

**Be a Charger Champion!**  
*Be Respectful Be Responsible Be Safe*

**BEN FRANKLIN JUNIOR HIGH SCHOOL  
 2025-2026 STUDENT HANDBOOK**

**2000 Polk Street  
 Stevens Point, WI 54481  
 (715) 345-5413**

**THIS PLANNER BELONGS TO**

Name			
Grade		CLC Room	
CLC Teacher		CLC Teacher	
Locker #		Route #/Wave	

**MY 1<sup>ST</sup> SEMESTER SCHEDULE IS**

	CLASS	TEACHER	ROOM NUMBER
Period 1	_____		
Period 2	_____		
Period 3	_____		
Period 4	_____		
Period 5	_____		
Period 6	_____		
Period 7	_____		
CLC	_____		
LUNCH	_____		

## A message to our Ben Franklin Junior High School students

Welcome to the 2025-2026 school year! I understand the information on the following pages is not very exciting to read, but it is important you know and follow the Ben Franklin Junior High School policies and guidelines. All of our policies and guidelines focus on these three aspects:

- Be Respectful** – Treat others the way you want to be treated
- Be Responsible** – Know what is expected and come prepared
- Be Safe** – Think before you act

If you do these three things, you should have few to no problems at school. The great news is you are probably doing most of this already. If you are deliberate and consciously aware of these attributes each day you should have a great experience while attending Ben Franklin Junior High School.

I hope this year is your best year in school, and by the end of the year you will have a better understanding of yourself, the person you want to be, and what you want to do with your life. Whether you have a great year, or a bad year, is really up to you and the decisions you make along the way. Make it a great one! I am confident the Ben Franklin Junior High School staff is ready to work with you in this effort to embrace the Steven Point Area Public School District’s mission: **To prepare each student to be successful.** This is your opportunity to grow, develop, explore your talents, and capitalize on your own personal uniqueness - so make the most of it.



Mark G. Ehr  
Assistant Principal

### Stevens Point Area School District Model Citizenship

The Stevens Point Area Public School District has adopted a universal model of citizenship as outlined on the rubric below. The rubric is a clear model for students to follow in meeting the expectations of the school district in regards to citizenship and behavior. The rubric is used as a quick reference guide and discussion tool for students and staff. It is on display throughout the district.

<b>POINT</b> <b>Toward Responsible Citizenship</b>				
<b>5</b> <i>Greatly Exceeds Expectations</i>	<b>4</b> <i>Exceeding Expectations</i>	<b>3</b> <i>Meets Expectations</i>	<b>2</b> <i>Inconsistently Meets Expectations</i>	<b>1</b> <i>Not Meeting Expectations</i>
<ul style="list-style-type: none"> <li>A. Dreams/Plans for the future</li> <li>B. Helps shape school values</li> <li>C. Group leadership</li> <li>D. Humble about success</li> <li>E. Healthy relationships</li> <li>F. Earns respect/Integrity</li> <li>G. Shows fairness to others</li> <li>H. Helps/Motivates others</li> <li>I. Is kind to everyone</li> <li>J. Appreciates differences</li> </ul>	<ul style="list-style-type: none"> <li>A. Plans day/Sets goals</li> <li>B. Models rules/values</li> <li>C. Effective group member</li> <li>D. Seeks to improve</li> <li>E. Leads by example</li> <li>F. Responds well to adversity</li> <li>G. Open minded</li> <li>H. Healthy competitiveness</li> <li>I. Courage to think for self</li> <li>J. Uses positive language</li> </ul>	<ul style="list-style-type: none"> <li>A. On time for class</li> <li>B. Follows school rules</li> <li>C. Works with all classmates</li> <li>D. Works hard/up to ability</li> <li>E. Independently on task</li> <li>F. Shows respect</li> <li>G. Values property</li> <li>H. Is honest</li> <li>I. Organized/Prepared</li> <li>J. Demonstrates fairness</li> </ul>	<ul style="list-style-type: none"> <li>A. Often tardy/absent</li> <li>B. Needs rule reminders</li> <li>C. Focuses on self/Excludes others</li> <li>D. Poor sportsmanship</li> <li>E. Minimal/limited effort</li> <li>F. Doesn't own behavior</li> <li>G. Misuse of property</li> <li>H. Dishonest</li> <li>I. Unproductive/Misuse of work time</li> <li>J. Negative language</li> <li>K. Targets others</li> </ul>	<ul style="list-style-type: none"> <li>A. Severe attendance issues</li> <li>B. Breaks rules on-purpose</li> <li>C. Constant disruptions</li> <li>D. Failing due to effort</li> <li>E. Disengages from task</li> <li>F. Blames others/Challenges Authority</li> <li>G. Damages school property</li> <li>H. Stealing/cheating</li> <li>I. Disorganized/Unprepared</li> <li>J. Physical/Verbal harassment</li> <li>K. Aggressive to self/others</li> </ul>

**Stevens Point Area Public School District**

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**2025-2026 STUDENT HANDBOOK**

**2000 Polk Street**  
**Stevens Point, WI 54481**  
**(715) 345-5413**

**THIS PLANNER BELONGS TO**

Name			
Grade		CLC Room	
CLC Teacher		CLC Teacher	
Locker #		Route #/Wave	

**MY 2<sup>ND</sup> SEMESTER SCHEDULE IS**

	CLASS	TEACHER	ROOM NUMBER
Period 1	_____		
Period 2	_____		
Period 3	_____		
Period 4	_____		
Period 5	_____		
Period 6	_____		
Period 7	_____		
CLC	_____		
LUNCH	_____		

The Ben Franklin Junior High Team 1 has developed the following rubric to illustrate what it looks like at BFGH to meet citizenship expectations of the SPAPSD. We refer to it as being Charger Champions.

<h1 style="text-align: center;">UPHOLD YOUR CHARGER CHARACTER</h1> <p style="text-align: center;"> <b>YOUR CHARACTER</b> is what makes you unique and helps you overcome challenges.  <b>YOUR CHARACTER</b> guides you towards what's right and helps you make good choices.  <b>YOUR CHARACTER</b> is a gift that you can give to the world, and it makes a difference.  <b>YOUR CHARACTER</b> is your choice. You have the power to shape who you want to be.         </p>	<h2 style="text-align: center;">Being Respectful</h2>	<h2 style="text-align: center;">Being Responsible</h2>	<h2 style="text-align: center;">Being Safe</h2>
<p>Means to treat others the way they want to be treated.</p> <ul style="list-style-type: none"> <li> <b>Be accepting and tolerant of others</b></li> <li> <b>Listen to and follow directions</b></li> <li> <b>Speak appropriately</b></li> <li> <b>Value personal space</b></li> </ul>	<p>Means to know what is expected and come prepared.</p> <ul style="list-style-type: none"> <li> <b>Commitment to learning</b></li> <li> <b>Support others around you</b></li> <li> <b>Maintain shared spaces</b></li> <li> <b>Take care of property</b></li> </ul>	<p>Means to be mindful of your actions and their effects.</p> <ul style="list-style-type: none"> <li> <b>Report any harmful situations</b></li> <li> <b>Reflect on your choices</b></li> <li> <b>Trust your instincts</b></li> <li> <b>Be aware of your surroundings</b></li> </ul>	

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## **NON-DISCRIMINATION STATEMENT**

The Stevens Point Area Public School District is committed to a policy of nondiscrimination which provides that no person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity because of the person's sex, race, color, handicap, disability, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, physical appearance, arrest or conviction record, or political belief. This policy will prevail in all matters concerning staff, students, the public, educational programs and services, employment practices, and individuals with whom the school board does business. If you have questions or concerns, please contact the district's Student Services office by calling (715) 345-5454.

## **EQUAL ACCESS NOTICE**

If a program or service is scheduled or available only in a location which is inaccessible due to a disability, reasonable steps will be taken to relocate the program or service to an accessible location to afford a qualified individual with a disability an equal opportunity to participate in and enjoy the benefits of the programs and services provided by the District. The person(s) making the request to relocate the program, service or activity must provide advance notification of the inaccessibility and advance request for reasonable steps to be taken must be made.

Primary consideration will be given to the request of a qualified individual with a disability unless another equally effective accommodation is available, or relocation would result in a fundamental alteration of the program, service or activity, or an undue financial or administrative burden.

Notification of inaccessibility and requests for the relocation of programs or services should be directed to:

Chris Budzinski - Buildings and Grounds Manager  
3400 Water Street  
Stevens Point, WI 54481  
(715) 345-5433  
cbudzins@pointschools.net

**STUDENT HANDBOOK/PLANNER PURPOSE AND DISCLAIMER STATEMENT:** Rules and regulations are necessary to ensure that an organization runs smoothly. BFJH rules and regulations for students are written with

this intention. The procedures outlined here also ensure that students enjoy the rights accorded to them as responsible BFJH citizens. Violations of these rules and regulations infringe upon the rights of others or creates a disruption of our common goals. As a BFJH citizen, you are responsible to accept your obligations as a member of our student body. Faculty members and other adults have been given the responsibility to supervise student compliance with these rules and regulations. Students are responsible for recognizing this assigned authority.

The student planner is designed to improve each student's academic success through planning, organization and communication between school and home. Students will be required to carry their planner to each of their classes. Reasons for carrying the planner include keeping track of assignments, hall passes, and using a daily planner instills life-long organizational skills. All students will receive a planner at the start of the year. Students who lose the planner are expected to purchase a new one from the main office for \$6. Students are only allowed one planner.

The contents of the student handbook will be reviewed in classes or CLC. All students are expected to have read and agree to the terms outlined in this planner. Verification of this is managed through an online signature form found on the parent(s)/guardian(s) Family Access account. It will be assumed that students have read/understood and agreed to the terms outlined in this planner even if they fail to sign and turn in this form. Additionally, this online form is used to collect permission for students to go on annual field trips that occur during the school year.

*In cases where the rules and policies of this handbook are in conflict with School Board policies, the School Board policies will always take precedence over building level policies. Policies may be revised during the course of the year. Copies of all School Board policies are available on the School District website at [www.pointschools.net](http://www.pointschools.net)*

## **GENERAL INFORMATION**

Ben Franklin Junior High School  
2000 Polk Street  
Stevens Point, WI 54481  
**Main office:** 715-345-5413 **Fax:** 715-345-5696  
Principal: Joel Burgener  
Assistant Principal: Mark Ehr  
School Psychologist: Alexis Hoppe  
Office Secretary: Andrea Cisewski  
Attendance Secretary: Julie Raschka  
**Student Services:** 715-345-5414 **Fax:** 715-345-7380  
School Counselor: Miranda Johnson  
School Counselor: Trevor Neukirchen

School Social Worker: Morgan Hintz  
 Student Services Secretary: Kathy Strojny  
 Athletic Director: Derek Kirklewski

**DAILY SCHEDULE**

PERIOD 1:	7:40-8:28	48 MIN
PERIOD 2:	8:32-9:20	48 MIN
PERIOD 3:	9:24-10:14	50 MIN
PERIOD 4:	10:18-11:06	48 MIN
PERIOD 5:	11:10-11:58	48 MIN
PERIOD 5B:	11:37-12:25	48 MIN
PERIOD 6:	12:02-12:50	48 MIN
PERIOD 6B:	12:29-1:17	48 MIN
PERIOD 7:	1:21-2:09	48 MIN
CLC:	2:13-2:55	42 MIN

**LUNCH PERIODS**

5A(7 <sup>TH</sup> )	11:10-11:33	23 MIN
6A(8 <sup>TH</sup> )	12:02-12:25	23 MIN
6C(9 <sup>TH</sup> )	12:54-1:17	23 MIN

**ATHLETIC ACTIVITIES:** Many athletic opportunities are available for both boys and girls. Transportation from practices is not provided. Boys and girls participating in team sports must have a WIAA physical examination permit card on file. This card must be signed by a physician and a parent. These forms are available on-line at <https://www.pointschools.net/> under Co-Curricular, Athletics, Charger Documents and Forms

Basketball	Grades 7-8-9	Winter
Baseball	Grades 8-9 (boys)	Spring
Cheerleading	Grades 7-8-9	All Year
Cross Country	Grades 7-8-9	Fall (SPASH)
Curling	Grade 9	Winter (SPASH)
Football	Grades 7-8-9	Fall
Girls Golf	Grade 9	Fall (SPASH)
Gymnastics	Grade 9	Winter (SPASH)
Boys Golf	Grade 9	Spring (SPASH)
Ice Hockey	Grade 9	Winter (SPASH)
Lacrosse	Grade 9	Spring (SPASH)
Pom Pons	Grades 7-8-9	All Year
Rugby	Grade 9	Fall (SPASH)
Boys Soccer	Grades 7-8-9	Fall
Girls Soccer	Grades 7-8-9	Fall
Softball	Grades 8-9 (girls)	Spring
Swimming	Grades 7-8 (girls)	Fall
Swimming	Grade 9 (girls)	Fall (SPASH)
Swimming	Grade 9 (boys)	Winter (SPASH)
Tennis	Grades 7-8-9 (girls)	Fall
Tennis	Grades 7-8-9 (boys)	Spring
Track	Grades 7-8-9	Spring
Volleyball	Grades 7-8-9 (girls)	Fall
Wrestling	Grades 7-8-9	Winter

**CO-CURRICULAR ACTIVITIES:** The following activity clubs meet outside of the regularly scheduled school day.

Art Club	Knitting Club
Book Club	Model Railroad Club
Computer Club	National Jr Honor Society
Drama Club	Science Club
FCS	Snow Club
FCCLA	Spanish Club
FFA	SPASH Trapshooting
Forensics	SPASH Mountain Biking
Golf Club	Student Council
GSA	Weight Training
Junior A.C.E.	Yearbook

**Co-Curricular Activities available because of class participation:** Solo-Ensemble (Band, Chorus and Orchestra)  
 Art Competitions (Art)

**ANNOUNCEMENTS:** Daily announcements are typically read in the morning, displayed on TV monitors throughout the building, and posted on our school webpage. Students need to pay careful attention to these messages.

**ANNUAL TRIPS & END OF YEAR CLASS TRIPS**

**MEDIEVAL TIMES TRIP** - Eighth grade - November  
 Anticipated cost: Between \$75 - \$85

**WASHINGTON, D.C. TRIP** - Ninth grade - March  
 Anticipated cost: approximately \$2000

**FESTIVAL OF NATIONS** - 3<sup>rd</sup> year foreign language students – May.

Anticipated cost: Between \$35 - \$40

**End of Year Class Trips**

**SIX FLAGS GREAT AMERICA** in Gurnee, IL (9th grade) - last day of school. Anticipated cost is about \$110.

**MT OLYMPUS** in WI Dells (8<sup>th</sup> grade) - last day of school. Anticipated cost is about \$40.

**OPI'S** in Stevens Point/Plover (7th grade) - last day of school. Anticipated cost is about \$15-\$20.

*Students who violate city ordinance and/or state laws (alcohol, marijuana, weapons, fireworks, etc.) on school grounds, or at school sponsored activities, during the school year will not be allowed to go on their respective class trip. Students who, during Quarter 4, have been suspended (either in-school or out-of-school), have had more than three detentions, have two or more failing grades for Quarter 4 and/or Semester 2, have any unexcused absences, and any unpaid fees/book fines MAY NOT be eligible to go on the end of year class trip.*

**AWARDS:** Students receive special recognition at the school through a variety of awards programs. These awards are intended to promote and recognize academic skills and

various aspects of good citizenship. Teachers and parents/guardians are expected to promote these awards as an encouragement and an incentive towards special effort and achievement by the students. Recognition is given for academics, student government, clubs, attendance, and cultural achievements to name just a few. To qualify for the academic honors award, a student's GPA for semester 1 and quarter 3 must individually be between the following:

3.200 through 3.599 = honors

3.600 through 3.999 = high honors

4.000 = highest honors

## **STUDENT SERVICES**

### **Guidance and Counseling:**

School counselors and/or a school social worker are available to all students. They are available to help students with personal or school problems, provide educational and career materials, and help students in course selection and scheduling. Students may stop in the Student Services office before or after school to make an appointment to see someone.

**Psychologist:** A School Psychologist is available to students and families desiring assistance. They are available to assist with any problem or concern to individuals or families.

### **Pupil Records**

1. **Definition:** Confidential Pupil Records are divided into two classifications:

A. **"Progress Records"** - These consist primarily of objective records of a student's activity, including a statement of the courses the student has taken, the student's attendance record, records of the student's extra-curricular activities and a record of grades the student has received

B. **"Behavioral Records"** - These are to include all other pupil records which are not progress records, and which are not notes or records maintained for personal use. They include psychological tests, personality evaluations, written statements concerning a student's behavior and development and their achievement or a measurement of their ability, physical health records and any other subjective evaluations of pupil performance and behavior.

There is no restriction on oral communications based on information from education records, such as the release of data that is not personally identifiable to a student or their family, for example, release of statistical information.

### **2. Confidentiality:**

A. All records identified above are declared to be confidential. Personal notes or records maintained only for personal use by teachers or other certified

personnel are not included if they are not accessible or revealed to others. There are no other exceptions.

B. Any pupil 18 years of age or older, or any parent/guardian of a minor pupil, must be given an opportunity to inspect both progress and behavioral records within a reasonable time not to exceed 45 days after making such a written request. The right to inspect progress records also extends to minor pupils as well.

C. An adult pupil, or the parent/guardian of a minor pupil, must be provided with an opportunity for a hearing to correct or delete any inaccurate, misleading or otherwise inappropriate data, and to insert into these records a written explanation of the adult pupil or parent respecting the content of such records if they elect to do so. This is to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the students.

D. Each school which maintains records on pupils is required to inform the parents/guardians of minor pupils and adult pupils of the rights accorded them pursuant to law.

E. The records may be made available to people employed in the school that the pupil attends who are certified or licensed under state law and for legitimate educational purposes.

### **3. Maintenance of Records:**

A. Schools may maintain an access record kept with the education records of each child, indicating all people, agencies, or organizations which will indicate specifically the legitimate interests that each has in obtaining this information. This "record of access" shall be available only to adult pupils and parents/guardians, to the school officials and their assistants who are responsible for the custody of such records, and people authorized to audit the operation of the system. The only exception to maintaining such a "record of access" is for the school officials in the school where the pupil attends who have legitimate educational interests in viewing the content and pupil records. This "record of access" is declared to be confidential.

B. Behavioral records may NOT be maintained more than one year after the date the pupil graduated or last attended school, unless the pupil specifies in writing that these records may be maintained for a longer period.

C. Progress records will be maintained for a period of five years after the pupil graduates or leaves the

school district. The district may maintain such records on microfilm or in such form as the School Board deems appropriate.

#### 4. **Transfer:**

A. Officials of other schools or school systems in which the student intends to enroll may receive all pupil records if the transferring school or school district has received written notice from the pupil if they are an adult, or their parent/guardian if they are a minor, that they intend to enroll in the other school or school district, or written notice from the other school or school district is received to establish that the pupil has, in fact, enrolled.

B. Records cannot be released to people other than school officials and authorized government personnel without the written permission of the student's parents/guardian, or themselves, if adult. The written consent must specify the records to be released, the reasons for such release and to whom.

## ATTENDANCE POLICIES

**Attendance is required every day in all classes. Teachers take attendance each period. A student with an unexcused absence MAY face disciplinary action.**

**ARRIVAL AND DISMISSAL:** Students should arrive no earlier than 7:10 AM, the time the building opens. When arriving at school students are allowed to meander throughout the school. However, students may not leave the school building without permission. Late arrivals (after 7:40 AM) must report to the main office for a late pass.

-After school, students must report to the vestibule, front of the building, cafeteria, bus line, or at their supervised activity by 3:03 PM unless they have permission from the office. There is to be no unnecessary "hanging around" before school, between classes, or after school. Students involved in athletics and other after-school activities will have access to their lockers afterward but are expected to get their things promptly and to their ride ASAP.

Any students staying after school to watch a game/contest are expected to follow these same guidelines and be respectful to all staff members.

**Illness:** On the day a student is absent, parents/guardians should call the office (715-345-5413). The best time to call is between 7:00 AM and 9:00 AM. If parents/guardians have not called the school, students must bring a written excuse to the main office when they return to school.

**Pre-Arranged Absence:** *An anticipated absence of more than three days should be reported to the main office. A parent/guardian should contact the main office by phone*

*or email and provide the student's name, dates of the anticipated absence and the reason the student will be out.* The main office will advise teachers of the students' absence. Parent/Guardians may also email the teachers directly. It is each student's responsibility to meet with teachers before and after the anticipated absence to complete academic work based on teacher established guidelines. Parents/Guardians may request to have these plans emailed to them. Students should check their school email, the teacher's Schoology page, and Skyward Gradebook. (NOTE: Teacher's academic presentations and assignments can change daily due to the class's formative assessment(s))

The school attendance officer is empowered to excuse absence for the following reasons:

- The student is not in proper physical or mental condition to attend school. The attendance officer may request the parent/guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition.
- An illness in the immediate family that requires the absence of the student because of family responsibilities.
- Medical, dental, chiropractic, optometrist or other valid professional appointments. Parents/guardians are requested to make these appointments during non-school hours.
- A death in the immediate family or funerals for close relatives
- Religious holidays
- A court appearance or other legal procedure that requires the attendance of the student
- Quarantine is imposed by a public health officer
- Attendance at special events of educational value as approved by the school attendance officer
- Approved school activities during the school day
- Deer hunting
- Special circumstances that show good cause which are approved in advance of the school attendance officer.

Except in special circumstances, students may be excused for up to 10 days per school year as defined by the Wisconsin Compulsory Attendance Law.

**Excessive absence:** A student who, without lawful reason, fails to attend school any part of the school day will be considered truant and may be required to make up the time missed. In a case of truancy, parents/guardians will be contacted, and the student will be referred for educational evaluation and counseling. If truancy persists the student and parent/guardian may be referred to the Portage County Truancy Court for further action. This referral will occur for students who are habitually truant part or all of five or more school days in a semester. After a student has been

absent from Ben Franklin for ten days a letter will be sent to the parents/guardians to inform them of that fact. In addition, a note from a doctor may be required for any future absences to be excused.

**Unexcused Absence/Truancy:** Per Wisconsin Law, students between the ages of 6 and 18 are required to attend school. An *unexcused absence* is any absence for which the school has not been notified by the end of the next school day following the absence and/or the reason for the absence is not excusable. As defined by Wisconsin State Law on School Attendance, failure to be in an assigned class or supervised area without Administration/Teacher permission, oversleeping, car problems, and babysitting/sick child are unexcused absences. *Truancy* is defined as an unexcused absence for part or all of the school day. It can also mean intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. *Habitual truancy* is defined as unexcused absences for part or all of five or more days in a semester. Per School Board Policy po5200, legal proceedings may be initiated against the student and/or the parent/guardian in response to habitual truancy.

**Tardiness:** Students are tardy if they are not in their respective classroom by the end of the ringing bell starting the next class hour. If a student is held back by a teacher, the student must get a pass from that teacher before going to the next class. If a student is late for school in the morning, they must sign in to the main office. Students accumulating tardies during a semester will be assigned the following consequences: five tardies will result in one lunch detention; 10 tardies will result in two lunch detentions; 15 tardies will result in three days of alternate passing time(includes lunch); 20 tardies will result in four days of alternate passing time; 25 tardies will result in five days of alternate passing time and a pre-truancy letter; 30 tardies will result in six days of alternate passing time and a referral to Truancy Court for excessive tardiness; etc.

**APPOINTMENTS-LEAVING SCHOOL EARLY:** Students may leave the school grounds during the school day for the following reasons:

1. If a student has a doctor or dental appointment.
2. If the student's parent/guardian comes to school to personally pick them up.
3. If the student is ill and has received permission from his parent/guardian and school officials to leave school.
4. A student may be allowed to go home for lunch by parent/guardian request only. Such arrangements should be made in advance.

**CLOSED CAMPUS:** Ben Franklin Junior High is a closed campus school. Once a student arrives at school, they may not leave the school building for any reason without the

knowledge and consent of school officials. Permission to leave school grounds/building will only be granted upon written or verbal request from the student's parent/guardian. Students will only be released to a parent/guardian or a person designated by a parent/guardian.

**SIGNING IN/OUT:** Students must sign out in the main office when they leave for one of the above reasons. They must sign in when they return to school if they return the same day. Students may be allowed to leave school early on a regular basis under some circumstances. Guidelines are available in the office.

Exceptions to the above could occur only if the parent/guardian comes to school and personally signs their student out for any of these reasons.

**DIRECTORY DATA:** Wisconsin law provides that parents/guardians may restrict a school from releasing "directory data" about their student (i.e. name, address, phone, date and place of birth, etc.). Parents/guardians who wish to do so should send a letter to the Superintendent of Schools and the school office stating the specific information to be withheld from public disclosure. See School Board Policy po5420 for more information.

## ACADEMIC AND GRADING INFORMATION

**ACADEMIC STANDARDS:** All students at BFJH are expected to meet at least minimum academic standards in all classes and to complete assigned work on time. Every opportunity will be provided, and every effort will be made by the school staff to help students reach their academic potential. The school staff works closely with parents/guardians, staff, and community agencies to reach this goal.

All assigned work is to be completed when due; assigned work not completed by that date MAY be accepted for full or partial credit. Students unable to complete assigned work when due because of documented illness or other extenuating circumstances are to arrange with each teacher involved to complete that work by an agreed upon date.

A student may be retained at BFJH when doing so is deemed to be in the best interest of the student, and after careful and deliberate consideration by the administration, staff, and parents/guardians.

**CURRICULUM CONTENT:** The curriculum for junior high school students has required courses in language arts, science, social studies, mathematics, health, and physical education. Parents/guardians may request program and/or curricular modifications per School Board policy.

**REPORT CARDS AND PROGRESS REPORTS:** Every nine weeks students are evaluated in two ways in each course they have taken during that marking period. These

evaluations are reflected on report cards that are distributed at the end of each quarter.

The first form of evaluation is a numbering system of 1, 2, 3, 4, 5, which reflects the effort displayed by the student in each class as listed on the district’s “POINT Toward Responsible Citizenship” chart

- 1=Unproductive
- 2=Not working up to potential
- 3=Average effort
- 4=Above average effort
- 5=Outstanding achievement

The second form of evaluation is a letter grade that could be an A, B, C, D, F or Incomplete. This grade is based on the student’s academic achievement during that marking period. The grading scale is as follows:

100-93%	A	82.99-80%	B-	69.99-67%	D+
92.99-90%	A-	79.99-77%	C+	66.99-63%	D
89.99-87%	B+	76.99-73%	C	62.99-60%	D-
86.99-83%	B	72.99-70%	C-	59.99-0%	F

Each teacher will provide a comment along with the assigned letter grade. Comments may be complementary and positive in nature, or comments may provide reasons for a particular grade. Questions about progress reports should be directed to the specific teacher.

**HONOR ROLL:** The following system is used for the Ben Franklin Junior High School Honor Roll.

- 3.200 and higher
- 3.600 and higher
- 4.000

Weighted grading has been approved for all 9<sup>th</sup> grade advanced placement courses with the additional weight being applied to a C+ grade or above.

**LATE WORK GUIDELINES:** Classroom teachers use general school-wide guidelines when handling assignments and projects that are submitted past the due date. Teachers may have individual policies and practices regarding the process for submitting any late assignments and/or projects. These will be written out and provided in the class syllabus. Exceptions to these guidelines may be granted by classroom teachers based on unique types of assignments and projects. Exceptions may also be granted based on medical and special needs, emergency issues and other extenuating circumstances.

**EXTRA CREDIT GUIDELINES:** Teachers may offer extra credit to students. Extra credit should not take the place of the required work and will complement the content of the course.

**REQUESTING HOMEWORK:** A student must be out for three consecutive days or know that they will be out for three consecutive days to request homework. If a

student continues to be out sick for more days, we will again provide homework upon request. Other requests will be considered based on the circumstance of the situation.

**ACADEMIC HONESTY:** Ben Franklin Junior High regards academic honesty as a cornerstone of our educational mission. It is expected that all schoolwork submitted for the purpose of meeting course requirements represents the original efforts of the student. This includes, but is not limited to: test taking, homework, class assignments, and the original creation of essays, compositions, term papers and scientific research. If such is not the case, then the student has demonstrated academic dishonesty and is subject to disciplinary action. Administrators, teachers, students and families are all important contributors to the upholding of academic integrity in our school.

Academic dishonesty means taking another's ideas or words and passing them off as your own, using someone else’s created production without crediting the source, or committing literary theft. Examples include (but not limited to) the following:

- Turning in a paper retrieved from an Internet source as one’s own
- Using another student’s work in whole or part and handing it in as one’s own
- Using artificial intelligence to generate work in whole or part and handing it in as one’s own. Work assigned for the purpose of using AI is excluded from this.
- Using information from an encyclopedia, book, textbook, web site, database, etc., without citing the source
- Using another person’s idea, opinion, or theory without citing the source
- Using any facts, statistics, graphs, drawings, pictures, sounds or other piece of information which you found from any source that is not common knowledge, without citing the source
- Using quotations of another person’s actual spoken or written word without citing the source
- Paraphrasing (putting into your own words) another person’s unique ideas, spoken or written, without citing the source
- Using online translators for assignments and assessments
- Knowingly allowing another student to copy your work and/or assisting in an incident of academic dishonesty.

Violators of this policy will be assigned consequences on a case-by-case basis depending on the seriousness of the violation, prior violations, and any other factors. During the first offense the teacher will assign appropriate

consequences. If severe enough, administration will get involved. The teacher and administration will assign consequences together beyond the first offense. Disciplinary measures include, but are not limited to, parent/guardian notification, re-doing assignment/retaking test, receiving a failing grade on the assignment/project/test, receiving a lower overall grade in the class, and detention/suspension.

#### **PROMOTION/RETENTION OF STUDENTS:**

##### Junior High School

A student will have failed the full year of a subject when their grade average for the four quarters is an F. Seventh and eighth grade students who fail the full year of a required course may be required to repeat that subject during the ensuing school year. Seventh and eighth grade students may avoid retention by attending summer school. Consideration will be given to waiving retention in the course failed provided the student earns a passing grade in the summer school course. Electives and less than full-year required courses, if failed, may need to be retaken. If these courses are not repeated successfully, no subsequent courses may be taken in those subject areas.

When student retention is being considered, parent(s)/guardian(s) shall be notified in writing by the principal at least six weeks prior to the end of the school year. All retentions will be determined on an individual basis. The final decision will be the principal's, based on communication with teachers, counselors, and parent(s)/guardian(s). The progress of students retained will be reviewed during the subsequent year with the option of promotion if sufficient achievement and effort are observed.

##### Senior High School

Parent(s)/guardian(s) of students who are doing D or F work at mid-quarter shall receive a tentative failure notice from the instructor assigned. Instructors shall inform parent(s)/guardian(s) by phone if a tentative failure notice was not issued for a student who will receive a D or F for any quarter. Instructors shall document the date and time of such phone contacts.

Ninth grade students who fail the full year of two or more subjects may be required to participate in an individualized learning plan. Students that have attained 6 credits or more will be classified as sophomores.

**SCHEDULE CHANGES:** Students with questions about class schedules should take their schedule to the Student Services office.

Seventh and Eighth Grade: No schedule changes will be allowed until one week after the start of the school year. Parent/Guardian permission is required to make schedule changes. Schedules with mistakes and/or conflicts will be

corrected immediately. Classes may be added during the first three weeks of school, given parent/guardian permission and sufficient room in the course. A student who drops a course after the third week of the semester will receive a grade of "F" for the course.

**ADD/DROP POLICY:** Ninth Grade (Consistent with SPASH guidelines): A "W" grade indicates that a student has dropped a class after the start of the semester. A student may withdraw from a class only if permission is granted by the parent/guardian. Up to the end of the third week of classes for any semester, a "W" will appear on a student's grade report for any class(es) dropped. After the third week of classes all class drops will be indicated on the student's grade report and permanent record (official transcript of grades) as an "F" grade unless there are extenuating circumstances.

Schedule changes will be made based on the academic needs of students. Waivers of this policy require principal approval and will be based on exceptional circumstances

### **CONDUCT OF JUNIOR HIGH STUDENTS**

The school district has a responsibility to create, foster and maintain an orderly and safe environment that is conducive to teaching and learning. Appropriate conduct is expected of all students. Please refer to the School Board policy for more information.

**BULLYING PREVENTION:** The Stevens Point Area Public School District School Board is committed to protecting its students, employees, and visitors from bullying of any type and for any reason. Bullying will not be tolerated and shall be just cause for disciplinary action.

Bullying behavior and conduct that constitutes bullying, as defined herein, is prohibited in all schools, buildings, property, and educational environments, including any property or vehicles owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment. Bullying may be actions which involve an imbalance of power between students and students, students and adults, or adults and adults and can be a one-time event and/or occur repeatedly over time. Bullying can include acts motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, color, national origin, race, religion, gender, gender identity/expression, sexual

orientation, physical attributes, physical or mental ability or disability, social or family status. Bullying can include but is not limited to:

1. **Physical** (e.g., assault, hitting, kicking, theft, threatening behavior)
2. **Verbal** (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)
3. **Written** (e.g., comments which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance)
4. **Indirect** (e.g., spreading cruel rumors, social exclusion or isolation, intimidating looks and/or gestures)
5. **Cyber** (e.g., using technology in a hurtful manner such as the use of e-mail, instant messages, text messages, digital pictures or images, cell phones, or website postings to threaten, harass, discriminate or intimidate the individual).

Individuals reporting incidents of bullying will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

Students who believe they are the victims of bullying or parent(s)/ guardian(s) who believe their student is a victim of bullying, should immediately report their concerns to the principal, social worker, a school counselor, a teacher, or other district employee. A parent/guardian may also report the concern to these employees. If an adult employee other than the principal receives the complaint, the employee shall forward complaints to the principal or other administrator for review and action as necessary. The principal or other administrator will compose a written record of any verbal complaints.

Formal complaints will be subject to thorough review and immediate investigation by the receiving office or designee. While time periods are established below for the completion of various actions, the reviewing office shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstances do not allow completion within the expected time period.

The confidentiality of all parties involved in a bullying complaint investigation shall be strictly respected. Only individuals with a need to know or who is necessary to fully understand the facts will be included in the process. The administration recognizes that in some instances anonymity may be requested. However, to conduct a thorough investigation, the identification of individuals may be unavoidable.

If it is determined that students participated in bullying behavior in violation of the policy, the principal or

principal's designee may take disciplinary action. This action could include detention, suspension, recommendation for expulsion, and/or referral to law enforcement officials for possible legal action when appropriate. See School Board Policy po5517.01 for more information.

**ANTI-HARASSMENT:** The Stevens Point Area Public School District has a policy to maintain a learning and working environment that is free from harassment of any type (verbal, physical, racial, disability, sexual, etc.). Harassment is any deliberate conduct that has the purpose or effect of creating an intimidating, hostile, or offensive working or learning environment, or interferes with the individual's work or learning performance. Sexual harassment may include, but not limited to, the following:

- A. Verbal harassment or abuse
  - a. "Harassment" also includes "hate speech"—the use of language, behavior or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s). Examples are: 1. making statements that promote violence towards a racial or ethnic group; 2. drawing, displaying, or posting images or symbols of prejudice (e.g., confederate flag, swastikas).
- B. Pressure for sexual activity
- C. Repeated remarks to a person, use of inappropriate language or jokes with sexual implication
- D. Unwelcome touching or unsolicited or inappropriate gestures
- E. Suggesting or demanding sexual involvement accompanied by implied or implicit grade, job, etc.
- F. Repeated display of offensive explicit graphic materials that are not necessary for business or educational purposes.

A substantiated charge of sexual harassment against a student in the local district will subject that student to disciplinary action including suspension and/or recommendation for expulsion consistent with the student disciplinary code. (See School Board Policy po5517 for more information)

**STUDENT DRESS CODE:** Student dress is the responsibility of the student and parents/guardians. This includes a student's appearance and grooming. Clothing that is appropriate for some occasions may not be appropriate for school. Student dress, appearance, and grooming should not affect the health and safety of students nor disrupt the learning process within the classroom or on school grounds. Clarification regarding dress, appearance, and grooming should be obtained prior

to wearing it to school; this can be obtained from the school's administration. The following dress code is applicable for students whenever they are in school facilities or on school grounds during the school day, and whenever a student is involved in supervised school activities and/or events.

1. Clothing tops will cover the front and backside of students. Some styles can be designed to show midriff. Should a student choose to wear such a style, the student agrees that it will not risk exposure of undergarments or nudity. Pants, shorts, and skirts must be secured around the waist area. Shorts and skirts must completely cover the student's buttocks. Students must be able to sit comfortably, bend down, and reach up without exposing undergarments or nudity. Students in violation will be asked to adjust their clothing so that it meets dress code requirements. This could include utilizing their own clothing that is available to them, school clothing or parent/guardian request to drop off appropriate clothing.

2. Any fashion (dress, accessory, adornment, or hair style/color) that distracts from the learning process, may cause damage, may cause noise problems, or presents a safety risk is not permitted. This includes displays and/or statements that: are of suggestive, offensive, obscene, libelous graphics; denigrate or degrade others; is determined to be gang related; pertains to drugs, alcohol, and/or tobacco products; pertains to primarily alcohol-based establishments. Examples: Swastikas, Confederate Flags, Derogatory Political Statements, etc. Other students have a right to NOT be exposed to, to view, or to hear these symbols or statements on one or more of the following, or similar: posters, clothing, headwear, computers, videos, memes, notebooks, other items, etc. As a school and educational institution, we respect, teach, and uphold the First Amendment of our constitution, but we do not accept putting down other students and people, degrading or denigrating others, and/or causing general educational disruptions due to an insensitive symbol or uninformed statement.

3. Hoods or ski masks may not be worn during the school day. Religious headwear is permitted to be worn as intended. Accessories (i.e. pins, stickers, etc.) must be appropriate and must not be considered a weapon.

4. For sanitary and health reasons, students will wear appropriate footwear at all times. Footwear that is a safety hazard is not allowed.

5. After a student enters the building and goes to their locker, between 7:10 AM. and 2:55 PM., students will

not wear coats that would normally be considered outdoor/cold weather jackets inside the school building during the school day. Administrative exceptions may occur. Other items like blankets, flags, etc. are not articles of clothing and are not allowed to be worn as such.

6. Backpacks or other bags should be stored in lockers; they will not be allowed in classroom spaces. Administrative exceptions may occur.

Students who do not comply with the dress code will be asked to change clothes, may be assigned consequences, or both. Refusal to comply with this policy will be considered insubordination and will result in disciplinary action. Exceptions may be made for school-wide activities such as dress up days as determined by the school's administration. The school's administration maintains the right and authority to determine the acceptability of current fashion at school. See School Board Policy 5511 for additional information.

**GENERAL BEHAVIORAL GUIDELINES:** Students at the junior high level are undergoing tremendous physical and emotional change. They change more and faster during the three junior high years than during any other three-year period in their post-infant years.

During this period of change it is important for the school and home to provide a basic, reasonable, well-defined, firm structure for conduct that affords the student's security, yet allows for individuality, exploration, and growth.

Rules are written under the "reasonable person" concept--that is, that any reasonable student, parent/guardian, or teacher would probably agree with the rule.

The consequences assigned for inappropriate behavior are typically based on the needs of the student to help them change their behavior. Inappropriate behavior will certainly elicit an inconvenient consequence. Please understand each student may require different degrees of consequences to help them change their behavior, so individuals doing the same behavior might be assigned different consequences.

Students are not to be ordering or having food delivered to school unless they have authorization from administration.

Any conduct of students which endangers the property, health, safety or comfort of others, impedes the opportunity for oneself and others to learn, is unlawful, is disrespectful, or violates school rules will not be tolerated. *This applies to conduct in school, on field trips, and at*

*school events and activities.* Examples of unacceptable types of conduct in each category are:

- A. Endangering property, health, safety or comfort of others: fighting, physical harassment, verbal harassment, sexual harassment, disability harassment, running, possessing knives, smoke bombs, squirt guns, etc., vandalizing property, throwing or propelling objects, wearing of heavy metal cleats on the bottom of boots or shoes
- B. Impeding the opportunities for self and others to learn: loud talking, class disruptions, failure to try
- C. Unlawful: possession or use of drugs, alcohol, tobacco products, vaping devices, or look-alikes, distributing or selling prescription medication, theft, extortion
- D. Disrespect: disrespectful language, disrespectful attitude, disrespectful behavior
- E. Violating School Rules: tardiness, truancy, loitering.
- F. Students filming an altercation while on school grounds, regardless of the time of day, will be subject to consequences. Posting an altercation onto social media will be assigned additional consequences.
- G. Multiple students found in the restroom stall are subject to being searched and or being assigned consequences. This is not acceptable behavior in school. Also, no more than one student is allowed in a gender-neutral bathroom at a time.
- H. Failure to provide your name when asked by staff will result in disciplinary consequences.

The list above is not meant to be all-inclusive.

**DANGEROUS WEAPONS:** The possession of a dangerous weapon, as described in School Board Policy po5772, on school grounds, in a school vehicle, at a school event or other setting under supervision of school is prohibited except as otherwise specifically provided. A person found in violation of this policy may be subject to a criminal misdemeanor or felony charge. A student in violation of this policy is subject to prosecution and may face expulsion.

**CONSEQUENCES:** Below are several possible consequences for inappropriate behavior that are used at the junior high school. They are listed generally in order of degrees from less severe to more severe.

The selection of which consequence to apply to which situation is left to the discretion of the teacher and/or administrator who must be able to reasonably justify their selection.

Teacher/Administrator reprimand, Restorative Practices, Restriction of privilege(s), Payment for damaged property, Teacher/Administrator imposed

detention, Suspension from class, In-school suspension, Suspension from school, Behavior Contract, Retention, Non Confrontation Contract, Alternative instruction outside the regular school structure, Expulsion

**PROCEDURES:** Several communication procedures are employed at the junior high to inform all concerned individuals about student behavior and progress. These include:

Letter to parent, conference with student, Administrator/teacher conference, Counselor/teacher conference, Parent/Guardian with counselor conference, Conferences involving any of the above persons, Referral to Social Services, Referral to School Resource Officer, Referral to District Attorney, Referral before hearing officer, Referral before Superintendent, Referral before Board of Education

None of the above is to be considered a part of the consequences for inappropriate behavior on the part of the students. Each is a communication procedure, the intent of which is to help the student improve.

**GROUND FOR DISCIPLINARY REMOVAL FROM CLASS:** Under Wisconsin Statute 118.164 a teacher may remove a pupil from class if the pupil violates the code of classroom conduct, is dangerous, unruly or disruptive, or exhibits behavior that interferes with the ability of the teacher to teach effectively.

**Teacher Procedures:** Except where behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher will take one of the following courses of action:

1. Instruct the student to go to the Recovery Room, room 1006, for the period of removal. In such case, the teacher will submit a "Student Removal from Class" form that goes directly to the assistant principal, Recovery Room supervisor and the attendance secretary.
2. Seek assistance from the administration, school psychologist or SRO to escort the student to the Recovery Room if they refuse to leave.

**Student Compliance:** A student is obligated to comply with a teacher's direction to leave the classroom. A teacher may direct the student to go to the hallway first and if serious enough to the Recovery Room. A student may appeal the removal only after compliance and only after the student arrives at the Recovery Room.

**Office Procedures:** When the student arrives at the Recovery Room administration should give the student the opportunity to explain the situation. Administration will work with the student and consult with the teacher to

determine the length of removal from class. The removed student will be placed in a supervised area, Recovery Room, during any time of removal from class. The teacher shall submit to administration a concise written explanation of the basis for removal in the Student Removal from Class form and/or incident report. Depending on the severity of the behavior incident administration may contact the parents/guardians and issue consequences. This will be decided upon a case-by-case basis. Administration will maintain records regarding these parent/guardian contacts.

## **DETENTION**

**Teacher Detention:** Any teacher may assign a student to that teacher's own after-school detention or a lunch detention in the Recovery Room. That teacher will inform administration and the parents/guardians. That teacher will determine when, where, and how long the detention will be.

### **Office Detention:**

1. Any student may be assigned an office detention, lunch or after school, by administration as a consequence for unacceptable behavior.
2. Most after school detentions will be from 3:00-3:45p.m., the length of one class period.
3. An after school detention will take precedence over such activities as athletic events, music, speech or any other school activity. The only exception will be for medical appointments or a legitimate arrangement set up in advance with administration and the parent/guardian.
4. If a student has an unusual number of detentions, a parent/guardian conference will be requested to determine the most appropriate course of action to help the student change their behavior.
5. If a student misses one of these detentions without permission, they will incur two detentions and be marked truant (lunch detentions only for truancy).
6. If a student refuses to cooperate while in an after school detention, they will be asked to leave and will have to repeat the detention, and may face additional consequences.

**SUSPENSION FROM SCHOOL:** Any student who is unwilling to control their behavior to the extent that it is difficult for the group to function and to achieve its educational objectives, will be suspended from school for one to five days. The length of suspension depends upon the nature of the offense, its seriousness, or by the frequency of previously occurring incidents, but it shall be no more than five school days.

Parents/Guardians will be contacted by phone and notified in writing of the action taken, and they will have complete

custody and jurisdiction of their child during the suspension. In some cases, the student's parents/guardians will be called in for a conference before the student is allowed to return to school. A suspended student may not loiter or appear on school property or at any school-sponsored activity at or away from the school. Loss of the next school dance or the next all-school activity will also be enforced. This action is taken to encourage self-control and to protect the rights of the rest of the group to achieve a quality education.

Suspended students will not be denied the opportunity to make up quarter, semester, or grading period examinations that were missed. See School Board Policy po5610/po5611/po5600 for more information.

**GROUNDS FOR EXPULSION:** Expulsion is an action of the school board denying a student the right to attend the Stevens Point Area Public School District, take part in school activities, or be on school property for a period that may extend to the student's 21st birthday. The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student:

1. Repeatedly refused or neglected to obey the rules established by the SPAPSD.
2. Knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.
3. Engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others.
4. Engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or School Board member of the School District in which the student is enrolled.
5. That a student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion.
6. The School Board shall hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and shall expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a

firearm, as defined in 18 U.S.C. 921(a) (3), unless the Board finds that the punishment should be reduced based upon the circumstances of the incident. The District shall refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

7. The interests of the school demand the student's expulsion.

See School Board Policy po5610/po5611/po5600 for more information.

**ALCOHOL/DRUGS/CONTROLLED SUBSTANCES:**

The possession, use, sale or distribution of alcohol, drugs, or other controlled substances in school, on school grounds or at school activities is strictly forbidden and will result in suspension and possible expulsion from school. Violation of city ordinances or state laws (alcohol, marijuana, vaping, controlled substances, firecrackers, etc.) will be referred to the proper authorities - Police Department, Fire Department, Social Services, etc. See School Board Policy po5512/po5530/po7434 for more information.

**DRUG PREVENTION:** The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community. As the educational institution of this community, the schools should strive to prevent drug abuse and help drug abusers by educational, rather than punitive, means. For the purposes of this policy, "drugs" shall mean:

- A. all dangerous controlled substances as designated and prohibited by Wisconsin statute;
- B. all chemicals which release vapors, toxic or otherwise;
- C. all alcoholic beverages;
- D. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to School Board policy;
- E. "look-alikes";
- F. anabolic steroids;
- G. any other illegal substance so designated and prohibited by law.

The School Board prohibits the use, possession, concealment, or distribution of any drug and any drug-paraphernalia at any time on District property or at any District-related event.

**TOBACCO, NICOTINE AND VAPOR PRODUCTS:**

The School Board is committed to providing students, staff, and visitors with a tobacco, vapor, and smoke-free environment. The negative health effects of tobacco use for both users and non-users, particularly in connection with second-hand smoke, are well-established. In addition,

students less than twenty one (21) years of age are generally prohibited by law from purchasing or possessing cigarettes, other tobacco products and vapor products.

For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. This policy also prohibits the use of other products containing nicotine, including, but not limited to, nicotine patches and nicotine gum, except when a student provides documentation from a licensed medical practitioner that the student's use of non-tobacco nicotine products is being medically supervised for the cessation of a nicotine addiction and the student complies with Policy 5330 - Administration of Medication.

For purposes of this policy "use of a vapor product" means to suck, inhale, or otherwise consume a vapor product. A "vapor product" is defined as any product containing or delivering nicotine, lobelia, or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product.

Accordingly, the Board prohibits students from using or possessing tobacco in any form and prohibits the possession of vaping products on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

**SEARCH OF STUDENT PERSON & POSSESSIONS:**

To maintain a safe and healthy learning environment, students must not bring any items or materials that violates school district policy, school rules, or state or federal law, or that would cause, or tend to cause, a disruption or endanger the health or safety of students or other people. Items prohibited include, but are not limited to, stolen goods, weapons and lookalike weapons, vaping devices, drug paraphernalia, and other illegal items onto school district property, or to school-sponsored or -associated events.

When reasonable suspicion exists to believe a student possesses prohibited items or that a search will uncover evidence of a violation of a school rule or of the law, school officials may conduct a reasonable search of a

student's person including personal belongings and vehicles.

School Resource Officers may assist with searches upon request of school officials and may use a handheld detection wand as part of the investigative process. This approach is intended to support student safety and uphold district policies.

These safety measures will be used carefully, respectfully, and only when necessary, following school district guidelines to protect the dignity and well-being of all students.

**PROVIDING FALSE INFORMATION:** No student shall provide false information to school district officials at any time. If a person provides false information to school district officials regarding a complaint, proceeding, or other matter, appropriate disciplinary action may be taken against the individual who provided the false information.

**CHRONIC MISBEHAVIOR:** Insubordinate conduct, chronic misbehavior, physical or verbal abuse or other disruptive behavior may result in suspension and, in severe cases, expulsion, according to established school board policy.

**BEHAVIOR CONTRACTS:** Once a student has repeatedly violated school rules and policies, they may be placed on an administrative behavior contract. Once placed on the contract, a student could be placed on out-of-school suspension for any subsequent disciplinary referrals.

**GANG ACTIVITY:** Gang activity in Ben Franklin Junior High School, on school property, or at school events is prohibited. A gang is defined as an organized association, either formal or informal, of two or more persons with common signs, symbols or other identifying factors, who individually or collectively engage in unacceptable or threatening behavior.

**ACCEPTABLE USE OF TECHNOLOGY:** Ben Franklin Junior High School is fortunate to have Chromebooks available for students. Students are not permitted to bring their own device to school to use during class time in lieu of a district-issued device. The computer labs, technology lab, music lab, the LMC and many classrooms have devices for student use. Students are expected to use devices appropriately. The increased accessibility of electronic resources requires the implementation of strict guidelines requiring computer use. The use of on-line/internet services is restricted to school related projects/assignments. Students are expected to observe software copyright laws and remain on-task in accord with teacher directives and/or classroom assignments when using devices. Tampering with devices or misuse of equipment is strictly forbidden. Students who

use another's password, install programs on hard drives, change screen colors or screen savers, or use the computer in any way that is inappropriate may be denied use of school devices. In addition, consequences may result in either paying to repair damage and/or suspension from school. Computer hardware and software are the property of the SPAPSD and are monitored at all times. Please see School Board Policy po5136/po7540.03 for more information.

**BUS CONDUCT:** Students being transported by school district-owned or contracted busses or vehicles are expected to conduct themselves in a lawful and orderly manner at all times. The bus driver has full authority to make seating assignments. See School Board Policy po5500 for more information.

Prohibited acts of conduct on buses:

1. Disobedient or impudent conduct toward the driver of school bus
2. Moving around while the vehicle is in motion
3. Sticking head or hands or any portion of body out of window
4. Throwing objects out of windows
5. Unusual loud talking or undue noise
6. Tampering with the vehicle or with some of its equipment
7. Using or possession of tobacco or vaping products
8. Scuffling or engaging in fighting on the bus or vehicle
9. Littering on the bus
10. Using obscene language
11. Disturbing fellow passengers
12. Any other conduct that would tend to prohibit or adversely affect the orderly and efficient transportation of students.

Bus Consequences are based on the Student Code of Classroom Conduct per School Board Policy po5500:

1<sup>st</sup> Offense: copy of misconduct report will be given to the student by administration to share with parent/guardian.

2<sup>nd</sup> Offense: copy of misconduct report will be given to the student, communication to parent/guardian, and the student may be suspended from riding the bus for a maximum of 3 days.

3<sup>rd</sup> Offense: same as above but students may be suspended from riding the bus for up to 2 weeks.

4<sup>th</sup> Offense & Beyond: same as above but student may be suspended from riding the bus for up to 9 weeks; after that it will be the remainder of the school year.

A student who wishes to ride a bus they are not assigned to must have a note from their parent/guardian stating why and it must be approved/signed by the main office.

A student who has left school grounds without permission, or has been absent from school, and returns to school at the end of the school day for the purpose of securing a ride home shall be denied transportation.

If any of the previous situations should arise, parents/guardians will be notified immediately. *RIDING A BUS IS A PRIVILEGE THAT CAN BE TAKEN AWAY!*

**BUS LOADING ZONE:** The bus loading zone after school is only for students who will be riding a bus home. Students who do not ride a bus are not to be in this area after school. For safety reasons students are expected to be in their bus lines when they are in this area.

**CELL PHONES/PERSONAL ELECTRONICS:**

-Cell phones cannot be used during school hours (7:10-2:55); **cell phones must be turned off and put away in locker or in the pouch found on the front of the Chromebook case. Cell phones are NOT allowed to be on your person.**

-If a student is in violation of this policy, teachers will ask the student to put the device on their desk for the class hour and document the incident. Main office staff will address it with the student and the student will put the device in check in/check out (CICO). Devices will remain on CICO for the following durations:

1<sup>st</sup> Offense: student will have three (3) weeks of CICO with their device.

2<sup>nd</sup> Offense: student will have nine (9) weeks of CICO with their device.

3<sup>rd</sup> Offense: student will have CICO for the remainder of the school year.

**-Absolutely no cell phones are allowed in the locker rooms and bathrooms under any circumstances. NO EXCEPTIONS! Disciplinary action will be taken for infractions of this rule, and students will be required to check in/out for the remainder of the school year.**

-Students who are experiencing illness must report to the Health Office. Students are not permitted to use personal devices to contact parents without permission from Health Office staff. If students are ill, they should follow school procedures for going home ill. Students who are violating this process will be subject to the protocol listed above.

-Students are permitted to wear smart watches. However, it is at the teacher's discretion to ask students to remove them during summative assessments or any other time when they can interfere with learning. If watches are a disruption in any capacity, teachers can request removal and will be subject to the protocol listed above.

-Earbuds and headphones must be turned off and put away in locker, in the pouch found on the front of the Chromebook case or looped in the handle of the

Chromebook case. Wireless earbuds and headphones are **NOT** allowed to be on your person, especially during passing time and lunches. **Only wired earbuds/headphones are permitted during school hours when attached to school issued device.**

-Students that use their personal electronic devices to record or photograph students/staff without their permission, or to record a physical or verbal altercation will receive additional disciplinary action. Students who post or share such photos or videos may be subject to disciplinary action as well.

**DANCES/SCHOOLWIDE ACTIVITIES:** All dances will be chaperoned by a combination of teachers and possibly parents and must be scheduled to end no later than 10:00 PM. The following procedures are for all students attending Ben Franklin Junior High School dances:

1. Regular school dress is to be worn.
2. Coats/jackets will be put in a designated area.
3. Arrangements for rides from the activity should be made in advance.
4. Students absent due to illness on the day of the dance will not be admitted. Other absence reasons will be looked at individually.
5. Once a student has left the dance, they will not be allowed to return. Students wanting to leave early must have a note from a parent/guardian.
6. If a student fakes that he or she has been drinking or using drugs, we will assume that the student has, and parents/guardians will be notified to take the student home.
7. Any student suspended from school (in-school or out of school) since the last dance is not allowed to attend.
8. Only Ben Franklin students may attend.
9. Admission to dances will close 30 minutes after the start of the dance. No one will be admitted after this time.
10. Sexually suggestive dancing is not acceptable, and students will be directed to stop by chaperones if they see this occurring. The same applies to "mosh pits," body slamming; crowd surfing or any other type of dancing that may be dangerous.

Any student creating a disturbance at the dance will have their parent/guardian notified and be asked to leave the dance, the building, and the grounds. Any student removed from a dance will not be allowed to attend future dances or activities for the remainder of the school year.

**ELEVATOR USE:** Students must have permission from the Main Office to use the elevator. Medical note required.

**EMERGENCY DRILLS:** Students are expected to conduct themselves in a safe and orderly manner during all emergency drills.

**GUEST TEACHERS:** A guest teacher is an important visitor to our building. Please help in every way possible so that their stay with us is a pleasant one. Your behavior and consideration will reflect directly upon the entire school. Students who are reported for misbehavior by a guest teacher will be subject to disciplinary consequences.

**HALL PASSES:** Students are expected to proceed directly to the location indicated on their passes without stopping at lockers, bathrooms, etc.

**HALLWAY CONDUCT:** Students must WALK in the hallways. They should keep to the right and keep hands to themselves. Students must proceed directly to their destination. Loud, boisterous conduct is not appropriate.

**"HANDS-OFF" POLICY:** A "Hands-Off" policy for students will be enforced at Ben Franklin. "Hands-Off" includes any display of affection that goes beyond hand holding on school grounds. Teachers will warn students and report these warnings to administration. The second warning will result in a notification to both sets of parents/guardians.

**LOCKERS:** Each student is assigned a locker at the beginning of the year. Students may only use lockers to store their books and coats. *Students are expected to not share lockers or tell anyone their combination.* If students have any trouble with the locker they should report it to the office immediately. Lockers are school property and may be inspected by school officials at any time. School personnel may take possession of any item in a locker that violates Wisconsin law or school policies. In addition, school administration may employ a canine unit as a part of locker security.

**LUNCHESES/LUNCH ACCOUNTS:** The one place in the school where students reveal their manners or reflect the training they have received at home is the lunchroom. We urge all students to use the cafeteria as a place for relaxation, conversation and leisurely eating. All students will be assigned to one of the lunch periods. Students are expected to report to the cafeteria on time. Do not run to get in line. The line forms from the south side only. There is enough food for everybody and you have sufficient time to eat. Do not pass others in line or offenders will be made to wait until the end of the lunch line. Students arriving late to lunch will be considered tardy and normal tardy consequences will apply. Students may bring their own lunch or buy the school lunch. Cafeteria purchases can be charged on the student's lunch account or in cash. Deposits to lunch accounts can be delivered to the cafeteria or the main office any day of the week. Please allow a reasonable amount of time for these

deposits to be entered into your account. An ala-carte option is available for students to purchase individual items including salads, sandwiches, fruit, ice cream, juice, and vegetables. Students are expected to empty all debris from trays, scrape excess food into garbage cans and return trays, dishes and silverware to the receiving window, stacking trays neatly. Students are expected to leave the table area where they ate clean and orderly. Food and beverages are not permitted outside the cafeteria at any time. After eating, students may go outside if weather permits. Do not linger in the halls during your lunch period. You have plenty of time to get to your locker when the bell rings.

#### **OBSCENE/PROFANE/VULGAR LANGUAGE**

**AND/OR GESTURES:** Obscenities, profanities, and vulgar language/gestures are an unnecessary distraction and disruption to the educational process and are not acceptable. Engaging in this behavior will result in disciplinary action(s) and could result in a Disorderly Conduct citation.

#### **PHOTOGRAPHY/VIDEO/AUDIO RECORDING:**

Photography, videotaping, audio recording, cell-phone and electronic device recording of any kind is not allowed in private places (Examples include but are not limited to bathrooms, locker rooms, changing facilities, etc.), classrooms, assemblies, lunch rooms, hallways, playgrounds, buses, any indoor and/or outdoor school facilities/grounds, athletic events, school dances, or school designated events. In addition, photographs or recordings made about an employee of the District are not to be distributed without permission from that employee.

**PHYSICAL EDUCATION:** Students are encouraged to change into activity/exercise clothes.

-Shorts and T-shirt

-Sweatshirt and sweatpants (colder weather)

-Tennis shoes or footwear conducive for physical activity  
Students must remember to keep their property locked at all times.

-Physical Education excuses must be in writing from a doctor. The reason for the excuse should state the length of time the student is to be excused. This should be given to the teacher and then turned into the office. The teacher will establish the make-up requirements for this class.

#### **BICYCLES, SKATEBOARDS, and ROLLER-**

**BLADES:** Bicycles, skateboards, and roller-blades are not to be ridden on school grounds. Unless used for transportation or needed for a class activity they should not be brought to school. Bikes should be parked only in the bike racks located on the west side of the school. Use bicycle locks to prevent theft. The school assumes no responsibility for bicycles.

**SNOW THROWING/FIGHTING:** Due to possible injuries to self and to others we cannot allow throwing of

snow and fighting. Snow throwing will result in a loss of privileges either before, during or after school based on when the incident occurred. Fighting in school or on school property will result in school consequences and/or a police referral.

**VANDALISM/DAMAGE TO PROPERTY:** Vandalism and intentional/unintentional damage to school property will not be tolerated and may result in school consequences and/or a police referral. Students and parents/guardians are responsible for the cost to repair or replace damaged property. Complete restitution is required. See School Board Policy po5500 for more information.

**WALKING STUDENTS:** Students who walk to school should remain on the sidewalks at all times and cross streets only at designated crosswalks.

### **WATER AND OTHER LIQUIDS**

Ben Franklin allows students to have water in the hallways and lunchroom. Students may have water in lidded bottles in their classrooms with teacher permission. All other liquid items that are not water need to be finished prior to the 7:30 bell or kept sealed in their lockers until lunch or used after school.

## **EMERGENCY INFORMATION**

**CANCELLATION OF SCHOOL:** Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. The school board and administrators are aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be canceled unless a significant safety risk has been created by unusual circumstances. Every practical means to notify parents of canceling school will include but not limited to the radio, TV, phone calls, texts, social media outlets, and newspapers. In the unusual circumstance where school must be canceled during the day, administration will determine that all students have satisfactory transportation and supervision at their home before releasing them from school.

**SNOWSTORMS DURING THE SCHOOL DAY:** In case of snowstorms, we will announce at what time school will be dismissed. Students should listen closely to all announcements so that they know when to leave the building or to get to their buses.

**CHANGE OF ADDRESS/TELEPHONE:** It is very important that every student maintain an up-to-date address and telephone number record at the school office. Please notify the school as soon as possible if you have a change of address or telephone number during the school year. A

utility bill with name/address on it is needed before Bliss can update the address in Skyward.

**EMERGENCY INFORMATION:** In case of an emergency, the cooperation of all students is a necessity to ensure the safety of everyone in the building. Listen to your teacher for directions and remain calm. Each student is required to have Skyward updated to provide efficient and proper notification to parents/guardians.

**FIRE DRILLS:** When the fire alarm goes off students must immediately be quiet. They should listen for directions, walk outside, follow the direction of their teacher, and wait for the all-clear signal.

**TORNADO / SEVERE WEATHER DRILLS:** A tornado drill/severe weather drill will be conducted at least once each year with proper training of the staff and student body. Instructions of where to go during a tornado/severe weather are posted in each classroom near the doorway.

**STANDARD RESPONSE PROTOCOL:** The Standard Response Protocol (SRP) is our plan for responding to a dangerous situation in or around our school. Students and staff will receive training and participate in annual drills to learn the SRP procedures and options. SRP is a proactive response to a man-made threat that teaches individuals to participate in their own survival, while leading others to safety. SRP training is a planned and practiced set of procedures which protect students and staff by providing them with the training necessary to make informed decisions on whether they should secure, lockdown, evacuate, shelter, or hold in place based on information being given over the public address system. If a dangerous situation is identified within or around the school, a message will be announced over the school's public address system to alert students and staff to this threat. Staff and students will then take the appropriate SRP action necessary to avoid becoming involved in the incident, at the same time, isolating the threat and alerting law enforcement. Though no one can guarantee success in this type of situation, this new set of skills will greatly increase the odds of survival should a dangerous situation occur.

## **HEALTH SERVICES**

**HEALTH OFFICE:** The health clinic is located in the Student Services office. If you do not feel well, you are to ask your teacher for a written pass to the clinic. Appropriate behavior is expected while in the clinic. After approximately ten minutes, you must either go back to class or ask that you be allowed to go home. The nurse or secretary will then contact your parent/guardian for their okay. **Do not call your parent/guardian from your cell**

**phone unless you are in the Student Services office and you have permission.**

**SCHOOL NURSE:** The school nurse is available at specific times during the week to meet with students. If you wish to see the nurse, report to the Student Services office and make an appointment.

**MEDICATION:** Before administering prescription or non-prescription medication to children during school hours, Wisconsin state law requires written permission and medication in the original container. "Medical Request" forms are available from your physician's office or Student Services. All medications, both prescription and non-prescription, must be taken in the clinic under the supervision of the health secretary.

**If the medication is prescriptive:**

1. The "Medication Request" form must be signed by the physician and parent
2. Ask the pharmacist to prepare two labeled containers so that you can keep one container at school and one at home
3. Clearly include on the form the dosage and time medication is to be given

Over the counter medications must also:

1. Be in the original containers
2. Have specific instructions on administration
3. Have written parent approval before school staff will administer the medication

Medications must be properly labeled with the student's name and the name of the medication. Students that give or sell medications at school will be referred to authorities.

**Dispensing of Medication:** School Student Service staff may provide and administer Tylenol, Ibuprofen, Benadryl, TUMS and throat Lozenges to students with written consent from the student's parent/guardian during regular school hours. Students are about to have OTC medication 3 days in a row or 8 doses a month. Anything exceeding this amount will require a note from your family medical provider. Notes from an ER or urgent care provider will not be accepted. A Parent Permission form is a part of the online registration process, or paper forms are in Student Services. See School Board Policy po5310/po5310.01/po5330/po5335/po5340/po5341 for more information.

**ACCIDENTS:** Students should report any accident they have at school to an adult who will then fill out an Accident Report Form. If a student gets hurt and no adult is present, the student should proceed to the Student Services office or main office to get treatment and inform an adult of what happened.

**ILLNESS/INJURY DURING THE SCHOOL DAY:**

The health clinic is located in the Student Services office. If you do not feel well, you are to ask your teacher for a written pass to the clinic. If you are too sick to return to class, the secretary will contact your parents/guardians. Do not leave school without notifying the main office.

In case of injury a student will be cared for temporarily by the school nurse or a member of the school staff. If emergency medical treatment is necessary the student's parents/guardians will be contacted. In the event physicians or other persons named on the student's emergency card cannot be contacted, the school officials are authorized to take whatever action is deemed necessary in their judgment for the health of the student. See School Board Policy Po5310/po5310.01/po5330/po5335/po5340/po5341 for more information.

**School Procedures/Other Information**

**1:1 DEVICES:** All students will receive a Chromebook at the beginning of the year. Some reminders concerning procedures and rules for this technology:

- Chromebooks are the property of the Stevens Point Area Public School District. Technology is regulated.
- The goal of this tool is to infuse technology into the curriculum for enhancement of student learning. Its use is a privilege, not a right.
- Chromebook problems? Restart your Chromebook, then ask three other people if you are still having problems. If you are unable to correct the issue, ask a teacher or Tech Help Center.
- The Tech Help Center is located in room 1031. Its purpose is to provide technical assistance. Hours will be posted on the door.
- Chromebooks should be taken home each night to be charged. Leave your charging cord at home. Place no other material in the Chromebook bag.
- Students must log into "Windows" when using their computer at BFJH.

Rules:

- Chromebook use is limited to the assigned student or their parent/guardian/siblings. The student is responsible for the proper use of the assigned computer.
- Comply with all district and school rules regarding their use
- Secure your Chromebook at all times. This includes when it is kept in your locker (lock the door).
- Do not attempt to alter, avoid, or go around the filters. This includes using proxies.
- Comply with staff requests regarding Chromebook use
- Please refer to the "Academic Dishonesty" rule in this student planner. The rule applies to the 1:1 program

which includes sharing files with other students without teacher permission.

- Printing rules: Print only with permission. Print only finished products. Prior to printing, check the print location.
- Remember and do not share any passwords
- Transporting rules: Use two hands to move the Chromebook, and to close the lid. Transport the Chromebook in the bag between classes with the power turned off.
- Do not alter the Chromebook, asset tag number, or student ID in any way
- For procedure or rule violations, students are subject to the Student Code of Conduct.

**USE OF NON-DISTRICT ISSUED ELECTRONIC DEVICES:** A personal electronic device includes but is not limited to, laptop computers, Chromebooks, net-book computers, handheld computers, cell phones, smart watches, tablet devices, digital cameras, digital readers, music players, flash drives or other storage devices, and other portable computing devices, or accessories not owned or issued by the District.

Generally, students in the district will be permitted to possess devices on district/school grounds and during district/school-sponsored events and activities within the following parameters.

- A. Students shall not use devices in a manner that detracts from and/or disrupts the learning for oneself or others.
- B. Students shall not use devices in school bathrooms, locker rooms, and/or other dressing areas at any time.
- C. Students shall not use devices at other times identified in advance by a district/school-issued rule or directive. This includes during class time in lieu of district-issued device.
- D. Students are NOT ALLOWED to bring their personal laptop or Chromebook to school; they are to be using the district provided device.

The following rules apply to students who bring devices to the district/school or to district/school-sponsored events and activities.

1. Students who use a device in a manner that violates this policy, any other board policy, or district/school rule shall be subject to consequences, including, but not limited to, disciplinary action, surrender of the device, and/or potentially having the privilege to possess a device at school restricted or removed. When a device is confiscated by district/school personnel, the device shall be returned to the student (or to their parent/guardian) at a time deemed appropriate by the district/school. Ben Franklin has a 1:1 Device Policy and a Cell Phone/Personal Electronics Policy with

consequences that will be shared with students and parents/guardians.

2. Students who possess devices do so at their own risk for potential loss, damage, and/or liability.
3. All rules and regulations regarding acceptable and appropriate use of technology (School Board Policy - Acceptable Use Policy (AUP)) apply to devices used on district/school grounds and/or during school-sponsored events and activities. Violations of the AUP are subject to disciplinary consequences, including but not limited to, restricted use and/or removal of privileges to have Devices on district/school grounds.
4. To the extent permitted by law, district/school officials may search a student's device if that device is brought/used on school grounds and/or during district or school-sponsored events and activities
5. This policy shall be published in the district's/schools' annual notices, student handbooks, and student handbook.
6. Nothing within this policy shall be construed to limit a student's ability to use a device in a manner that functions as assistive technology necessary for a student's education and that is required under an Individualized Education Plan (IEP) and/or a Section 504 plan. See School Board Policy po5136/po7540.03 for more information.

**FREE OR REDUCED-PRICE MEALS:** Students who have received free or reduced-price meals in the past, or those who feel that their family cannot afford to pay for lunches, should pick up a request form for free or reduced-price meals from the main office. Information on the form should be filled in by parents/guardians, signed by them and returned to the main office as soon as possible. A determination will be made as to whether or not a student qualifies. Parents/Guardians will be notified. The sooner this is completed the sooner students will be able to participate in the free or reduced-price meal program. Information regarding students receiving free or reduced-price meals is kept confidential.

**FEES:** Each year the Board of Education sets the student fee schedule. Included in this fee is textbook rental, the planner fee, the student activity fee and towel rental. In addition, some courses and some activities have a fee required for extra projects in technical education, art, and cross-country skiing in physical education, etc. These fees are the responsibility of the parents/guardians and students.

**FINES:** Students may be issued fines for damage, destruction or loss of school property, such as textbooks, library books, lockers, equipment, Chromebooks, etc., fines are payable in the main office or online-Skyward.

**LIBRARY MEDIA CENTER:** The mission of the Library Media Center (LMC) is to assist students in developing a commitment to informed decision-making and lifelong learning. The LMC staff endeavors to help learners use information and technology to answer questions and solve problems. The LMC does this by providing support for academic programs of study offered at our school. Please do not use the LMC as a hallway. Students should enter and leave quietly by way of the south entrance near the main office. The north entrance is reserved for staff. Students are expected to follow three simple “rules of behavior” while visiting the LMC. They are: be doing something productive; be doing it in a way that allows others to be productive; and be respectful of other people and their property. Students who do not follow these guidelines risk having their access to the LMC restricted. The LMC staff will provide a special “Orientation to the LMC” to all new and returning students each fall via their English classes.

**LOST AND FOUND:** Lost and found articles are to be turned into the main office.

**POSTERS:** If students have posters to hang, they should receive permission from the office. Approved posters will be stamped by one of our office staff.

**SCHOOL PICTURES:** Individual pictures of all students will be taken soon after the start of school. They will be used for the yearbook and students may purchase picture packages if desired. Picture packages must be paid for at the time the picture is taken.

**STUDENT GRIEVANCE PROCEDURE:** Students have the responsibility to use the grievance procedure wisely and reasonably. Students have the right to use the following procedure to resolve any abridgment of their rights:

**First Step** - The student must within ten (10) days of the date becoming aware of the grievance occurrence, submit their grievance in writing to the building principal. The principal will give their answer in writing within ten (10) days of receipt of the grievance.

**Second Step** - If the grievance is not resolved in step one it shall be presented within seven (7) days, in writing, to the Superintendent of Schools or their designee. The Superintendent or their designee shall thoroughly review the matter, arrange for necessary meetings, and give their answer in writing within ten (10) days of the date the meeting is held.

**Third Step** - When the grievance is not resolved in step two it shall be presented to the Board of Education within ten (10) days of receipt of the answer from the Superintendent or their designee. The Board of Education shall thoroughly review the matter, arrange for the necessary meetings, and give its answer, in writing, within fifteen (15) days of the date the meeting is held.

**Fourth Step** - If the student is not satisfied with the decision they may proceed to request the State Superintendent of Public Instruction to investigate the charges.

**TELEPHONES:** The office telephone is not to be used by students except in emergencies. You are also urged to tell your friends and parents/guardians to limit calls to those necessary and not to expect that you will be called out of classes. The office will notify you of emergency calls.

**VALUABLES:** Students should keep all valuables at home and carry only enough money for lunch and emergencies. If students bring something valuable or a large amount of money to school for some reason they should leave it in the office for safekeeping.

**VISITORS:** Our school business hours are from 7:00 a.m. to 3:30 PM daily. All parents/guardians and members of the community are encouraged to stop in and visit us at any time during these hours. For the safety and security of our students and staff, the front door will be locked during the school day requiring visitors to buzz in. Once in the building we require all visitors to stop in the main office and receive a visitor badge. Students are not permitted to bring peer-guests to school unless they have been given permission in advance from the principal. Please understand that because of the distracting nature of student visits permission is rarely granted. See School Board Policy po9150 for more information.

**WITHDRAWING FROM SCHOOL:** Students who move out of the BFJH attendance area during the school year are required to complete the withdrawal process through Student Services in advance of their last day of attendance. You will receive a transfer card to be shown to each of your teachers. Each teacher will give you a grade-to-date and will sign to indicate that you have returned all schoolbooks and other materials.