

BENTON COMMUNITY
MIDDLE SCHOOL



STUDENT HANDBOOK
2019-2020

Dear Parents and Students,

I am very pleased to welcome you and your child to the Benton Community Middle School experience. I speak for all staff when I say how excited we are for the upcoming school year and all the changes it brings with it.

Our Middle School Staff is dedicated to providing a trusting environment where students will feel physically and emotionally safe. They will be afforded the opportunity to learn in many different situations. This handbook is designed to inform you of the middle school program and expectations. We encourage you and your child to review the handbook together.

As you review the handbook, there is information about our iPad initiative at the Middle School. We are fortunate to be able to provide each student access to their own iPad throughout the year. This creates a continuous dynamic interaction among students, educators, parents, and the extended community. Our One-to-One iPad initiative enables anywhere-anytime learning that is no longer limited to the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content. It allows them to be facilitators of deep individualized learning for all students.

Along with the iPad initiative, students also begin to develop their personal interests during this time. The Benton Community School District focuses on providing all students with the opportunity to excel in academics and extracurricular activities so that our students may become positive contributing members of our school and community. We want all students to be successful and hope you feel comfortable asking questions if there are any items you don't understand. We encourage students and parents to be involved in our school and hope to work with you during your middle and high school experience.

We hope each and every one of you has a great year! We value your input and encourage any communication you may have to make Benton Community the best it can be. Good luck this school year!

Sincerely,

Rob Arnold

Rob Arnold
Middle School Principal
Benton Community Schools



Benton Community Mission Statement
 "Quality Education for a Lifetime of Learning"

Benton Community Middle School Mission Statement

The Benton Community Middle School offers a safe environment that provides support during the transition from elementary to high school level while emphasizing continuous growth and improvement intellectually, emotionally, physically, and socially.

Benton Community Middle School students will receive instruction, support and opportunities that will encourage the continuous growth and improvement in the following areas:

- Mental and Physical*
- Fundamental Intellectual Skills*
- Growth in Creative Abilities*
- Democratic Group Action*
- Independent and Intellectual Decision - Making*
- Understanding of Cultural Heritage*
- Development of a Set of Work & Life Values*
- Development of Individual Interests and Skills*

Middle School Staff

| | |
|--|--|
| Rob Arnold (351) Jamie Bieschke (350) Shawn Piffner (352) Aaron Cretin (353) Natalie Nesbitt (354) Tyler Maschino (200) | <i>Middle School Principal & 7-12 Assoc. High School Principal Assoc. Principal & Act. Director 7-12 School Counselor 7-12 School Counselor District Technology Director</i> |
| Botkin, Kaitlynn (211) | <i>8th Family Consumer Science</i> |
| Albers, Garret (18) | <i>8th Social Studies</i> |
| Bredl, Sean (319) | <i>7th & 8th Social Studies</i> |
| Brown, Blair (21) | <i>7th / 8th Language Arts</i> |
| Carlson, Larry (317) | <i>7th and 8th Math</i> |
| Carney, Deidre (218) | <i>IMC/Computer Room Associate</i> |
| Eggert, Amy (357) | <i>Activities Secretary</i> |
| Hayden, John (117) | <i>MS Vocal Music</i> |
| Hoeck, Josh (26) | <i>MS Special Education</i> |
| Kearns, Kelsey (14) | <i>MS Special Education</i> |
| Lampkin, Michelle (116) | <i>MS Jazz/Band</i> |
| Leonard, Tom (311) | <i>MS/HS Media Specialists</i> |
| Ludwik, Donna (118) | <i>Food Service Secretary</i> |
| Meinecke, Heather (20) | <i>8th Language Arts</i> |
| Meyne, Seth (128) | <i>7th Industrial Technology</i> |
| Murphy, TJ (206-208) | <i>8th Science</i> |
| O'Connell, Emily (15) | <i>MS Special Education</i> |
| Platt, Nate (323) | <i>MS Art</i> |
| Samson, Zach (206) | <i>7th and 8th Science</i> |
| Schmuecker, Alyssa (342) | <i>MS Vocal</i> |
| Sherwood, Bonnie (360) | <i>Attendance Secretary</i> |
| Silbernagel, Brook (16) | <i>8th Math</i> |
| Sindt, Shelly (329) | <i>MS Special Education Associate</i> |
| Suiter, Jeremy (313) | <i>MS Technology</i> |
| Svestka, Jane (119) | <i>Food Service Director</i> |

| | |
|----------------------------|-----------------------------------|
| Telgenhoff, Jamie (203) | <i>8th Spanish</i> |
| Timmerman, Stephanie (359) | <i>School Nurse</i> |
| Voss, Jake (123) | <i>MS Health & PE</i> |
| Wright, Krystal (127) | <i>7th Agriculture</i> |

MS/HS Regular Schedule

Period 1: 8:15-8:57
Period 2: 9:01-9:43
Period 3: 9:47-10:29
Period 4: 10:33-11:15

Lunch/5th Hour

| | | |
|-------------------------|----------------------------|-------------------------|
| A Lunch: 11:19-11:41 | 7th HR/8th AP: 11:19-11:42 | 5th Period: 11:19-12:05 |
| Passing: 11:41-11:45 | B Lunch: 11:42-12:04 | |
| 5th Period: 11:45-12:27 | 7th AP/8th HR: 12:07-12:27 | C Lunch: 12:05-12:27 |

Period 6: 12:31-1:13
Period 7: 1:17-1:59
Period 8: 2:03-2:45
Bobcat Time: 2:49-3:20

2Hr Late Start Schedule

Period 1: 10:15-10:41
Period 2: 10:45-11:11

Lunch/5th Hour

| | | |
|-------------------------|----------------------------|-------------------------|
| A Lunch: 11:15-11:37 | 7th HR/8th AP: 11:15-11:38 | 5th Period: 11:15-12:01 |
| Passing: 11:37-11:41 | B Lunch: 11:38-12:00 | |
| 5th Period: 11:41-12:23 | 7th AP/8th HR: 12:00-12:23 | C Lunch: 12:01-12:23 |

Period 3: 12:27-12:53
Period 4: 12:57-1:23
Period 6: 1:27-1:53
Period 7: 1:57-2:23
Period 8: 2:27-2:53
Bobcat Time: 2:57-3:20

1:00 Dismiss Schedule

Period 1: 8:15-8:39
Period 2: 8:43-9:07
Period 3: 9:11-9:35
Period 4: 9:39-10:03
Period 6: 10:07-10:31
Period 7: 10:35-10:59

Lunch/5th Hour

| | | |
|-------------------------|----------------------------|-------------------------|
| A Lunch: 11:03-11:25 | 7th HR/8th AP: 11:03-11:26 | 5th Period: 11:03-11:49 |
| Passing: 11:25-11:29 | B Lunch: 11:26-11:48 | |
| 5th Period: 11:29-12:11 | 7th AP/8th HR: 11:48-12:11 | C Lunch: 11:49-12:11 |

Period 8: 12:15-12:39
Bobcat Time: 2:49-3:20

Seventh Grade Exploratory Rotation

| | | |
|--------------------|-------------------------|-----------------|
| Health | Kauder | Room 19 |
| Visual Arts | Platt | Room 23 |
| Agriculture | Wright | Room 127 |
| Careers | Nesbitt / Cretin | Room 21 |
| Technology | Suiter | Room 13 |
| Ind. Tech | Meyne | Room 128 |

Adjustments in length of session will be made as we incur snow days and other unexpected events.

Eighth Grade Exploratory Rotation

| | | |
|-----------------------|-------------------|-----------------|
| Health | Kauder | Room 18 |
| Visual Arts | Platt | Room 23 |
| Spanish | Telgenhoff | Room 204 |
| Careers | Cretin | Room 21 |
| Technology | Suiter | Room 13 |
| Family Science | Botkin | Room 211 |

Adjustments in length of session will be made as we incur snow days and other unexpected events.

Food Service Program

The food service program is set up on a computerized software system called the Total K-12. Each family in the district will have one account for all the students in that family. Money can be deposited at any Benton Community Student Center and will be applied to all students on that account. Students will be given a card that will act as their lunch card and their activity pass, if purchased. The card will have a student ID number that will belong to the student the entire time they are in the Benton Community School District.

Students will be told in the lunch line when their accounts start getting low and low balance notices are available at each cashier stand for students to take home. Students and parents are responsible for keeping the lunch account current. Families can set up an email notification through the lunch account system and may set custom notification limits. Families with one child start receiving notices when the account reaches \$5.00, two children - \$10.00, three children - \$15.00 and so on. Emails will continue until money is deposited in the account. For more information on how to access your lunch account through the web, contact the **Food Service Department at 228-8701, ext. 118 or ext. 119.**

Accounts may go negative and students will still be able to eat breakfast and/or lunch, however they will not be allowed to purchase any a la carte items. Once the account reaches -\$10.00 the student(s) will no longer be able to participate in the breakfast or lunch program. They will need to eat breakfast at home and bring a sack lunch until the account is cleared and additional monies deposited.

If there are extenuating circumstances, arrangements may be made through the Food Service Director at the above listed number. All negative accounts are to be paid by the end of the school year. If money is left in the account, it will carry over to the next school year. If a family is leaving the district, they will need to provide Food Service with a forwarding address and any remaining balances will be refunded.

Insufficient Funds Check Policy

The Food Service Director will notify parents by phone and in writing when the district receives an insufficient funds check for the food service program. There will be a 3-day grace period provided to the student. If payment is not received after the 3 days, the child can bring a lunch from home until payment is made in cash. Any subsequent bad check during the school year will result in the child bringing a sack lunch from home and **all future payments must be made in cash.** Parents will be notified and there will be no grace period for service.

Food Allergies:

If your child has any food allergies it is imperative that the school Nurse and the Food Service Director are both **notified in writing by a physician** of the specific food allergy and the exact diet specifications required. Juice will NO LONGER be substituted for students with milk allergies. Water is available at all centers. See the Food Service Web Page for additional Allergy information.

The Benton Community Food Service Program operates under the policy and guidelines of the Federal Government.

Middle School

ACADEMIC PROGRAM

7th INTEGRATED SCIENCE

The integrated middle school science curriculum will explore the three branches of science through scientific inquiry. Students of all abilities will develop skills that they can use both in science as well as in other courses. Students will be asked to perform tasks individually as well as demonstrate the ability to work successfully in groups to complete certain critical thinking objectives. Evaluation is based upon daily work, labs, class participation, and test scores. Throughout the school year the students will complete the following units: Force and Motion, Weather and Water, and Human Biology.

7th LANGUAGE ARTS

The course will focus on the English concepts of spelling, vocabulary, grammar, and composition. Spelling and vocabulary will be leveled according to individual student ability. Emphasis will be placed on the comprehension of selected pieces of literature, and students will learn to identify a specific set of literary terms and their usage in selected pieces of literature. Assessment will include daily assignments, homework, quizzes, tests, and projects.

7th SOCIAL STUDIES

This course is designed to develop a better understanding of the world around you. Our goal is to create an appreciation of the world by taking an in-depth look through maps, graphs, primary and secondary sources, and past and present events that shape culture. By the end of the year you will be able to understand and analyze an area in the world by their languages, governments, religions, treaties and economies. This will allow you to interpret the past and present planning for the future. We will be taking an in depth look at six continents in particular. Those six continents are North America, South America, Europe, Africa, Asia, and Australia.

7th MATHEMATICS

This course will focus on expanding and reinforcing skills with whole numbers, decimals, fractions, percents, integers, measurement, geometry, probability, and equations. Student grades are based on standard referenced based grading. Tests and test corrections will make up the majority of the student's grade.

7th ADVANCED MATH

This course is used as an introduction to algebra. It is designed to both motivate a wide range of students and to make the transition into high school algebra much easier. This course focuses on expanding and reinforcing numeration work, and problem solving skills. Assessment is based on daily work, quizzes, tests, and projects. Areas of study include whole numbers, fractions, number theory, pre-algebra, measurement, ratio, proportion, percent, geometry, integers, statistics, and probability.

7th & 8th PHYSICAL EDUCATION

Physical education will utilize movement as a means of expression and learning. Through individual and group activities, the student will be provided the opportunity to develop strength, endurance, coordination, cardiovascular fitness, balance, and flexibility. Student assessments will be based on participation, skills performance, cardiovascular development, physical fitness level, and teacher observations.

7th VOCAL

This course includes the study and review of basic music theory, musical theater and opera, music history, and world music. Special units within the curriculum include: recorders, boom whackers, and music technology. The monthly music magazine "Music Alive!" serves as the text for this course. This course also includes the study of the human voice through rehearsals and performances of 3 concerts per year as the 7th Grade Boy's or 7th Grade Girl's choirs. Students will also have the opportunity to be a part of Illusions (Middle School Show Choir), special acts for the Middle School concerts, and various Honor Choirs.

7th HEALTH EDUCATION

Health education is a continuous process designed to expose students to health concepts, including wellness and health care, and to help attain knowledge that can be used to develop desirable attitudes and health behaviors. Topics addressed in this course will include wellness, physical health, mental health, social health, nutrition, and safety and first aid. Student assessment is based on performance on tests and quizzes, daily work, group work, and teacher observations.

7th VISUAL ARTS

This course offers the student exploration in the arts and is an extension of the development of skills in design elements and principles. Areas of study include Painting, Drawing, Ceramics, and Mixed Media Design.

7th AGRICULTURAL SCIENCE

Students will understand the complexity and diversity of Iowa's Food and Fiber system; the role agriculture has played in the evolution of civilizations and in the history of the United States and Iowa; the role of science and technology in agriculture; the importance of teamwork and interpersonal skills in the workplace; and the variety of career options available in agriculture. Students will identify opportunities and the performance skills required, and identify their own areas of career interest.

7th CAREERS

This course is designed to introduce students to the wide variety of options the career world has for them. The students will not only learn about

themselves, but they will also learn about how to work well in groups, how to communicate effectively, and how to set goals that are reachable. Grading will be based on daily work and participation, and a group career project.

7th INDUSTRIAL TECHNOLOGY

This course offers students opportunities to develop skills in communications, manufacturing, construction, and engineering. Students will complete hands-on drafting, structure building, and mechanical design activities.

7th TECHNOLOGY

The student will become familiar with basic hardware/software computer terminology; key alphabetic characters using the touch method; key two-minute timed writings with a minimum of 15 words per minute and a maximum of 5 errors; utilize word processing software; and apply appropriate spacing to all punctuation used.

8th INTEGRATED SCIENCE

Students will be exposed to four main areas of science. These areas include physical science, chemistry, biology, and an emphasis on earth science. Areas of study include scientific methods of discovery, the Earth in space, models and maps of the Earth, the formation and characteristics of stars, the formation and characteristics of galaxies, the sun, the solar system and its planets, the Earth's moon, the Earth's atmosphere, and the Earth's weather and climates. Materials graded will include laboratory exercises, daily work, quizzes, and tests.

8th LANGUAGE ARTS

A reading-writing connection underlies all course work of this class. Students receive formal instruction and practice in reading various genres of literature. A major emphasis is placed on student writing, both formal and creative. A portfolio of student writing is compiled throughout the course. Units teaching practical listening and speaking skills round out a course, which stresses knowledge and practice of effective communication strategies. Various assessment exercises determine student comprehension of reading selections. Other major assessments include student writings in different forms, in different voices, and for various audiences. Projects demonstrate student understanding of communication strategies.

8th SOCIAL STUDIES

United States History: From beginnings to 1877. This course is designed to give students an understanding of the history of the United States from the beginnings to 1865. We will be looking at Native American Settlement, European Colonization, The American Revolution, The Birth of Democracy, The Administrations of Thomas Jefferson and Andrew Jackson, the Birth of the West, and finally the Causes and Completion of the Civil War.

8th grade Algebra I

Algebra I is a prerequisite to Geometry. Topics covered in Algebra I include real number operations/properties/patterns, linear functions and systems of equations, polynomial functions, and rational functions. Applying skills learned in this class to real-world situations is a focus in most every chapter. Algebra I is designed to incorporate problem-solving, both with and without the use of a calculator, writing equations and inequalities, graphing those same equations and inequalities, interpreting graphs, adding, subtracting, multiplication and division of numbers and algebraic expressions using exponents, parentheses, and other symbols of grouping. There will be skills reinforcement and new skill learning.

8th VOCAL

This course is an extension of material covered in 7th grade general music including sight-reading, proper vocal technique, and independent part-singing and rehearsal skills. The choir will perform in 4 concerts throughout the year, as well as, at Jr. Java at the end of the year.

8th FAMILY SCIENCE

This exploratory introduces the basics of food terminology and preparation, measurement methods, applied food preparation math skills, kitchen safety, sewing basics, and skills for maintaining and improving relationships with peers and adults. Students demonstrate competency through hands-on labs, projects, and in class activities.

8th HEALTH

Health Education is a continuous process designed to expose students to health concepts, including wellness and health care, and to help attain knowledge that can be used to develop desirable attitudes and health behaviors. Topics addressed in this course include tobacco, alcohol, drugs, diseases, consumer health, environmental health, and health careers. Student assessment is based on performance on tests, quizzes, and daily work, group work, and teacher observations.

8th VISUAL ART

This course offers the student further exploration in the arts and is an extension of the 7th grade exploratory unit in the areas of art and design. Topics to be covered include: Painting, Printing, Ceramics, Drawing and a Stop-Motion Animation Unit.

8th CAREERS

Students will continue to experience career education instruction, which shall include employment opportunities, experiences in career decision-making, and experiences to help students integrate work values and work skills into their lives.

8th FOREIGN LANGUAGE

Students are introduced to the Spanish language by studying vocabulary for conversational greeting, expressions of courtesy, numbers, classroom objects, family members, days, months, time, colors, and rooms in a house, weather, seasons, and food. Hispanic culture is also introduced using video, slide presentations, and personal experiences of the instructor.

8th TECHNOLOGY

The student will become familiar with basic hardware/software computer terminology; key alphabetic and numeric characters using the touch method; key two-minute timed writings with a minimum of 20 words per minute and a maximum of 5 errors; utilize word processing software; and apply appropriate spacing to all punctuation used.

ACTIVITY PERIOD

Activity Period meets daily and will involve all middle school students and staff. Activities will vary and will include competition among homerooms in kickball, volleyball, basketball, paddle and racket, and softball. Other activities throughout the year may include assemblies for music and dramatics, special programs and speakers, reading, recreational games, special practices, special rehearsals and meetings.

Middle School

Activity Programming Options

STUDENT ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES

The Board of Directors of the Benton Community School District offers a variety of voluntary activities designed to enhance the classroom education of its students. Students who participate in extracurricular activities serve as ambassadors of the school throughout the calendar year, whether away from or at school. Students who wish to exercise the privilege of participating in extracurricular activities must conduct themselves in accordance with board policy and must refrain from activities that are illegal, immoral, unhealthy, or highly inappropriate. Participation in these activities is a privilege, conditioned upon meeting the eligibility criteria established by the board, administration, and individual activity coaches and sponsors.

STUDENT COUNCIL

Student Council organizes activities for all homeroom groups such as contests, special days and activities, movies, dances, roller skating parties, etc. The student council also represents student interests and opinions as its' student government. Each homeroom elects two (2) student council members to represent them. This group meets 1-2 times per month and serves all year.

7th/8th VOLLEYBALL

7th and 8th grade volleyball practices are held at the elementary centers in Atkins and Norway. All matches are held at Norway. Practice begins on the second day of school. Shuttle buses transport athletes to the appropriate practice site and then return them to the MS/HS in order to meet regular shuttles. Athletes must have a current physical form on file in the office prior to participating in practices or games. An emergency card also must be filled out prior to an athlete participating in an event. Individual grade matches involve "A", "B", and "C" squads, depending on the number of participants.

7th/8th CROSS COUNTRY

Middle School Cross Country offers an introduction to the high school program. It offers a low-key approach to the development of proper distance running technique and to the development of a sound distance running base through various methods. A seven meet schedule is offered for those who want to experience distance running competition. The season runs from the end of August through the middle of October. Practices are held after school from 3:30 p.m. until shuttle Monday, Tuesday, Thursday, and Friday nights.

7th/8th FOOTBALL

Seventh grade football will begin the second day of school in the Fall. Six playing dates are scheduled for interscholastic completion. Two games (A & B) are usually played each date to provide an opportunity for all players to experience game competition. All participants must have a valid physical examination in order to participate. Further expectations are distributed on the first day of practice. Practices are held after school every day except Wednesday and run until shuttle bus time.

7th GIRLS BASKETBALL

The season for seventh girl's basketball runs from November through December. Emphasis is placed on the development of basic fundamentals of basketball. Participation, knowledge of the game and sportsmanship are the key elements of the program. A nine game schedule is developed with schools of similar size, which allows all athletes to participate, and provide an opportunity to compete and gain game experience. A current physical examination is required for all participants. Practices are after school every night except Wednesday and run until shuttle bus time.

8th GIRLS BASKETBALL

Participants in 8th girl's basketball will continue to develop skills and fundamentals introduced in 7th basketball. Dribbling, passing, shooting, defense, teamwork and sportsmanship are stressed at all times. During game situations, participation of all athletes is the emphasis. A nine game schedule is developed with schools of similar size, which allow all athletes to participate, and provides an opportunity to compete and gain game experience. A current physical examination is required for all participants. Practices are after school every night except Wednesday and run until shuttle bus time.

7th/8th BOYS BASKETBALL

Participants in boy's basketball will strive to develop skills and fundamentals. Dribbling, passing, shooting, defense, teamwork, and sportsmanship are stressed at all times. During game situations, participation of all athletes is the emphasis. A nine game schedule is developed with schools of similar size, which allows all athletes to participate and provide an opportunity to complete and gain game experience.

7th/8th WRESTLING

Middle School Wrestling gives all kids, regardless of their size or weight, the opportunity to perform at their own ability level in a combined 7th and 8th grade setting. Wrestling is a winter sport, with practices starting around the last week of October and running through December. At Benton Community, we incorporate a "split season" which ends prior to the Holiday break, and allows our athletes to pursue additional activities following the return from break. A nine meet schedule is developed, with home meets being held in the Benton HS gymnasium. All athletes are given the opportunity to wrestle at every meet if numbers of participants, comparable weights, and matching abilities are available from the opposing team. A physical examination is required prior to participation.

7th/8th BOYS TRACK

This activity provides an opportunity for participants to receive an introduction to the sport of track and an opportunity to develop interests and skill levels in the various events. A competitive seven meet schedule is provided, which allows individuals ample opportunity to compete.

7th/8th GIRLS TRACK

This activity provides an opportunity for participants to receive an introduction to the sport of track and an opportunity to develop interests and skill levels in the various events. A competitive seven meet schedule is provided, which allows individuals ample opportunity to compete. Opportunities are also provided to participate in the State Track and Field Association meet for those wishing to experience a higher level of competition.

CONCERT BAND

Concert Band is open to all 7th and 8th graders interested in playing a band instrument. Several concerts are presented throughout the year and variety of music is studied and performed.

JAZZ BAND

Jazz Band is open to *members* of the MS concert band who play instruments appropriate for jazz band (saxophones, trumpets, trombones, drum set, piano, bass, and guitar). Jazz, Swing, Blues, Pop and Rock music are studied and performed throughout the year.

7th/8th SHOW CHOIR

7th and 8th grade music students audition in the fall for this group of approximately 50 singers and dancers. They perform at the various show choir contests, MS Vocal concerts, Jr. Java, and Adventureland. Students in seventh or eighth grade may audition for the group. Parents of auditioning students should be aware that there may be some extra time required of their son/daughter if selected to participate in the group. The choir will focus on performing show tunes and classic jazz selections. The show choir will also use choreography to enhance the visual presentation.

8th VOCAL

Choir is an elective open to all eighth grade students. This will be an extension of material covered in 7th grade general music including sight-reading, proper vocal technique, independent part-singing, and rehearsal skills. The choir will perform in four concerts throughout the year as well as at Jr. Java at the end of the year.

Middle School

POLICY AND BUILDING OPERATIONS

ABUSE AND HARASSMENT BY SCHOOL EMPLOYEE

The school district does not tolerate employees physically or sexually abusing or harassing students. Students who are physically or sexually abused or harassed by an employee should notify their parents, teacher, principal, or another employee. The Iowa Department of Education has developed a two-step procedure for investigating allegations of physical or sexual abuse of students by employees. That procedure requires the school district to designate an independent investigator to look into the allegations. Benton Community has designated Jason West, Principal or Kelly Buscher, Counselor 319-446-7525, as Level I investigator. A Level II investigator has been contracted to serve by the district.

ADMINISTRATION OF MEDICATION

Students may need to take prescription or non-prescription medication during school hours. Students may carry medication only with the permission of the parents and principal. The school must know the medications a student is taking in the event the student has a reaction or illness. Students must provide written instructions for administration of the medication as well as parental authorization to administer the medication.

Medication is held in a locked cabinet and distributed by the school nurse or designee. Medication must be in the original container with the following information either on the container, in the instruction sheet or in the parental authorization: name of the student; name of the medication; directions for use including dosage, times and duration; name, phone number and address of the pharmacy (if applicable); date of the prescription (if applicable); name of the physician (if applicable); potential side effects; and emergency number for parents.

ASSEMBLIES

Throughout the year the school district sponsors school assemblies. Attendance at these assemblies is a privilege. Students must act in an orderly fashion and remain quiet on their way to an assembly, during an assembly and on their way back to the classroom after an assembly. Students attend assemblies unless, for disciplinary reasons, the privilege is taken away.

ATTENDANCE/ABSENCES/NOTIFICATION

Students are expected to be in class and to make attendance a top priority. Only through attendance and class participation do students achieve the benefits of the education program. Participating in class discussion, developing an appreciation for the views and abilities of other students, and forming the habit of regular attendance are legitimate class objectives. Learning lost due to an absence can never be replaced. Regular attendance and being well prepared for class helps students in school as well as prepares students for adulthood.

Students who know they will be absent must notify the office prior to the absence. If advance notification is not possible, **parents must notify**

the office at 319-228-8701 ext. 360 on the day of the absence prior to 8:30 a.m. If notification is not received, the office attempts to contact the parents at their emergency number. Before a student is readmitted after an absence, the family must provide verification by the student's family to the office explaining the reason for the absence. If notification is not received, the student will be considered truant and may face disciplinary action.

When a student anticipates an absence, every effort should be made to obtain assignments in advance. This effort should include a parent call verifying the extent of the absence and confirmation of other course material that will need to be completed. Students will receive full credit for school work missed due to excused absences, school related activities or suspensions if the work is made up within a prescribed number of days (number of days missed plus one day). For absences of an extended period of time, additional time may be granted at the teacher's discretion.

Students are not allowed to make up schoolwork nor to submit late school work due to an unexcused absence. Credit for work not completed within the prescribed time frame will be at the teacher's discretion.

*****SEE HOMEWORK (PAGE 28) TO FIND OUT HOW TO OBTAIN HOMEWORK DURING AN ABSENCE******

ABSENCES UNEXCUSED PER QUARTER CONSEQUENCES:

1. First offense: Teacher reports absence to parents and the student is assigned a detention.
2. Second offense: Teacher will notify the parent and the student will serve detention time in the office making up all time missed due to the absence.
3. Third offense: The student, parent, counselor, and building principal will meet to discuss the absences and develop an action plan related to school attendance.

ATTENDANCE AND PARTICIPATION

Students participating in school activities must be in school at least one-half day on the day of the event or performance in order to participate. This would be the conclusion of Activity Period for a Middle School student. Once a student enters a school event to participate or as a spectator, they will not be allowed to leave the event and then re-enter. The Administration may waive these regulations in extraordinary circumstances.

BUS RIDER EXPECTATIONS

The safety of every child on our buses is a great concern to all of us. Every precaution is taken to see that the children arrive at their destination safely, but this requires the cooperation of the students and parents. Any incidence that happens on the bus to divert the driver's attention from his/her job immediately endangers the safety of the riders. It is therefore absolutely necessary that the children riding the bus conduct themselves in the best possible manner. Students who do not behave in an appropriate manner will be disciplined within the guidelines of the bus rider discipline policy outlined on the school calendar. Students will not be allowed to consume food, candy, pop, or gum on regular and shuttle routes. This does not include activity trips for various events during the school year. Video cameras are in use on school buses for the safety of the students riding the bus. The content of the video tapes may be used to discipline students. Students are not informed when the video cameras are or are not in use. We sincerely hope you will cooperate in helping keep our buses clean and safe.

CARE OF SCHOOL PROPERTY

Students are expected to take care of school property including desks, chairs, books, lockers, and school equipment. Vandalism will not be tolerated. Students found to be involved in the damage or destruction of school property may be required to reimburse the school district. In certain circumstances, students may be reported to law enforcement officials.

CHEATING AND PLAGIARISM

Students at the Benton Community Middle School are expected to produce work to the best of their ability. Work submitted for credit or recognition is to be done by each individual student and must be his/her own work. There are many ways to cheat, but all of them will be handled according to the following guidelines:

- Any student caught cheating in class may receive a failing score for the assignment in question.
- Any student cooperating in a situation involving cheating will also receive a failing score for the assignment.
- Repeated involvement in cheating will result in disciplinary action, which may include removal from the class with a failing grade and no credit.

DANCES

School-sponsored dances must be approved by the principal at least four weeks prior to the dance. Students who leave a dance are not allowed to re-enter the dance. School district policies, rules and regulations apply to students at school dances. Students violating school district policies, rules or regulations are asked to leave the dance and school grounds.

DEFINITIONS

In this handbook, the word "parent" also means "guardian" unless otherwise stated. An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated. The term "school grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses. The term "school facilities" includes school district buildings and vehicles. The term "school activities," means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds.

DISCIPLINE (PBIS)

Discipline Benton Community Middle School Staff and Administration believe in a Positive Behavior Intervention and Support System or PBIS philosophy of behavior supports. This has been a district focus and drives our interactions for behavior interventions with Middle School students. Our approach is to reward those that are making correct choices and to provide intervention for those students who struggle making correct choices. See ADDENDUM 1

DRESS CODE

While it is realized that the primary responsibility for appearance rests with the students and their parents, the building administration reserves the right to determine what is acceptable and what is not. Clothing or appearance that is disruptive to the educational environment is not accepted.

It is expected that the following guidelines will be followed:

- Shoes are required at all times
- Clothing or accessories that promote products that are illegal for use by minors (drugs, alcohol, tobacco, or related products) are not acceptable
- Clothing with words or pictures that display explicit or inferred sexual material, profanity, lewd sayings, or violence will not be worn in school.
- Shorts and skirts must be long enough that they are not deemed a disruption to the educational environment by staff or administration.
- Any articles of clothing with words or pictures that are derogatory, discriminating, or harassing are not acceptable in school.
- The following are considered to be inappropriate and unacceptable:
 - Clothing or accessories that are dangerous or could be used as weapons (chains and studded collars)
 - Hats, caps, gloves, bandanas
 - Coats or jackets worn in the building
 - Shoes with cleats or rollers attached
 - Pajama type apparel
 - Exposed undergarments
 - Tube tops, one-shoulder tops, and strapless tops
 - Exposed midriffs
 - Articles of clothing that may be gang related
 - Book bags, backpacks, or duffle bags will not be allowed in hallways or classrooms during the school day.
 - Apparel with excessive holes/ tears.

The staff is empowered to enforce this policy and the related procedures at the classroom level with the least disruption to the educational environment. Students who do not meet the standards established by this policy will be asked to remedy the situation. Any student refusing to comply, being disrespectful, belligerent, or insubordinate, or found to be a habitual violator, they will be sent to administration who will determine appropriate consequences. Any absence from class due to the student's refusal to comply with this policy will be counted as an unexcused absence.

ELECTRONIC/CAMERA/TECHNOLOGICAL DEVICES

Students may be called out of class for telephone calls only in case of emergency. Cell phones may only be used during lunch time, MTSS time, or in the office (with teacher permission). They are not permitted outside of the office area, unless a student has permission from a staff member. Cell phones and other non-school electronic devices should not be seen or heard from during scheduled class time. Classroom use of electronic devices will be left to the discretion of the classroom teacher.

Cell phones, cameras and other electronic devices will not be used or seen in rest rooms or locker rooms. Teachers are expected to confiscate phones, cameras or other non-school electronic devices and bring them to the office when they are seen or heard during school hours. Repeat offenders will be handled through administration.

No device is permitted which allows students to send or receive personal messages that would contribute to cheating, accessing the Internet or take pictures. Inappropriate use of an electronic device or a prohibited item will result in disciplinary action. Students found in violation of this policy may be subject to discipline and, in cases where a law may be violated, law enforcement may be contacted. Students need to remember that whatever they put on a personal electronic device could end up anywhere so they need to ensure the devices are used appropriately.

Electronic device violations consequences

1st Offense: Device confiscated, brought to the office and returned to the student at the end of the day.

2nd Offense: Device confiscated and parent/guardian must pick it up in the office.

3rd Offense & beyond: Administration recommendation, electronic device confiscated and parent/guardian must pick it up in the office.

EMERGENCY DRILLS

Periodically the school holds emergency fire and disaster drills to better prepare student and staff response in the event of an emergency. Teachers will notify students of the procedures to follow should they experience a drill or emergency situation. Students are expected to remain quiet and orderly during a drill or actual emergency. Students who pull the fire alarm or call in false alarms will be disciplined under existing school policies, and may be reported to law enforcement officials.

Fire Drills: The signal for a fire alarm is a single continuous sound from the alarm system. When the alarm sounds, all personnel will vacate the building immediately. Windows and doors are to be closed and lights shut off as you leave the room. Directions to specific exits are posted in each room.

Tornado/Disaster Drills: The tornado/disaster signal is a continuous series of short blasts on the alarm system. Hallways and restrooms shall serve as shelter area. These are posted in the classroom.

Lockdown Drills: The lockdown signal is announced over the phone or p.a. system.

EMERGENCY FORMS

At the beginning of each school year, parents must file an emergency form with the office providing the emergency telephone numbers of the parents as well as alternate persons to contact in the event the school is unable to locate the parents. The emergency form also includes a statement that gives the school district permission to release the student to the alternate person in the event the parents cannot be reached. Parents must notify the office if the information on the emergency form changes during the school year.

FUNDRAISING

Students may raise funds for school activities upon approval of the Activities Director prior to the fund raising event or the start of a fundraising campaign. Funds raised remain in the control of the school district and the board. School-sponsored student organizations must have the approval of the principal prior to spending the money raised. Classes that wish to donate a gift to the school district should discuss potential gifts with the principal prior to selecting a gift.

Students may not solicit funds from teachers, employees or other students during the school day. Students who violate this rule will be asked to stop. Violations of this rule may result in future fund raising activities being denied.

GRADE REPORTS

Students receive grade reports in the form of report cards at the end of each quarter and semester. Students who have concerns/questions regarding grades should speak to their instructors to determine how they can improve their performance. Students & parents may check grades on-line via PowerSchool.

GUM, SNACK FOODS, AND POP

Students will be allowed to chew gum in the building during the school day. However, classroom teachers reserve the right to not allow gum to be chewed in their classroom. The administration reserves the right to discontinue this privilege for any length of time if building cleanliness becomes a problem. All other snack foods, including pop and juice, must be consumed in the Student Center.

HALL PASSES

Students are required to have a pass assigned by an instructor or administrator to be in the hallways during the time when classes are in session.

HARASSMENT (Initiations, Hazing, Bullying or Harassment)

Harassment, bullying and abuse are violations of school district policies, rules and regulations and, in some cases, may also be a violation of criminal or other laws. The school district has the authority to report students violating this rule to law enforcement officials.

Students who feel that they have been harassed or bullied should:

- Communicate to the harasser or bully that the student expects the behavior to stop, if the student is comfortable doing so. If the student needs assistance communicating with the harasser or bully, the student should ask a teacher, counselor or principal to help.
- If the harassment or bullying does not stop, or the student does not feel comfortable confronting the harasser or bully, the student should: Tell a teacher, counselor or principal; and write down exactly what happened, keep a copy and give another copy to the teacher, counselor or principal including: what, when and where it happened; who was involved; exactly what was said or what the harasser or bully did; witnesses to the harassment or bullying; what the student said or did, either at the time or later; how the student felt; and how the harasser or bullying responded.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. Harassment or bullying on the basis of age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status or familial status includes conduct of a verbal or physical nature that is designed to embarrass, distress, agitate, disturb or trouble persons when:

- places the student in reasonable fear of harm to the student's person or property;
- has a substantially detrimental effect on the student's physical or mental health;
- has the effect of substantially interfering with the student's academic performance; or
- has the effect of substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Sexual harassment includes, but is not limited to:

- verbal, physical or written harassment or abuse;
- pressure for sexual activity;
- repeated remarks to a person with sexual or demeaning implications; and

- suggesting or demanding sexual involvement, accompanied by implied or explicit threats.

Harassment or bullying based upon factors other than sex includes, but is not limited to:

- verbal, physical, or written harassment or abuse;
- repeated remarks of a demeaning nature;
- implied or explicit threats concerning one's grades, job, etc; and
- de-meaning jokes, stories or activities.

As per board policy, the school district has harassment complaint forms available for students to utilize in the case of harassment. Disciplinary consequences are at the discretion of the school administration.

HOME-SCHOOL ENROLLMENT

Home school or home school assistance program students enrolled in classes or participating in activities in the school district are subject to the same policies, rules, and regulations as other students and are disciplined in the same manner. Dual enrollment students interested in participating in school activities or enrolling in classes should contact the superintendent's office.

HOMEWORK

Teachers assign homework, extra class activities, or assignments as necessary. Homework is an opportunity for students to practice skills and activities, share and discuss ideas, review materials, become acquainted with resources, organize thoughts, prepare for classroom activities or make up incomplete homework on time. Failure to do so may result in loss of course credit and a failing grade in the class.

Homework during absences can be obtained through our website: www.benton.k12.ia.us. Assignments and lesson plans should be posted on a weekly basis on the school website. You may request books to pick up, but it is your responsibility to pick up the books or get a hold of someone that can pick them up in the office after 2 pm. If you do not have access to the internet, please let us know in the office when you report the absence. Please call in by 10:30 a.m. to request homework. To view your child's current grades, you must sign into Power School with your username and password. These are available in the Guidance Office.

HONOR ROLL ELIGIBILITY

In order for a student to make the Middle School Honor Roll, students must earn a minimum 3.0 average for the core classes (Social Studies, Mathematics, Language Arts, and Science), and receive a satisfactory (or better) for all explanatory and PE, and earn a "B" minimum in all other courses the student is enrolled in a given term.

HUMAN GROWTH AND DEVELOPMENT

The school district provides students with instruction in human growth and development. Parents may review the human growth and development curriculum prior to its use and have their child excused from human growth and development instruction. Parents should contact the principal if they wish to review the curriculum or to excuse their child from human growth and development instruction.

ILLEGAL ITEMS

Students are prohibited from distributing, dispensing, manufacturing, possessing, using, and being under the influence of alcohol, drugs, or look-a-like substances; and possessing or using tobacco, tobacco products, or look-a-like substances. Weapons are not allowed on school grounds or at school activities with the exception of weapons in the control of law enforcement officials or those being used for educational purposes and approved by the principal. Parents of students found to be in violation of this policy may be contacted, and the students may be reported to law enforcement.

INSURANCE/HAWK-I INSURANCE FOR CHILDREN

Student health and accident insurance is available to students at the beginning of the school year. Parents may purchase insurance for their children at their discretion. Parents wanting more information regarding student health and accident insurance should contact the office. Students are required to have student health and accident insurance if participating in extracurricular athletics. Students may provide written proof of insurance prior to the start of the athletic activity. A letter from the parents stating that the student is covered is adequate proof of insurance. Student athletes, who do not have and cannot afford insurance, should contact their coach.

Parents can apply for low- or no-cost health insurance for their children through the state's Healthy and Well Kids in Iowa (HAWK-I) program. Children, birth to 19, who meet certain criteria, are eligible. The coverage includes doctor's visits, hearing services, dental care, prescriptions, immunizations, physical therapy, vision care, speech therapy and hospital services to name a few. Parents are urged to call 1-800-257-8563 (toll-free) or go to the web site at <http://www.hawk-i.org/> for more information.

JURISDICTIONAL STATEMENT

This handbook is an extension of board policy and is a reflection of the goals and objectives of the school board. The board, administration and employees expect students to conduct themselves in a manner fitting to their age level and maturity and with respect and consideration for the rights of others. Students, teachers, employees and visitors are expected to treat each other with respect and courtesy so that all may be safe within the school environment. Students may not use abusive language, profanity or obscene gestures or language.

This handbook and school district policies, rules and regulations are in effect while students are on school grounds, school district property or on property within the jurisdiction of the school district; while on school-owned and/or school-operated buses or vehicles or chartered buses; while attending or engaged in school activities; and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school district or involves students or staff. School district policies, rules and regulations are in effect 12 months a year. A violation of a school district policy, rule, regulation or student handbook may result in disciplinary action and may affect a student's eligibility to participate in extracurricular activities whether the violation occurred while school was in session or while school is not in session.

Students are expected to comply with and abide by the school district's policies, rules, regulations and student handbook. Students who fail to

abide by the school district's policies, rules, regulations and student handbook may be disciplined for conduct which disrupts or interferes with the education program; conduct which disrupts the orderly and efficient operation of the school district or school activity; conduct which disrupts the rights of other students to obtain their education or to participate in school activities; or conduct which interrupts the maintenance of a disciplined atmosphere. Disciplinary measures include, but are not limited to, removal from the classroom, detention, suspension, probation and expulsion. Discipline can also include prohibition from participating in extracurricular activities, including athletics. The discipline imposed is based upon the facts and circumstances surrounding the incident and the student's record.

The school reserves and retains the right to modify, eliminate or establish school district policies, rules, regulations and student handbook provisions as circumstances warrant, including those contained in the handbook. Students are expected to know the contents of the handbook and comply with it. Students or parents with questions or concerns may contact the school office for information about the current enforcement of the policies, rules, regulations or student handbook of the school district.

LATE ARRIVAL/EARLY DEPARTURE

Students are required to check in the office if they arrive late or need to leave early. Students will not be allowed to leave during the school day unless parents contact the school office prior to school absence. Administrative discretion will be used in certain situations. Any student leaving school without permission will be considered truant which will normally result in suspension from school. All illness related circumstances must check in/out with the school nurse.

LOST AND FOUND

Articles lost or found should be reported to the teacher and office promptly. Putting your name on all of your belongings and locking them in your PE locker can minimize the loss of property. Valuables may also be stored in the office on a daily basis. Check with your building principal for details.

OPEN ENROLLMENT

Iowa's open enrollment law allows students residing in one school district to request a transfer to another school district upon the parents' request. Students wishing to open enroll in another school district must apply for open enrollment by January 1st of the school year preceding the school year in which they wish to open enroll. Students interested in open enrolling out of the school district must contact the superintendent's office for information and the appropriate documents.

PARENT EDUCATOR PARTNERSHIP (GWAEA)

This program believes that students succeed when families, educators, and communities work closely together. PEP acts on this belief by offering services to parents and educators that foster home, school, and community partnerships. PEP's staff consists of a Parent Coordinator, an Educator Coordinator, a Family Associate, and a Resources Librarian. They provide the following no-cost services: individual assistance; support and consultation to families; school, staff and community agencies involved in services to individuals with disabilities; support for general education through federally funded Parent Partner Project that establishes local parent school liaisons; a lending library with current information on disability education; and financial and technical support for developing local Parent Resource Centers.

PARENT/TEACHER CONFERENCES

Parent/Teacher conferences are scheduled four times/year. Parents are encouraged to contact teachers during anytime of the year. Teachers may request additional conferences when necessary, and parents/guardians may request a conference by calling the staff member or the office. We encourage parents to have students accompany them to conferences as they are able to share valuable information regarding their progress.

PHYSICAL EXAMINATIONS

Parents are encouraged to have their children receive periodic physical examinations. Students participating in athletics are required to provide a school district physical examination form signed by the student's physician stating that the student is physically fit and able to perform in athletics prior to the beginning of the sport season. Failure to provide evidence of a current physical examination will make the student ineligible to compete in practice or competitions. Students who are unable to afford the cost of the physical should consult the coach of their sport or the Principal.

PROCEDURE FOR STUDENT TRANSFER

The school district automatically transfers a student's records to a new school district upon receipt of a written request from the new school district for the student's records. Parents notified that the student's records have been sent are given an opportunity to view the student's records that were sent and a right to a hearing to challenge the content of the student's records that were sent. Parental consent is not necessary to forward a student's records to a student's new school district or for the school district to request them from a student's previous school district. When a new student transfers into the school district, the student's records are requested from the previous school district.

PROGRESS REPORTS

Teachers will send progress reports throughout the school year on an as need basis. Families are encouraged to use Power School as a way to monitor student's attendance and learning. If families need instructions for Power School, please contact Melisa Venneman (228-8701 ext. 356).

SCHOOL ANNOUNCEMENTS

When adverse conditions make it necessary to close school, the following radio and TV stations will be notified: WMT, KCRG, and KGAN. The Bobcat VOICELINK will also have the latest information regarding school cancellations or delays, as well as daily school related information, by calling 1-830-2164. The decision as to whether to hold school, or not, rests with the Board of Education who delegates this authority to the Superintendent.

SCHOOL FEES

The school district charges fees for certain items, such as textbook rental. Students whose families meet the income guidelines for free and reduced price lunch, the [Family Investment Program \(FIP\)](#), transportation assistance under open enrollment, or students who are in foster care is

eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees. Parents or students who believe they may qualify for temporary financial hardship should contact office personnel at registration, for a waiver form. This waiver does not carry over from year to year and must be completed annually.

SCHOOL VISITATION

Students wishing to schedule a visitor will apply for permission with the Principal at least one day prior to the visit. Generally, visitation by school age students will be discouraged due to the academic schedule and daily lesson instruction. Students wishing to visit will be required to have administration approval and wear a visitor's badge. If a visitor becomes a distraction for regular attending students they will be required to report to the office and be asked to leave the building.

STUDENT BEHAVIOR

Benton Community Schools expects a great deal from each student in the area of student behavior. It is imperative that we recognize the importance of education and expect students to display this through their compliance with necessary rules and policies relative to their behavior while in school. Students may be disciplined for conduct or behavior which disrupts or interferes with the rights of others, the educational program, or the orderly and efficient operation of the school and the learning atmosphere. The following are examples of unacceptable behavior and, depending upon circumstances, will result in disciplinary action (this list is not all inclusive):

- Possession, use or purchase of tobacco products, regardless of the person's age;
- Possession, use or purchase of alcoholic beverages, including, "near beer."
- Unlawful sale, distribution, or being under the influence of alcohol or drugs;
- Possession, use or purchase of illegal drugs or "look alike" drugs;
- Unauthorized possession, use or purchase of otherwise lawful drugs;
- Fighting, assault, threats or verbal abuse directed toward a student.
- Use of profanity, obscenities, or immoral acts.
- Creating a false emergency.
- Theft or robbery.
- Arson or attempted arson.
- Truancy and tardiness.
- Refusal to follow the directions of the school staff.
- Failure or refusal to follow district policy or school rules and regulations.
- Intentional or malicious destruction of property.
- Acts which endanger the safety of oneself or others.
- Visible display of affection.
- Abusive epithets, threatening gestures, or harassment to other students, teachers, administrators, or school personnel.
- Documented conduct detrimental to the best interest of the school district.

STUDENT CENTER AREA

The Student Center is a multi-purpose area in the building. It serves as a study hall throughout the day and as our cafeteria. It is also used as a commons area before and after school and during our many school activities in the evening.

- Students are to remain in the area until the morning first bell.
- Students should bring study or reading materials to all assigned study halls.
- Keep the area clean, pick up paper and wrappers, put cans and bottles in recyclable containers.
- Please put chairs back at all times in the correct manner when leaving the student center. Square tables should have four chairs and round tables should have six.
- Inappropriate behavior will result in office detention and/or suspension

STUDENT ILLNESS AND INJURY

A student who becomes ill at school must notify his/her teacher or another school employee as soon as possible and report to the nurses' office. In case of serious illness or injury, the school will attempt to contact parents according to the information provided on the student's emergency card. If the student is too ill to remain at school, the student will be released to the student's parents, or with parental permission, to another person directed by the parents via the nurses' office. While the district is not responsible for treating medical emergencies, employees may administer emergency or minor first aid. The school will contact emergency medical personnel if necessary and attempt to notify parents if it becomes necessary to transport the student for treatment.

STUDENT LOCKERS & DESKS

Student lockers and desks are the property of the school district. Students shall use the lockers and desks assigned to them for storing their school materials and personal items necessary for attendance at school. It is the responsibility of each student to keep the student's assigned locker and desk clean and undamaged. The expenses to repair damage done to a student's locker and desk are charged to the student.

Although school lockers, desks and other spaces are temporarily assigned to individual students, they remain the property of the school district at all times. The school district has a reasonable and valid interest in insuring lockers, desks and other spaces are properly maintained. For this reason, lockers, desks and other spaces are subject to unannounced inspections and students have no legitimate expectations of privacy in the locker, desk or other space. Periodic inspections of all or a random selection of lockers, desks or other space may be conducted by school officials in the presence of the student or another individual. Any contraband discovered during such searches shall be confiscated by school officials and may be turned over to law enforcement officials.

The contents of a student's locker, desk or other space (coat, backpack, purse, etc.) may be searched when a school official has a reasonable and

articulately suspicion that the contents contains illegal or contraband items or evidence of a violation of law or school policy or rule. Such searches should be conducted in the presence of another adult witness when feasible.

STUDENT MESSAGES

Students with messages in the office will be notified. Only messages from parents or immediate family members will be delivered to students. Encourage your family to contact you via the office only when absolutely necessary,

STUDENT PUBLICATIONS

Students may produce official school district publications as part of the curriculum under the supervision of a faculty advisor and principal. Official school district publications include, but are not limited to, the school newspaper and yearbook. Expression made by students, including student expression in school district publications, is not an expression of official school district policy. The school district, the board of education, and the employees are not liable in any civil or criminal action for student expression made or published by students unless the employees or board have interfered with or altered the content of the student speech or expression. Copies of the school district publication code can be obtained from Jamie Bieschke, High School Principal. A faculty advisor supervises student writers to maintain professional standards of English and journalism and to comply with the law including, but not limited to, teach restrictions against unlawful speech. No student shall express, publish, or distribute in an official school district publication material, which is:

- obscene
- libelous
- slanderous; or
- encourages students to commit unlawful acts;
- violate school district policies, rules, or regulations;
- cause material and substantial disruption of the orderly and efficient operation of the school or school activity;
- disrupt or interfere with the educational program;
- interrupt the maintenance of a disciplined atmosphere;
- infringe on the rights of others.
- Students who believe they have been unreasonably restricted in their exercise of expression in an official student publication should follow the complaint procedure provided by the school district.

STUDENT RECORDS

For a complete copy of the school district's policy on student records or the procedure for filing a complaint, contact the board secretary in the central administration office.

Student records containing personally identifiable information, except for directory information, are confidential. Only persons, including employees, who have a legitimate educational interest, are allowed to access a student's records without the parent's permission. Parents may access, request amendments to and copy their child's records during regular office hours. Parents may also file a complaint with the United States Department of Education if they feel their rights regarding their child's records have been violated.

Student directory information is released without parental permission unless the parents ask the school district not to release it. Parents must notify the school district at the beginning of each school year if they do not want the school district to release directory information. Directory information may include: name, address, telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, degrees and awards received, most recent educational institution attended, year in school, dates of attendance, and heights and weights of athletes.

STUDENT SEARCHES

In order to protect the health and safety of students, employees and visitors to the school district and for the protection of the school district facilities, students and their belongings and school owned lockers and desks may be searched or inspected. A search of a student will be justified when there are reasonable grounds for suspicion that the search will turn up evidence that the student has violated or is violating the law or school district policy, rules, or regulations affecting school order.

Reasonable suspicion may be formed by considering factors such as the following:

- eyewitness observations by employees;
- information received from reliable sources;
- suspicious behavior by the student; or,
- the student's past history and school record although this factor alone is not sufficient to provide the basis for reasonable suspicion.

STUDY HALL EXPECTATIONS

Many of our students are scheduled in a study hall during the academic day. Please be aware that this time is designated for study and is a part of your total academic schedule during the year. The same expectations regarding student attendance and behavior apply to study halls as any other academic class. Our student center is used for study hall purposes with the exception of 4th period study hall which is held in the auditorium for half the period. The following procedures will apply to all study hall settings:

- Students are to be assigned seats in all study halls.
- All students are expected to be in their assigned seats when the bell rings.
- No radios, stereos, electronic games, or card playing will be allowed.
- Students are expected to work by themselves, unless they have permission from study hall monitor.
- Students are not given passes to any other teachers from the study hall monitor.
- Students may sign out and be given a pass out of a study hall to use the restroom.
- Students may also be given a pass to the media center, guidance office, or principals' office.
- Students given a pre-signed pass must sign out of study hall, go directly to the area designated on the pass and must return to the study hall and sign in, prior to the end of the period.

- Students bringing passes to study hall from other teachers will be allowed to go to that classroom after roll has been completed.
It is the student's responsibility to secure passes to other areas or teachers prior to the start of the period.

SURVEILLANCE CAMERAS

The Benton Community School District Board of Directors has authorized the use of video cameras on school property. The video cameras will be used to monitor student behavior in order to maintain order and promote and maintain a safe environment. Students and parents are hereby notified that the content of the videotapes may be used in a student disciplinary proceeding. Videotapes will only be retained if necessary for use in a student disciplinary proceeding or other matter as determined necessary by the administration. Parents may request to view videotapes of their child if the videotapes are used in a disciplinary proceeding involving their child.

Students are prohibited from tampering with video cameras. Students found in violation of this regulation shall be disciplined in accordance with the school district's policy and shall reimburse the school district for any repairs or replacement necessary as a result of tampering.

TARDINESS

Students will be allowed ample time to move from one class to their next class. If a teacher detains a student at the end of a class period, the student should obtain a pass from that teacher and present it to the teacher in the next class to avoid any penalty for tardiness. Tardiness due to bad roads, inclement weather, or conditions beyond normal control is acceptable and passes to class will be issued from the office. In cases where a bus is late, go immediately to the class in session. Teachers will be informed that students are to be admitted without passes. Tardiness due to carelessness, not getting up on time and loitering in the halls, etc., is not acceptable. Six or more tardies in one semester may result in an in-school suspension and a conference with the student and his/her parents.

THEFT-STEALING

Students who take school property or any object of any value from another student, a school employee, teacher, or visitor to the school or is in possession of said property or object, may be suspended from school for 1 to 5 days. Violations may be reported to the Benton County Sheriff's Office.

TOBACCO, INTOXICANTS, CONTROLLED SUBSTANCES

The use of illegal substances on school property or at school functions is strictly prohibited in accordance with state law. The following behaviors are a violation of school policy and students violating these rules may be suspended or expelled from school:

- Possession, use or purchase of tobacco products, regardless of the person's age;
- Possession, use or purchase of alcoholic beverages, including, "near beer."
- Unlawful sale, distribution, or being under the influence of alcohol or drugs;
- Possession, use or purchase of illegal drugs or "look alike" drugs;
- Unauthorized possession, use or purchase of otherwise lawful drugs;

Students who come to school or to school functions while under the influence of or in possession of any of the above may be subject to law enforcement intervention.

WEAPONS

The board of education believes weapons and other dangerous objects in the school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. For further explanation of this policy reference; Board Policy Manual; Code No. 502.6; Series 500; Date of Adoption 9/16/92 – reviewed 12/19/07.

Middle School Accountability Model

Classroom Modification(s) (includes structured study-hall)

Persons involved: Parent, Grade Level Team

Qualifications: Struggles on Assignments, Individual Education Plan, Success Center placement, 504 Accommodations.

Weekly communication of Grade Level D/F List

Students with D/F grade marks may attend the next scheduled Extended Learning Center. Students in failing status will become ineligible for all activities the next calendar week. Students may be required to attend Extended Learning Center and will not be allowed to miss school time for extracurricular activities. (I.E. Activity trip leaving early for event and student would miss scheduled classes.)

Eligibility Criteria for Extra-Curricular Activities

Persons involved: Parent, Grade Level Team, and Principal

Qualifications: Failing Class (remains ineligible until passing status achieved)

Child Study Referral

Persons involved: Parent, Grade Level Team, Counselor, Principal, and AEA Staff

Qualifications: Student continues to not be successful. Testing criteria becomes standard; placement guided by Child Study Team. Individual Education Plan becomes academic guide.

Schedule Adjustments @ the High School level

Persons involved: Parent, Instructor, Counselor, and Principal

Qualifications: Attendance, Fails two courses two quarters.

Summer School

Persons involved: Parent, Instructor, Counselor, and Principal

Qualifications: Attendance, Fails two courses two quarters. Consideration will be given to grades, medical issues, attendance, and special programming.

MIDDLE SCHOOL STUDY SKILLS

Quality Features

1. I will make every effort to do all homework assigned not just some of it.
2. I will take notes, writing down all information that could help me respond to quiz and test questions later.
3. I will ask questions in class as soon as I don't understand.
4. I will read all material assigned in my text.
5. I will ask for extra help as soon as I don't understand.
6. I will seek out a partner or "study buddy" in my class and call him/her if I have questions.
7. I will set aside a specific amount of time to do my homework.
8. I will participate in class discussions and activities.
9. I will believe in myself.
10. I will use my parents as a helpful resource and keep them informed on my progress in classes.

Things to Avoid

1. Don't just "let it go". I really need to understand today's material in order to understand tomorrow's.
2. Avoid waiting until the night before to study for a test; begin reviewing 2-3 days ahead.
3. Don't just do some of my homework -- do it ALL.
4. Don't visit during instruction or lecture -- listen and take notes.
5. Don't do homework with distractions (TV, loud music, etc.).

BENTON COMMUNITY SUPPORT SERVICES

The Benton Community School District is fortunate to have several different support services available to assist teachers and parents when concerns arise about children. These people include support staff from the Grant Wood Area Education Agency. We have the services of a school psychologist, social worker, consultant, and speech-language pathologist. In addition, we also have services from building counselors and nurses. Teachers and parents may ask for assistance from these staff members in discussing a concern, in identifying strategies or methods to address the concern, or in monitoring a student's progress. Teachers and parents may ask for help on an informal basis, or a more formal written plan may be developed using a short-term or "brief intervention". Prior to using the "brief intervention", parents will be notified and an explanation of the plan will be summarized for you.

Utilizing all the skills and experience of our local child study team and AEA staff is one way we are able to provide the best education possible for children in the Benton Community School District. If you would like more information about the types of services available to help your child, please contact your building principal.

The following staff is available to discuss available services for students in the Benton Community School District **(319)228-8701**:

AEA Support Staff:

School Nurse: Stephanie Timmerman

School Counselors: Natalie Nesbitt, Aaron Cretin

Level One Investigators: Jason West, Kelly Buscher

MULTICULTURAL AND NONSEXIST EDUCATION

It is the policy of the Benton Community School District to provide equal educational and employment opportunities and not to illegally discriminate on the basis of race, color, national origin, disability, religion, creed, age, marital status, sex, sexual orientation or gender identity in its educational program and activities, or its employment and personnel policies. Affirmative steps will be taken to integrate students in attendance centers, programs and classes on the basis of race, national origin, gender, and disability.

This agency shall provide activities, curriculum, and instructional resources which will reflect the racial and cultural diversity present in the United States and the variety of careers, roles, and lifestyles open to both men and women in our society. One of the objectives of the agency's programs, curriculum, services and teaching strategies is to reduce stereotyping and to eliminate bias on the basis of gender, race, color, national origin, creed, ethnicity, religion, age, marital status, sexual orientation, gender identification and disability. The curriculum, programs and services shall foster respect and appreciation for the cultural diversity found in our country and an awareness of the rights, duties, and responsibilities of each individual as a member of a pluralistic society.

It is the policy of this agency to affirmatively recruit women, men, members of diverse racial/ethnic groups, and persons with disabilities for job categories where they are under represented. A fair and supportive environment will be provided for all students and employees regardless of their gender, race, national origin, creed, age, marital status, or disability. Harassment of a sexual nature or with demeaning intent related to race, national origin, gender, disability, age, marital status, or religion, made from one employee to a student or vice versa, or from one student to another is a violation of this policy.

The school district, in its educational program, has a process to assist students who experience behavior and learning difficulties. The building child-study team is responsible for this process. Representatives from the area education agency may also assist the school district in this process. Parents wanting access to this process should contact the building principal.

Inquiries or grievances related to this policy may be directed to Kal Goodchild Equity Coordinator, 600 1st Street, Van Horne, IA 52346, Office 319/228-8701, Fax 319/228-8747, or to the Director of the Iowa Civil Rights Commission in Des Moines, the Director of the Region VII Office of the United States Equal Employment Opportunity Commission or the Director of the Regional VII Office of Civil Rights, United States Department of Education in Kansas City, Missouri. Inquiries may also be directed to the Director, Iowa Department of Education, Grimes State Office Building, Des Moines, Iowa 50319.

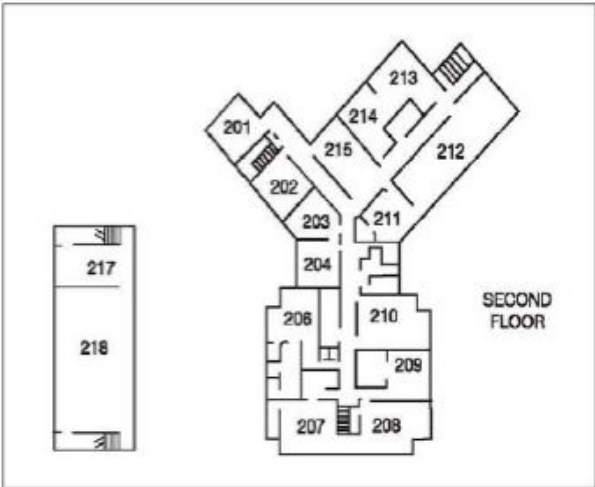
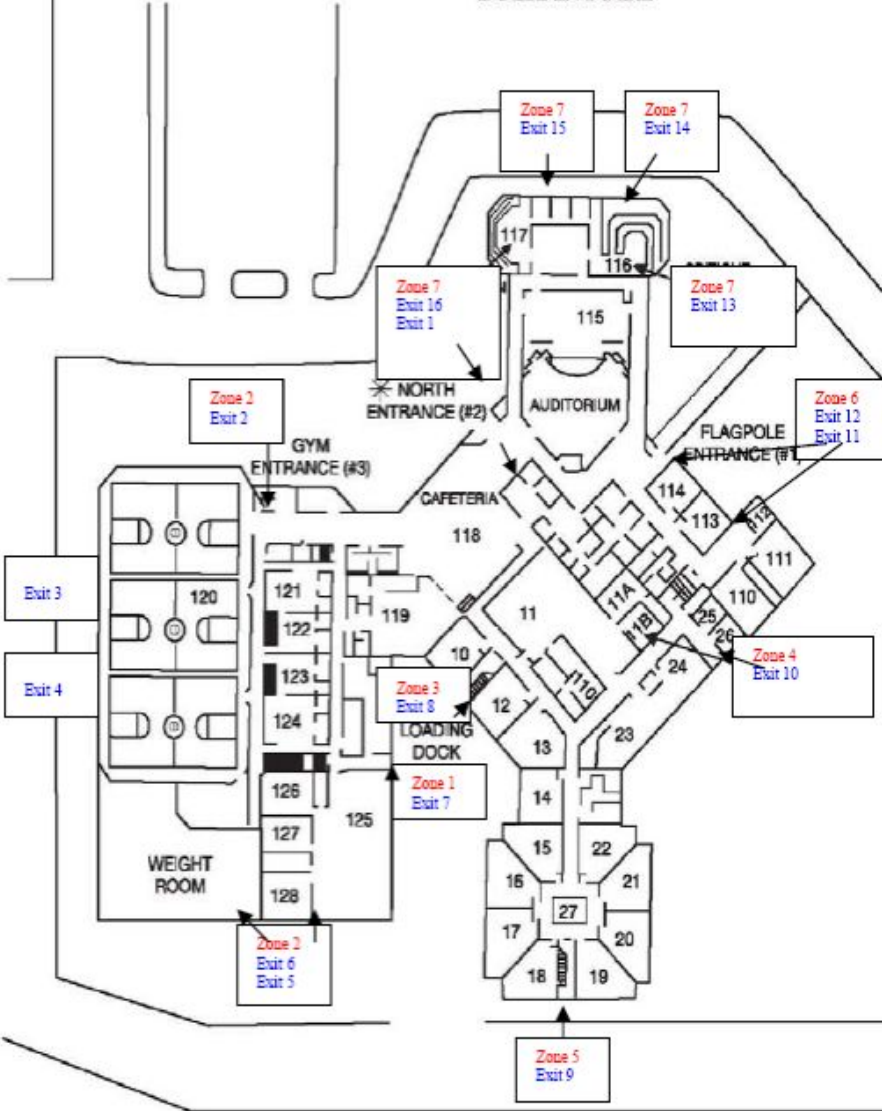
FIRST FLOOR
ROOM# AREA

SECOND FLOOR
ROOM# AREA

| | | | |
|-----|--------------------------|------|----------------|
| 10 | MATH | 201 | ENGLISH |
| 11 | MEDIA | 202 | ENGLISH |
| 11A | MEDIA | 203 | FOR. LANG. |
| 11B | SUCCESS CENTER | 204 | FOR. LANG. |
| 12 | I.C.N. | 206 | SCIENCE |
| 13 | COMP. LAB | 207A | SCIENCE/MATH |
| 14 | MATH | 208 | SCIENCE |
| 15 | SPECIAL EDUCATION | 209 | SCIENCE |
| 16 | MATH | 210 | SCIENCE |
| 17 | MATH | 211 | HOME EC. |
| 18 | SOC. STUDIES | 212 | HOME EC. |
| 19 | SOC. STUDIES | 213 | ENGLISH |
| 20 | LANGUAGE | 214 | ENGLISH |
| 21 | LANGUAGE | 215 | BUSINESS ED. |
| 22 | M.S. SPECIAL EDUC. | 218 | WRESTLING |
| 23 | ART | 217 | STORAGE RM |
| 24 | S.C.I. H.S. | 210A | R.T.P. H.S. |
| 25 | R.T.P. H.S. | 205 | HEALTH SCIENCE |
| 26 | R.T.P. H.S. | 216 | FITNESS CENTER |
| 27 | R.T.P. M.S. | | |
| 110 | SOCIAL STUDIES | | |
| 111 | SOCIAL STUDIES | | |
| 112 | SPECIAL EDUCATION | | |
| 113 | MATH | | |
| 114 | SOCIAL STUDIES | | |
| 115 | AUDITORIUM | | |
| 116 | INSTRUMENTAL MUSIC | | |
| 117 | VOCAL MUSIC | | |
| 118 | STUDENT CENTER/CAFETERIA | | |
| 119 | KITCHEN | | |
| 120 | GYM | | |
| 121 | LOCKER RM GIRLS H.S. | | |
| 122 | LOCKER RM GIRLS M.S. | | |
| 123 | LOCKER RM BOYS M.S. | | |
| 124 | LOCKER RM BOYS H.S. | | |
| 125 | SHOP | | |
| 126 | INDUSTRIAL TECHNOLOGY | | |
| 127 | VOCATIONAL AGRICULTURE | | |
| 128 | INDUSTRIAL TECHNOLOGY | | |

Red: Alarm Zones
 Blue: Fire Exit Numbers

BUILDING MAP



Benton Community Middle School
iPad Policy, Procedures and Information

BC MS 1:1 iPad Program

To continue to have Benton Community Students engaged in learning and thinking, we must maintain a dynamic balance between challenge and comfort – both for our staff and Students.

The focus of the 1:1 iPad program at Benton Community Middle School (BCMS) is to provide necessary tools and resources for a progressive learning environment, characterized by flexibility, collaboration, personalization, creativity, and a technology-rich learning. At BCMS, technology will be integrated throughout the educational program in a seamless and timely fashion. The 1:1 iPad setting empowers students and teachers to use technology much like the work world, accessing and using purposeful technology-based tools anytime a task calls for them.

Learning at BCMS is a continuous dynamic interaction among students, educators, parents, and the extended community. Our 1:1 iPad initiative enables anywhere, anytime learning that is no longer limited by the four walls of a classroom or building. Purposeful technology integration liberates teachers from being deliverers of content and, instead, allows them to be facilitators of deep, individualized learning for all students.

Please read this document carefully. The policies, procedures, and information within this document apply to all District-owned iPads used at BCMS, including any other device considered by the Administration to come under this policy. Individuals or teams of teachers may set additional requirements for use in their classroom.

This agreement is made effective upon receipt of the iPad, between the Benton Community School District (the “District”), the student receiving the iPad (“Student”), and his/her parent(s) or legal guardian (“Parent”). The student and parent(s), in consideration of being provided with an iPad, software, and related materials (the “iPad”) for use while a student at Benton Community School District (BSCD), hereby agree as follows:

1. EQUIPMENT & iPad CHECK-IN AND CHECK-OUT

1.1 iPad Ownership

The District retains sole right of possession of the iPad and grants permission to the Student to use the iPad according to the guidelines set forth in this document. Moreover, the District's administrative staff retains the right to collect and/or inspect the iPad at any time, including via electronic remote access and to alter, add or delete installed software or hardware. Efforts are made to keep all iPad configurations the same. The District will retain records of serial numbers of provided equipment.

1.2 iPad Check-Out

iPads will be checked out each fall to incoming BCMS students. Parents and students must sign and return the iPad Protection Plan and Student Pledge documents before the iPad can be issued to a student (page 9). The iPad Protection plan outlines three options for families to protect the District's investment in student iPads.

1.3 iPad Check-in

All iPads, cases, chargers, and school-provided accessories must be returned at the end of each school year to be updated, serviced, and stored safely for the summer. Students who withdraw, are suspended or expelled, or terminate enrollment at BC for any other reason, must return their individual school iPad on the date of termination.

If a student fails to return the iPad at the end of the school year or upon termination of enrollment at BC, that student will be subject to criminal prosecution or civil liability. The student will also pay the replacement cost of the iPad, or, if applicable, any insurance deductible. Failure to return the iPad will result in a theft report being filed with the Benton County Sheriff's Department. Just like a library resource, textbook or a school uniform, the iPads are the property of BCSD, and students are responsible for returning them in reasonable condition. Any loss of or damage to an iPad is the responsibility of the student and will be handled in a manner consistent with the Student's iPad Protection Plan. Students will be charged the actual cost of any needed repairs, not to exceed the replacement cost of the iPad.

1.4 Loss of theft of iPad

iPads that are lost or stolen need to be reported to the school office immediately.

- If an iPad is lost, the student will be financially responsible for its replacement.
- If an iPad is stolen or vandalized while not at a District sponsored event, the parent shall file a police report.
- Student should never bring iPads to locker rooms. It is safest to keep them locked in the cabinet managed by the PE instructor.
-

Students are responsible for the general care of the iPad they have been issued by the school. iPads that are broken or fail to work properly should be taken to the help desk.

2. TAKING CARE OF YOUR iPad

2.1 General Precautions

- The iPad is school property and all users will follow this policy and the BC acceptable use policy for technology.
- Only use a clean, soft cloth to clean the screen, no cleansers or liquids of any type.
- Cords and cables must be inserted carefully into the iPad to prevent damage.
- iPads and cases must remain free of any writing, drawing, stickers, or labels that are not the property of the BC School District.
- An iPad should always be locked or supervised directly by the student to whom it is assigned.
For instance, iPads should never be left in an unlocked locker, unlocked car, or any unsupervised area.
- Students are responsible for keeping their iPad's battery charged for school each day.

2.2 Carrying iPads

The protective cases provided with iPads have sufficient padding to protect the iPad from normal treatment and provide a suitable means for carrying the device within the school. The guidelines below should be followed:

- iPads should always be within the protective case provided by the District when not in use or being transported.
- No other items should be stored or carried within the iPad case to avoid pressure and weight on the screen.

2.3 Screen Care

The iPad screen can be damaged if subjected to rough treatment. The screens are particularly sensitive to damage from excessive pressure on the screen.

- Do not lean on the top of the iPad when it is closed.
- Do not place anything near the iPad that could put pressure on the screen.
- Do not place anything in the carrying case that will press against the cover.
- Clean the screen with a soft, dry cloth or anti-static cloth, no cleansers of any type.
- Take care not to bump the iPad against lockers, walls, car doors, floors, etc., as it will eventually break the screen.

2.4 iPad Problems

- It is the student's responsibility to maintain 100% working iPad at all times.
- If the student's iPad is not working properly the student needs to first talk to the teacher in the class to determine if some minor troubleshooting will take care of the problem. If the problem still exists, contact the BCMS help desk. If the iPad cannot be fixed immediately, the student will be issued a different iPad to use on a temporary basis.
- Do not attempt to remove or change the physical structure of the iPad. Doing so will void the warranty, and the student/family will be responsible for the cost of repair or replacement.

2.5 Only one user

- Do not allow anyone else to use the iPad that you have been assigned. Loss or damage that occurs when anyone else is using your assigned iPad will be your responsibility.

3. USING YOUR iPad AT SCHOOL

iPads are intended for use at school each day. In addition to teacher expectations for iPad use, school messages, announcements, calendars, and schedules may be accessed using the iPad. Students must be responsible to bring their iPad to all classes, unless specifically instructed not to do so by their teacher.

3.1 iPads Left at Home

If students leave their iPad at home, they are responsible for getting the course work completed as if they had their iPad present. Students who repeatedly (as determined by any staff member) leave their iPads at home, will be required to leave their iPads at school and check it out/in from the help desk at the beginning and end of each day.

3.2 iPad Undergoing Repair/Substitution of Equipment

In the event the iPad is inoperable, the District has a limited number of spare iPads for use while the iPad is repaired or replaced. However, it cannot guarantee a loaner will be available at all times. This agreement remains in effect for such a substitute. The student may not opt to keep a broken iPad or avoid using the iPad due to loss or damage. Please note that if the student forgets to bring the iPad or power adapter to school, a substitute will not be provided.

3.3 Charging Your iPad's Battery

It is the student's responsibility to maintain the charger. The student/parent will replace lost or damaged chargers. It is recommended that students not use the prongs on the charger to wrap the cord, as over time, this has proven to damage the cord. iPads must be brought to school each day in a fully charged condition. Students need to charge their iPads each evening. Students who repeatedly (as determined by any staff member) fail to bring their iPads to school charged, will be required to leave their iPads at school and check it out/in from their teacher or advisor at the beginning and end of each day.

3.4 Screensavers/Background photos

- Inappropriate media may not be used as a screensaver or background photo.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drug or gang related symbols or pictures will result in disciplinary actions.
- Passwords are not to be used.

3.5 Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Student created music and videos are allowed on the iPad and can be used at the discretion of the teacher.
- All software/apps/games must be District provided.

3.6 Printing

Printing will be available with the iPad on a limited basis. Students should talk to their teachers about when and how to print.

3.7 Home Internet Access

Students are allowed to set up wireless networks on their iPads. This will assist them with iPad use while at home. Students are not required to have internet or wireless internet access at home.

4. MANAGING YOUR FILES & SAVING YOUR WORK

4.1 Saving to the iPad/Home Directory

Students may save work on their iPads. Limited storage space will be available on the iPad—BUT it will NOT be backed up in case of re-imaging. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion. It is the sole responsibility of the student to backup such data as necessary. The District provides a means for backup along with directions but the District does not accept responsibility for any such software. iPad malfunctions are not an acceptable excuse for not submitting work. Teachers will instruct students on methods of managing workflow.

4.2 Network Connectivity

The BC School District makes no guarantee that their network will be up and running 100% of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.

4.3 Student/Staff sharing documents with one another

The BC School District will allow access to the Google Apps within the Benton Google domain for each student to use for academic purposes. All Districts technology policies apply to usage with this domain.

4.4 Downloading and Personalizing the iPad

- Only the Benton Community Technology Director can download programs to the student's iPad.
- Students are only allowed to stream videos during the school day if directed by an instructor. Live streaming impacts the limited bandwidth available to the District.
- Stickers and other markings on the iPad will not be allowed. Each iPad is easily identified by a specific numbering system ("Asset Tag") that is placed on the iPad by the District.
- Protective coverings for the iPad will be provided by the District and must remain on the iPad at all times.

5. SOFTWARE ON iPad

5.1 Originally Installed Software

- The software and apps originally installed by BC must remain on the iPad in usable condition and be easily accessible at all times.
- From time to time the school may add applications for use in a particular course and the iPad must be accessible to the District.
- Periodic checks of iPads will be made to ensure that students have not removed required apps.

5.2 Additional Software

Students are not allowed to load extra software/apps on their iPads. The District will synchronize the iPads so that they contain the necessary apps for school work. Students may not synchronize iPads or add apps to their assigned iPad, including synching to home or personal iTunes accounts.

5.3 Inspection

Students may be selected at random to provide their iPad for inspection. iPads are the property of Benton Community School District, and any staff member may confiscate any iPad at any time for any purpose.

5.4 Procedure for re-loading software

If technical difficulties occur or illegal software, non-BC installed apps are discovered, the iPad will be restored from backup. The school does not accept responsibility for the loss of any software or documents deleted due to a re-format and re-image.

5.5 Software upgrades

Upgrade versions of licensed software/apps are available from time to time. Students may be required to check in their iPads for periodic updates and synching.

6. ACCEPTABLE USE

The use of BC School District's technology resources is a privilege, not a right. The privilege of using technology resources provided by the BCSD is not transferable or extendible by students to people or groups outside the District and terminates when a student is no longer enrolled in the BC School District. This policy is provided to make all users aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the User Terms and Conditions named in this policy, privileges may be terminated, access to the school District technology resources may be denied, and the appropriate disciplinary action shall be applied. The BC School District's Student Code of Conduct shall be applied to student infractions. Violations may result in disciplinary action up to and including suspension/expulsion for students. When applicable, law enforcement agencies may be involved.

6.1 Parent/Guardian Responsibilities

- Talk to your children about values and the standards that your children should follow on the use of the Internet just as you do on the use of all media information sources such as television, telephones, movies, and radio.
- Should you want your student to opt out of taking an iPad home, you will need to sign a form indicating this and understand that your student is still responsible for meeting course requirements.

6.2 School Responsibilities are to:

- Provide monitoring of the iPad utilizing a variety of methods to assure compliance with the District's Acceptable Use Policies.
- Provide internet blocking of inappropriate materials on District networks and provide internet access and individual Google account to students.
- Immediately report any inappropriate digital content to the building principal.
- Provide network data storage areas. These will be treated similar to school lockers. BCSD reserves the right to review, monitor, and restrict information stored on or transmitted via BCSD owned equipment and to investigate inappropriate use of resources.
- Provide guidance to aid students in use of the device and help assure student compliance of the acceptable use policy.

6.3 Students are Responsible For:

- Using computers/devices in a responsible and ethical manner.
- Obeying general school rules concerning behavior and communication that apply to iPad/computer use.
- Using all technology resources in an appropriate manner so as to not damage school equipment. This "damage" includes, but is not limited to, the loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by the students own negligence, errors or omissions.

- Use of any information obtained via BCSD designated Internet System is at your own risk. BCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Helping BCSD protect our computer system/device by contacting any staff member about any security problems they may encounter.
- Monitoring all activity on their account(s)/device.
- Students should always turn off and secure their iPad after they are done working to protect their work information and device.
- Students must keep their iPad in a safe, secure environment when not in use.
- If a student should receive inappropriate digital content, he/she should immediately notify an adult.
- Returning their iPad at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at BC for any other reason, must return their individual school iPad computer on the date of termination.

6.4 Student Activities Strictly Prohibited:

- Illegal installation or transmission of copyrighted materials
- Any action that violates existing board policy or public law including: sending, accessing, uploading, downloading, or distributing offensive, profane, threatening, pornographic, obscene, or sexually explicit materials, plagiarism, including accessing sites, selling term papers, book reports and other forms of Student work
- Use of outside external attachments without prior approval from the administration
- Changing of iPad settings (exceptions include personal settings such as font size, brightness, etc)
- Downloading apps
- Spamming-sending mass or inappropriate emails
- Gaining or allowing access to other student's accounts, files, and/or data
- Use of the school's internet/e-mail accounts for financial or commercial gain or for any illegal activity
- Use of anonymous and/or false communications
- Students are not allowed to give out personal information over the Internet—with the exception of teacher-directed instances.
- Participation in credit card fraud, electronic forgery or other forms of illegal behavior.
- Vandalism (any malicious attempt to harm or destroy hardware, software or data, including, but not limited to, the uploading or creation of computer viruses or computer programs that can infiltrate computer systems and/or damage software components) of school equipment will not be allowed
- Transmission or accessing materials that are obscene, offensive, threatening or otherwise intended to harass, demean, or bully recipients.
- One user account with specific privileges and capabilities has been set up on each iPad for the exclusive use of the Student/Borrower to which it has been assigned.
- The Student/Borrower agrees to make no attempts to change or allow others to change the privileges and capabilities of this user account.
- Bypassing the BC web filter through a web proxy is strictly prohibited.

6.5 iPad Care

Just like any school property issued to a student for individual use. Students will be held responsible for maintaining their individual iPads and keeping them in good working order. Students are responsible for any and all damage. A protection option is available through the District.

- iPads that malfunction or are damaged must be reported immediately. All iPad repairs must be handled through the District. Students are responsible for the actual cost of damages—not to exceed the cost of replacement (\$542.00).
- iPad batteries must be charged and ready for school each day.
- iPad cases furnished by the school District must be returned with only normal wear and no alterations to avoid paying a case replacement fee.
- iPads that are stolen must be reported immediately to a building administrator.
- Treat this equipment with as much care as if it were your own property
- Do not attempt to remove or change the physical structure of the iPad. If attempts are made, families will be responsible for the cost of the repair or replacement.
- Do not remove or interfere with the serial number or any identification placed on the iPad.
- Keep the equipment clean. For example, do not eat or drink while using the iPad.
- Do not do anything to the iPad that will permanently alter it in any way.
- Back up your data. Never consider any electronic information is safe when stored on only one device.
- Do not put stickers or use any type of markers on the iPad.

6.6 Legal Propriety

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the BC Code of Conduct. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to BC Student/Parent Handbook. Violation of applicable state or federal law will result in criminal prosecution or disciplinary action by the District.

6.7 Student Discipline

If a Student violates any part of this policy, they will be put on the following disciplinary steps:

1st Offense: Student(s) will check in/check out their iPads from the help desk daily for 14 calendar days.

2nd Offense: Students will check in their iPad for a 14 calendar day suspension, still being responsible for all required academic work.

3rd Offense: Disciplinary action will be determined by the administration.

7. PROTECTING & STORING YOUR iPad & ACCESSORIES

7.1 iPad Identification

Student iPads will be labeled in the manner specified by the school. iPads can be identified in the following ways:

- Record of serial number
- Benton Community Asset Tag
- Tracking software is installed on each iPad and can be used to track the location of any iPad

7.2 Storing Your iPad

When students are not using their iPads, they should be stored securely. Nothing should be placed on top of the iPad when stored. Students are encouraged to take their iPads home every day after school, regardless of whether or not they are needed. iPads should not be stored in a vehicle at school or at home. If a student needs a secure place to store their iPad, they may check it in for storage with the help desk.

- The iPad and other iPad equipment must be stored in a safe place.
- Do not leave the iPad on the floor where it might be stepped on or within reach of small children or pets. Do not leave in a car or anywhere it might be exposed to extreme temperatures.
- iPads left in unattended classrooms or other areas that are considered “unattended” and will be confiscated by faculty or staff as a protection against theft. If confiscated, the student will receive a warning before getting the iPad back. If the iPad is confiscated a second time, the student may be required to get a parent signature acknowledging financial responsibility before getting the iPad back, along with other potential appropriate consequences. Unattended and unlocked equipment, if stolen – including at school – will be the student’s responsibility.
- If on a school activity trip, never leave the iPads in school vans, buses, locker room, or in other areas where it could be damaged or stolen. Please be sure that sponsors of activities have ways of locking up the iPads.

7.3 iPads Left in Unsupervised Areas

Under no circumstances should iPads be left in unsupervised areas. Unsupervised areas include the school grounds and campus, the lunchroom, computer lab, locker rooms, library, unlocked classrooms, dressing rooms, and hallways. Any iPad left in these areas is in danger of being stolen. If an iPad is found in an unsupervised area, it will be taken to the office and dealt with as a disciplinary matter. The student will be required to check in and out the iPad for 14 calendar days if their iPad has been turned into the help desk or office due to not being supervised.

7.4 Ear Buds

- The use of ear buds in class and/or during study times are at the teacher/supervisor’s discretion.

7.5 Keep the iPad away from all liquids

- Exposure to liquids will severely damage an iPad and will result in large repair costs. Keep all food and liquid away from the iPad. Open cans of pop or cups of coffee (even those with lids) are especially dangerous. Do not put a bottle of water/pop/etc. in your bag or backpack with the iPad – even if the liquid is sealed?

8. REPAIRING OR REPLACING YOUR iPad

8.1 School District Protection

The student is responsible for maintain a fully functional iPad at all times. The student shall use reasonable care to ensure that the iPad is not damaged. Refer to the other sections of this policy for iPad expected care. In the event of damage not covered by the warranty (Apple Care), the student and parent will be billed a fee, according to the damage sustained to the iPad and the cost of repair or replace the iPad. Apple Care (eligibility determined by Apple) applies to accidental breakage of an iPad. The family will agree to pay \$49.00/incidence for accidental breakages of an iPad.

8.2 Personal Home or Homeowners Insurance

Students or parents may wish to carry their own personal insurance to protect the iPad in cases of theft, loss, or accidental damage. Please consult with your insurance agent for details about your personal coverage of the iPad computer.

8.3 Claims

All protection claims must be reported to the Middle School office. Students or parents must file a police or fire report and bring a copy of the report to the principal’s office before an iPad can be repaired or replaced with School District Protection.

9. COST OF REPAIRS

Students will be held responsible for ALL damage to their iPads including, but not limited to: broken screens, cracked plastic pieces, inoperability, etc. Should the cost to repair exceed the cost of purchasing a new device, the student will pay for full replacement value (\$542.00). Lost items such as cases and cables will be charged the actual replacement cost.

**BC Middle School
iPad Loan Agreement**

Student Pledge for iPad Use

Your iPad is an important learning tool and is for educational purposes only. In order to take your iPad home each day, you must be willing to accept the following responsibilities:

- I will take good care of my iPad.
- I will never leave the iPad unattended.
- I will not take my iPad into the restrooms or locker rooms.
- I will never loan out my iPad to other individuals.
- I will charge my iPad's battery daily.
- I will keep food and beverages away from my iPad since they may cause damage to the device.
- I will not disassemble any part of my iPad or attempt any repairs.
- I will protect my iPad when not in use by only carrying it while in the case provided.
- I will use my iPad in ways that are educational, appropriate and meet BC MS expectations.
- I will not place decorations (such as stickers, markers, etc.) on the iPad or deface the serial number.
- I understand that my iPad is subject to inspection at any time without notice and remains the property of the BCSD.
- I will follow the policies outlined in the iPad portion of this handbook and applicable BCSD technology policies while at school, as well as outside the school day.
- I will not load extra software/apps on to my iPad. (Sections 5.2 and 6.4 of BC Middle School iPad Program)
- I will be responsible for all damage or loss caused by neglect or abuse.
- I agree to return the District iPad, case, and power cords in good working condition.
- I will notify school officials in case of theft, vandalism, and other acts covered by protection or insurance.
- I understand that a police report will be filed by the school if necessary.

PARENT Pledge for iPad Use

Your child has been issued an iPad to personalize his/her education this year. It is essential that the following guidelines be followed to ensure the safe, efficient and ethical operation of this computer.

- I will supervise my child's use of the iPad at home.
- I will discuss our family's values and expectations regarding the use of the Internet and email at home and will supervise my child's use of the Internet.
- I will not attempt to repair or alter the iPad, nor will I attempt to clean it with anything other than a soft, dry cloth.
- I will report to the school any problems with the iPad.
- I will make sure that my child recharges the iPad battery nightly.
- I will make sure that my child brings the iPad to school every day.
- I understand that if my child comes to school without their iPad, that they may not be able to participate in classroom activities and their grade could be affected.
- I agree to make sure that the iPad is returned to the school when requested and upon my child's withdrawal from BCSDS.

ADDITIONAL INFORMATION: In cases of theft, vandalism and other criminal acts, a police/fire report MUST be filed by the student or parent for the protection coverage to take place. A copy of the police/fire report must be provided to the principal's office.

INTENTIONAL DAMAGE: Students/parents are responsible for full payment of intentional damages to iPads. Warranty, Accidental Damage Protection, or School District iPad Protection DOES NOT cover intentional damage of the iPads.

I agree to the stipulations set forth in the above documents including the iPad Policy, Procedures, and Information; the Acceptable Use Policy; iPad Protection Plan and the Student & Parent Pledge for iPad Use.

Student Name (Please Print): _____

Student Signature:
(7th Grade) _____ Date: _____

(8th Grade) _____ Date: _____

Parent Name (Please Print): _____

Parent Signature
(7th Grade): _____ Date: _____

(8th Grade): _____ Date: _____

Individual school iPad computers and accessories must be returned at the end of each school year. Students who withdraw, are suspended or expelled, or terminate enrollment at BCSD for any other reason must return their individual school iPad computer on the date of termination.

Education Program

Series 600

Policy Title: **TECHNOLOGY AND INTERNET ACCEPTABLE USE POLICY**

Code No. 602.8R1

REGULATIONS

This policy applies to all technology resources in the Benton Community School District. The use of these resources is a privilege and must be treated as such by all users. The actions listed below are violations of the acceptable use of technological resources in the Benton Community School District:

1. Unauthorized copying or theft of software or other intellectual property. It is unethical to copy or download software of any kind unless expressed permission has been obtained from its creator.

2. Damaging, vandalizing, hacking, or destroying technological systems or equipment, including computer hardware or software.

All users shall respect the technological resources at Benton Community. Users shall not in any way vandalize or misuse school district equipment.

3. Harassment using any technological systems. Use of any district technological resource to send inappropriate, obscene or harassing messages anywhere or to anyone is prohibited.

4. Invasion of the property of individuals or the school including computer files. All users shall respect the privacy of others. A user's files are private and shall be accessed only by the owner. School files are strictly off limits. All users must observe appropriate password security and should never share their passwords with others. Users are encouraged to change their password as needed to maintain security of their files.

5. Accessing or publishing pornographic, demeaning, unacceptable or inappropriate materials.

Materials accessed or published must be educationally appropriate.

6. Unauthorized use of any of Benton Community's technology resources is prohibited.

The consequences of the above violations will be in keeping with the Benton Community School District School Board Policies. Violations may result in the loss of access to technology resources within the Benton Community School District.

Signature of Student

Printed Name of Student Date

Signature of Parent/Guardian

Relationship to Student Date

Graduation Year of Student

Revised: 1/16/08

Reviewed: 5/9/12

Addendums

https://docs.google.com/document/d/17cHEJDYNnzBzLQnBI3c9gkOyXC_OIX5dh5-vdHHyiyQ/edit?usp=sharing

