology coordinator or any administrator is considered a designated official for adult reporting.

IX. Acceptable Use of Technology Resources.

The use of technology and access to the network or Internet must be in support of education and consistent with the educational objectives of the Benton School District. Personal use of technology and network resources may be used when approved by the District personnel who are responsible for those resources.

X. Unacceptable Use.

Use of technology, including the Internet, is a privilege, not a right. That privilege may be revoked at any time for inappropriate conduct that violates this policy. Unacceptable use of technology resources shall include, but is not limited to, those listed below. Users are expected to comply with any additional restrictions or procedures determined by the technology coordinator, the system administrator, and/or District administration.

A. Inappropriate Images and Language.

No person may use the District network to receive, access, review, transmit, upload, download, store, print, post, or distribute pornographic, obscene, abusive, profane, lewd, vulgar, rude, inflammatory, threatening, disrespectful, or sexually explicit language, images or other material that lacks educational merit, socially redeeming value, or material that is disruptive to the educational process.

If a user inadvertently accesses unacceptable materials or an unacceptable Internet site, the user shall immediately disclose the inadvertent access to an appropriate District official. This disclosure may serve as a defense against an allegation that the user has intentionally violated this policy.

B. Violence, Discrimination, and Harassment.

No person may use the District network to access, review, upload, download, store, print, post, or distribute materials that use language or images that constitute or advocate violence, harassment, hate, or discrimination toward others.

C. Defamatory Use, Harassment, and Personal Attacks.

No person may use the District network to knowingly or recklessly post false or defamatory information about a person or organization, or to harass another person, or to engage in personal attacks, including prejudicial or discriminatory attacks.

D. Efficient Operations.

No person may use the District network in such a way that would interfere with the efficient operation of the network or disrupt the use of the network by others.

E. District Email and Other Electronic Communication Use.

No student or other unauthorized person may use the District network to gain unauthorized access to and/or to use the District's email services. Students may not use District email accounts, other email services, or other forms of electronic communication unless requested by a supervising teacher. Use of electronic mail accounts must be consistent with the educational goals of the District and within the guidelines for acceptable use. This includes all forms of electronic mail, including instant messaging or other messaging technologies.

F. Other Email Use and Email or Communication Services.

No person may use the District network to gain unauthorized access to and/or to use other email systems, chat rooms, message boards, listservs, blogs, instant messaging or other email services, including messaging to cell phones or other electronic systems, signing up for periodical message services such as "Joke of the Day," or other such services over the Internet, or sending of unwanted or "nuisance" email/chain messages (SPAM) which are not consistent with the District's educational philosophy or the District's Acceptable Use Policy.

G. Ordering and Purchasing Products

No person may use the District network to order or purchase products through electronic catalogs or electronic sales companies or to bid on merchandise through bidding services (such as eBay, for example).

H. Playing Games.

No person may use the District network to play games of any type without prior authorization from the technology coordinator.

I. Software Use and Ownership.

No person may use the District network to load, run, modify, or install software on the network, on the server, or on a computer hard drive or other storage media without the permission and assistance from the network administrator or the District technology coordinator. All software loaded on any District computer automatically becomes the property of the District and is subject to applicable licensing agreements and to the provisions of this policy.

J. Software Licensure.

No person may use any software that does not have legal licensure on file with the technology coordinator.

K. Downloading Material.

No person may use the District network to download programs, music files, images, or other software or files for any use not consistent with this policy.

L. Damage and Vandalism.

No person may deliberately damage any District technology or use the District network to vandalize, damage, or disable the property or data of another person or organization; deliberately attempt to degrade or disrupt equipment, software, or system performance in any way, including by spreading computer viruses; tamper with, modify, or attempt to harm, destroy, or change the District network software, hardware, or wiring, or take any action to violate the District's network security.

M. Wasting Resources.

No person may waste technology resources, including bandwidth, file space, and printer materials.

N. Logging on Administratively or Gaining Unauthorized Access.

No person may use the District network to attempt to log on or gain access as system administrator, to attempt or to gain unauthorized access to the District network, or to attempt or gain access to other systems via the District system.

O. Use of Another's Account.

No person may use the District network to attempt or to log into the network by using another person's password and/or account.

P. Unauthorized Access to Information.

No person may use the District network to gain unauthorized access to information resources or entities or to access another person's materials, information, or files.

Q. Posting Student/Employee Materials, Directory Information, and Photographs.

No person may use the District network to post any item relating to students or District employees or any item produced by students or District employees without District authorization—including, but not limited to, posting student directory information (addresses, telephone numbers, email addresses, or student last names) on the District webpage or other places on the Internet, or posting photographs of minor students anywhere on the Internet or Intranet without parental permission.

R. Posting Private or Unofficial Information.

No person may use the District network to post private information about themselves, another person or business, or to post contact information about themselves, other persons, or businesses (unless for official school business or otherwise authorized).

S. Commercialization, Financial Gain, and Lobbying.

No person may use the District network or District technologies for commercial activities, product advertisements, financial gain, political lobbying, or religious advocacy.

T. Legal and Ethical Use.

No person may use the District network to violate copyright or other laws, to violate licensing agreements, to plagiarize or otherwise use another person's property without prior approval or proper citation, including the downloading or exchanging of pirated software.

U. Illegal Activities and School Codes of Conduct.

No person may use the District network to engage in or support any illegal activity; violate any local, state, or federal statute or law; or use the network in ways that violate school policies and behavior standards, or are inconsistent with school codes of conduct or District goals.

V. Access to District Network From Off -Campus Sites.

When users access the District network from sites off campus (i.e., from home), provisions of this policy still apply. Outside of school, it is the responsibility of the user to ensure that such use complies with all provisions of this agreement.

XI. Consequences of Violations.

Violations of Benton School District's *Acceptable Use of Technology and Internet Safety Policy* may subject a user to one or more of the following consequences: payments for damages and repairs; discipline under other appropriate District policies or collective bargaining agreements, including suspension, expulsion, exclusion or termination of employment, and/or criminal prosecution.

In addition to the possible consequences described in the preceding paragraph, a user may be subject to suspension or cancellation of use or access privileges as described below. Generally, the following guidelines will be used to assess consequences for a user violation(s) of any portion of this policy:

First Offense: A first offense of the *Acceptable Use of Technology and Internet Safety Policy* will result in automatic suspension of the user's network account and prohibition from use of network and possibly non-networked computer equipment for a minimum of 30 school days. If there are less than 30 days of school left in the current year, the suspension will carry into the next school year, not to exceed a total of 30 days.

Second Offense: A second offense of the *Acceptable Use of Technology and Internet Safety Policy* will result in automatic suspension of the user's network account and prohibition from use of network and possibly non-networked computer equipment for a full calendar year.

Third Offense: Users who violate the District's *Acceptable Use of Technology and Internet Safety Policy* for the third time are considered habitual violators and will forfeit all rights to use the District network and possibly non-networked computer equipment for the remainder of their school career in the Benton School District.

Reviews and Appeals: Student users have the right to a full and impartial review of suspensions or cancellations of use or access privileges. Appeals must be made by the parent/guardian of the user if the user is a minor. Appeals may also be made by the user himself/herself if the user is a legal adult. Appeals will be made as follows:

1. To the District Superintendent. The superintendent will convene a committee, including any involved teacher(s) to hear the appeal and discuss alternatives, if appropriate. A decision must be reached by this committee and conveyed to the user/parent/guardian at the completion of the hearing. The decision of the committee is final.

Reviews and appeals of disciplinary actions taken against staff members for violations of this policy will be governed by the relevant collective bargaining agreement or contract.

Other disciplinary action taken against students (such as suspension or expulsion) will be handled in accordance with District policies and state laws governing those procedures.

XI. Disclaimer

The Benton School District makes no warranties of any kind, whether expressed or implied, for the technology services and resources it provides. The District will not be responsible for any damages caused by students, employees, or other users who use technologies in the District, including those that are owned, leased, or borrowed. The Benton School District specifically denies any responsibilities for the accuracy or quality of information obtained through its services. The District will not be responsible for financial obligations arising through unauthorized use of the District network or through the Internet. Users must agree to indemnify and hold harmless the Benton School District for claims arising from the use of its computer network.