

Belleville Middle and High Schools



Student Handbook 2017-2018

The School District of Belleville is committed to providing all students with quality, personalized learning that prepares them to meet current and future challenges and opportunities of the 21st century.

Belleville Middle and High Schools

635 West Church Street • Belleville, WI 53508

Phone: (608) 835-6120 • Fax: (608) 424-3692

Motto

“Discover – Engage - Achieve”

Dear Students and Parents,

The faculty of Belleville Middle and High Schools enthusiastically welcome the start of the 2017-2018 school year. We want to foster the best possible educational experience for our students, parents, and community. We will do all that we can as a staff to provide our students the support that they need to succeed academically by providing a rigorous, relevant, and engaging learning environment.

In addition, we want our students highly involved and connected to the school through activities, athletics, and service. The policies detailed in this handbook provide guidelines and expectations to create a school culture that promotes safety, respect, and responsibility.

Through the combined efforts of our staff, students, families, and the community, we will graduate well-rounded students who are college and career ready. Please contact myself or associate principal Heather Schmitz with any questions, concerns, or suggestions. We value your support and feedback.

It's a great day to be a Wildcat!

Nate Perry

Middle and High School Principal

Heather Schmitz

Middle and High School Associate Principal

Belleville Middle and High School Colors

Navy Blue & Gold

Belleville Middle and High School Mascot

Wildcat

Belleville High School Alma Mater

Far above the rolling prairies

'Tis a school so grand

Hail to thee our Alma Mater,

Fairest in the land.

Belleville High School grand and glorious

Sing your praises we.

Ye shall ever be victorious

Hail, O Hail to thee.

School District of Belleville

Mission Statement

The School District of Belleville is committed to providing all students with quality, personalized learning that prepares them to meet current and future challenges and opportunities of the 21st century.

Core Values

We believe the best is yet to come for all students and for the School District of Belleville. We believe in five central tenets.

- Learning
- Relationships
- Respect
- Excellence
- Equity

Belleville Middle and High School PBIS

The focus of the Belleville Middle and High Schools' PBIS (Positive Behavioral Interventions and Supports) program is to provide a clear system for expected behaviors in the school setting. While many faculty and students may have assumptions of what is expected behavior, we cannot assume that everyone's beliefs are similar. Through our PBIS system, we will work to create and maintain a productive, safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

Proactive Approach to School-Wide Discipline

Schools that implement school-wide systems of positive behavior support focus on taking a team-based systems approach and teaching appropriate behavior to students in the school. Schools that have been successful in building school-wide systems develop behavioral expectations that are defined in positive, simple rules. The Belleville Middle and High Schools' Code of Conduct consists of three primary behavior expectations:

- Show respect.
- Show responsibility.
- Be a safe citizen.

Our CATS have Character, winning Attitudes, are Team players, and build Success by following Belleville Middle and High Schools' universal classroom expectations and daily routines.

Our CATS have **Character, Winning Attitudes, are Team Players, and Build Success** by following our schools **Universal Classroom Expectations and Daily Routines.**

<u>Expectations</u>	<u>Entering Your Classroom</u>	<u>During Your Lesson</u>	<u>Small Group Time</u>	<u>Individual Work time</u>	<u>When you are done with your task/assignment</u>	<u>Bathroom Break/ Exiting Your Classroom</u>	<u>End of Your Class</u>
Be Respectful	Be on time. Greet each other with good manners & a conversational voice level. Be helpful and cooperative. Listen quietly to announcements.	Listen attentively. Participate in discussion using good manners & in a conversational voice level.	Gather materials and begin the task promptly with your assigned group. Listen to others ideas.	Give your best effort.	Clean up your work area. Work quietly on any other homework that you may have.	Ask permission from your teacher and sign-out to go to your destination.	Wait for the bell to ring, then leave class. Continue using conversational voice level when waiting for the bell.
Be Responsible	Have all needed materials and submit all work on time. Leave hats, backpacks/ large purses in your locker. Silence and put away electronic devices.	Raise hand & patiently wait to be called on. Have appropriate materials ready for class. Be an active listener. Advocate for your needs.	Use productive conversation focused on the topic to complete task/activity. Share the workload Ask for assistance as needed.	Use resources appropriately and stay focused on task/assignment until work is completed or class has ended. Ask for assistance as needed.	Review work for quality. Follow all teacher expectations when task is completed. Read independently.	Make sure to have a hall pass. Walk directly to and from your destination. Sign back in.	Record assignments Turn in required work on time. Organize all materials to take home.
Be a "Safe" Citizen	Move directly to your assigned seat and get "ready" for class Harassment and bullying-free environment. Keep hands, feet and objects to yourself.	Follow teacher /aides directions. Stay in your assigned seat.	Actively participate with your group. Clean up work area Recycle	Stay in assigned work area.	Stay in your seat.	Return quietly to your assigned seat.	Clean up before you leave. Leave classroom in a safe manner.

It's a Great Day to be a WILDCAT!

**Belleville Middle and High Schools' Faculty Roster
2017-2018**

Pam Yoder	District Administrator
Nate Perry	Principal
Heather Schmitz	Associate Principal
Pam Emmerich	Director of Teaching & Learning
Erikke Nystrom-Grothaus	Director of Pupil Services
Susette Alsteens	9-12 English
Chris Armstrong	Technology Coordinator
Jon Benash	9-12 Art Teacher
Monika Brown	7-12 German
Travor Bussey	9-12 Science
Mike Cryderman	9-12 Math
Erik Farrar	9-12 Business Education and Middle School Project Lead the Way
Teresa Gartley	9-12 Family-Consumer Education School-to-Careers
Bob Gentilli	Middle School Social Studies
Chad Hodgson	9-12 Social Studies
Ben Holm	Middle School Math
Betsy Jenkins	9-12 English
Jill Johnson	Reading Specialist
Kelly Kallien	9-12 English & Social Studies
Kristine Killerlain	Middle School TAG
Melissa Knudson	8-12 Agriculture
Sara Krueger	6-12 Vocal Music
Josh Martin	8-12 Math Teacher
Stephanie Meir	6-12 Band Director
Ed Neumann	9-12 Technology Education
Melanie Norton	School Counselor
Kiley Ogodogu	Library Media Specialist
Katie Olson	District English Language Coordinator
Abby Otteson	6-8 Art/High School Yearbook
John (JP) Pamperin	6-12 Physical Education/Health
James Schneider	7-12 Special Education
Theresa Schultz	Middle School Language Arts
Meredith Smith	9-12 Science
Vicki Spellman	9-12 Math
Michelle Staff-Smith	7-12 Special Education
Lana Swenson	Middle School Science
Pete Swenson	Middle School Science & Social Studies
Jean Tretow	7-12 Physical Education/Health
Erin Vale	Speech Therapist
Nicole Vesperman	9-12 Spanish
Emma Vogel	Middle School Language Arts Middle School Spanish/9-12 TAG
Melissa Whitmore	Middle School Special Education
Jake Ziehr	9-12 Social Studies
Kay Zimmerman	9-12 Special Education

**Belleville Middle and High Schools' Support Staff
2017-2018**

Wayne Fell	Athletic/Activities Director
Rodger Goke	Transportation Director
Abby Beyerl	Information and Communications Coordinator
	7-12 Instructional Assistant
Dave Edge	Technology Support
Sharon Maas	Library Assistant
Cheri O'Connor	Director of Finance Services
Kelly Schulz	District Executive Assistant
Betty Wolff	High School Secretary
Dale Yurs	High School Secretary

Lesa Hofmaster	Food Service
Stacie Dettwiler	Taher Food Service Director

John Beil	Facilities Director
Bob Blasdel	Custodian
Stephanie Keyes	Custodian
Corey Manion	Custodian

Sue Ace	Special Education Instructional Assistant
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The School District of Belleville shall not discriminate on the basis of race, sex, national origin, handicap, color, disability, or any other factors provided for by state and federal laws and regulations. This policy prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, national origin, color), Section 504 of the Rehabilitation Act of 1973 (handicap), and the Americans with Disabilities Act of 1990 (disability).

**Belleville School Calendar
2017-2018**

Monday, August 28	Teacher In-service
Tuesday, August 29	Teacher In-service
Wednesday, August 30	Teacher In-service
Thursday, August 31	Teacher Work Day
Monday, September 4	Labor Day (No School)
Tuesday, September 5	First Day for Students
Wednesday, September 6	High School Back-to-School Night
Friday, September 22	Middle School Back-to-School Picnic
Monday, September 25	Teacher PD (No School for Students)
Monday, October 30	Teacher PD (No School for Students)
Monday, November 6	Early Release Day (End of Term 1)
Wednesday, November 22	Vacation (No School for Students)
Thursday, November 23	Thanksgiving (No School for Students)
Friday, November 24	Vacation (No School for Students)
Monday, November 27	Teacher PD (No School for Students)
Friday, December 22	Last Day before Winter Break
December 23-January 2, 2018	Winter Break (No School for Students)
Wednesday, January 3	First Day back after Winter Break
Monday, January 15	Teacher PD (No School for Students)
Tuesday, January 23	Early Release Day (End of Term 2)
Monday, February 19	Teacher PD (No School for Students)
Monday, March 19	Teacher PD (No School for Students)
March 26-April 2	Spring Break (No School for Students)
Tuesday, April 3	First Day back after Spring Break
Friday, April 6	Early Release Day (End of Term 3)
Monday, May 7	Teacher PD (No School for Students)
Monday, May 28	Memorial Day (No School for Students)
Thursday, June 7	Early Release Day (Students' Last Day)

End of Term

Monday, November 6
 Tuesday, January 23
 Friday, April 6
 Thursday, June 7

Parent/Teacher Conferences

Wednesday, October 25
 Thursday November 2
 Wednesday, March 14

ACTIVITIES AND ELIGIBILITY

Sports, Clubs, and Activities

Athletic Director	Wayne Fell
Football	Chase Ritter
Boys' Soccer	Kyle Webber
Girls' Soccer	John Ziperski
Cross Country	Tamara Houser
Middle School Cross Country	Colleen McCarthy
Volleyball	Kelsey Schmit
Middle School Volleyball	John Pamperin
Boys' Basketball	Jarod Wichser
Girls' Basketball	Sean Greenleaf
Boys' 7 th Basketball	Josh Martin
Boys' 8 th Basketball	Jarod Wichser
Girls' 7 th Basketball	Chris Roberts
Girls' 8 th Basketball	
Wrestling	Pete Swenson
Middle School Wrestling	Pete Swenson/Ron Klein
Baseball	Jon Benash
Golf	Tyler Theden
Softball	Connie Wunschel
Track	Willy Johnson
Middle School Track	Jean Tretow
Swimming	Liz Schneider/Scott Krueger
Art Club	Abby Otteson
FFA	Melissa Knudson
DECA	Erik Farrar
High School Forensics	Susette Alsteens
Middle School Forensics	Theresa Schultz
Jazz/Pep Band	Stephanie Meir
Letter Club	Jon Benash
High School Math Team	Vicki Spellman/Mike Cryderman
Middle School Math Team	Josh Martin/Ben Holm
Mock Trial	Kelly Kallien
National Honor Society	Susette Alsteens
Science Olympiad	Meredith Smith
Spirit Club	Jean Tretow
High School Student Council	Jake Ziehr
Middle School Student Council	Bob Gentilli
High School Yearbook	Abby Otteson
Middle School Yearbook	Bob Gentilli/Lana Swenson
Musical	/Sara Krueger
Vocal Jazz	Sara Krueger

All sports, clubs, and activities are affected by the eligibility rules. In addition to those listed, clubs and activities include: Musical/Drama presentations, Prom and Homecoming courts, and any academic-related competitive events. Non-graded field trips are subject to teacher and administrative discretion.

Eligibility Factors

1. Wisconsin Interscholastic Athletic Association rules
2. Team or organization rules
3. Academic: No 'F' Policy - Students must not be failing any classes on the PASS list.
4. Attendance: An unexcused absence from school will affect evening and weekend participation.
5. Substances: Tobacco, alcohol, and illegal drugs are prohibited.
6. Behavior: Discipline referrals could lead to the loss of the next public appearance following the date of any misconduct.
7. Detentions: Students cannot participate with two or more un-served detentions.

At the end of each grading period, the athletic director will receive a list of Middle School/High School students who are academically ineligible. A student-athlete who is failing any class will be ineligible for a minimum of fifteen (15) days. Eligibility can be regained upon an academic review after fifteen (15) school days. To regain eligibility, a student cannot be failing any class. Summer school classes do not excuse the student's fall eligibility. Ineligibility will start the day report cards are issued. Students may pick up forms to regain eligibility from the athletic director.

Note: See the Belleville [Athletic](#) and [Activities & Clubs](#) Handbooks for additional rules.

Sports, Clubs, and Activities

A student must be in attendance *at least one-half of a day or three consecutive academic blocks* to attend/participate in any sports, clubs, or activities. Exceptions for extenuating circumstances may be granted by the principal or associate principal.

Participation in sports, clubs, or activities is subject to limitations and sanctions as detailed in the respective handbooks. Sports, clubs, and school functions are sponsored for your enjoyment. We expect that you will not abuse this privilege by demonstrating behavior that is unbecoming of a student of Belleville Middle and High Schools.

ALCOHOL

State statute [125.09\(2\)](#) prohibits alcoholic beverages on school grounds. School board policy [443.1](#) also prohibits students from possessing, consuming, or being under the influence of alcohol on school premises, in vehicles on school premises, or at school-sponsored activities. School administrators may refer incidents to law enforcement officers and request a breath test. Students in violation of this policy may be subject to suspension or expulsion.

ATTENDANCE POLICY

Wisconsin state statute [S.118.15](#) addresses compulsory school attendance. All students are required to be in their scheduled class each period. School attendance is the responsibility of the student and parent(s)/ guardian(s). It is the responsibility of the parent(s)/guardian(s) to telephone the Belleville Middle and High School Office at (608) 835-6120 before 9:15 a.m. on the day of the absence to inform school officials of the reason for the student's absence. It is the student's responsibility to verify attendance reports and clarify any issues with the attendance secretary.

Student Attendance Procedures

- A. The Belleville Middle and High School attendance secretary will notify parent(s)/guardian(s) of truant students and direct the student to school the next school day. The attendance secretary will contact parents by telephone or email within two (2) days of an unexcused absence.

- B. A “habitual truant” is defined as a student who is absent from school without an acceptable excuse *for part or all of five (5) or more days* on which school is held during a school term.
1. The attendance secretary shall notify the parent(s)/ guardian(s) of a student who is a habitual truant by registered or certified mail when the student becomes a habitual truant.
 2. [State statute 118.16 \(2\)\(cg\)](#) provides details on the content of this certified letter home.
 3. [State statute 118.16\(5\)](#) provides details on the school’s requirements to proceed with a truancy referral for a student.
[https://docs.legis.wisconsin.gov/document/statutes/118.16\(5\)](https://docs.legis.wisconsin.gov/document/statutes/118.16(5))
- C. Consequences for truancy include:
- a. A court appearance.
 - b. Progressive consequences with each successive ticket carrying greater consequences to the student.
 - c. Students will not be allowed to register for driver’s education classes if they are habitually truant. If the student becomes truant during the driver’s education classes, the completion certification will be held until all unexcused absences are cleared.
 - d. Court sanctions.
 - e. The Belleville High School staff has the authority to revoke a student’s work permit if the student is truant.
Sentencing Guidelines
 - a. First Offense: **\$98.80** and 10 hours of community service.
 - b. Second Offense: **\$124**, 20 hours of community service, and driver’s license suspension. The judge will determine the length of time.
 - c. Third Offense: Referral to circuit court for prosecution.
 - d. Work Permits: The judge has the authority to pull a student’s work permit if the student is truant.
- D. Regular attendance is a responsibility that should be shared by the parent(s)/guardian(s), student, and school.
1. Parent(s)/guardian(s) are authorized to excuse their child from school up to a maximum of ten (10) days *in a school year*, provided they notify the school prior to the absence. Excused absences include:
 - a. Illness: physical or emotional.
 - b. Doctor or dentist appointments that could not be scheduled outside of the school day.
 - Students shall bring back an appointment verification slip to excuse their absence.
 - c. Death in the immediate family.
 - d. Family emergencies.
 - e. Religious holidays.
 - f. Athletic tournaments - A student who is not a participant in the tournament and wishes to attend an athletic tournament must present a request for a preplanned absence.
- E. Parent(s)/guardian(s) are expected to call the Belleville Middle and High School Office or provide a written explanation of a student's absence(s) in advance of the absence or upon the student's return to school.
1. If no written explanation or call is received, the student will be admitted as unexcused and be given two (2) detentions for each block missed.

2. Upon receiving the unexcused admit slip, the student will be given an additional twenty-four (24) hours to bring in a written explanation. If the written explanation or call is received within that time, the detentions will be removed.
- F. Preplanned Absences: If a parent/guardian knows in advance that a student will be absent from school, they should call the Belleville Middle and High School Office or send a written explanation so the student can obtain a preplanned absence form. Students are expected to contact their teachers for class obligations, obtain their teachers' signatures, and return the form to the office prior to being absent.
- G. Student Responsibilities
1. Students are required to attend all classes on their daily schedule, unless they have obtained approval by the building principal or the principal's designee or parent(s)/ guardian(s) permission.
 2. Make-up work
 - a. Students excused from school by their parent(s)/guardian(s) prior to an absence are required to make up the work and tests missed. Students shall make appropriate arrangements with the teacher(s).
 - b. Students with other excused absences will be allowed to make up missed assignments and tests. These must be made up within *the number of days missed plus one (1) day*.
- H. Teacher Responsibilities
1. Teachers are required to submit daily attendance reports to the Belleville Middle and High School attendance secretary on all students under their supervision.
 2. Classroom procedures and grading requirements will be developed that reflect the effect class attendance has on student progress.
- I. Tardiness to class will result in receiving a detention with the teacher, unless it is more than fifteen (15) minutes. Tardies more than fifteen (15) minutes are considered unexcused absences.
- J. Field trips and co-curricular activities will occasionally cause a student to miss a class; however, all work missed must be completed. A permission slip must be filled out and signed by a parent(s)/guardian(s) and returned to the teacher. Students who are on the PASS list may be denied participating in field trips that extend beyond the class period, except for graded field trips.

BACKPACKS

The Middle School and High Schools' schedules allow sufficient time between classes to stop at lockers to collect or drop off class materials. Therefore, backpacks must be kept in lockers throughout the school day. Additionally, backpacks in classrooms create space and potential safety concerns. Large sport bags need to be kept free of doorways.

BULLYING

See HARASSMENT

BUS DISCIPLINARY MEASURES

1. The driver shall first attempt to talk with the student individually and privately (whenever possible) to resolve the problem.
2. If talking to the student proves ineffective, the driver may assign the student to a specific seat for a period of time. The incident and date shall be logged, and the log shall be forwarded monthly to the transportation director with a copy to the principal or associate principal.

If actions A. and B. have been tried and the problem continues, a discipline report shall be filed with the principal or associate principal. Whenever possible, the driver shall use the bus radio to have the principal or associate principal meet the bus for an immediate conference with the driver.

NOTE: Students whose bus privileges are suspended are still required to be in school.

Consequences for Repeated Misconduct or Critical Situations

- First Offense: The building principal shall inform the student's parent(s)/guardian(s) within 24 hours of the offense.
- Second Offense: The building principal shall inform the student's parent(s)/guardian(s) within 24 hours of the offense. The student shall be denied transportation for one to five (1-5) days.
- Third Offense: The building principal shall inform the student's parent(s)/guardian(s) within 24 hours of the offense. The student shall be denied transportation for five to fifteen (5-15) days.

Creating a Dangerous Environment

A single incident of a serious nature that threatens the health, safety, or welfare of other individuals on the bus or a district employee may result in permanent denial of transportation services.

BUS RIDER RULES

The following rules apply to all students who ride a school bus. The primary objective of these rules is to provide safe transportation for all students.

A. Prior to loading, students shall:

1. Be at the bus stop on time.
2. If there is not a sidewalk or path, walk to the side of the road facing traffic to get to the bus stop.
3. Remain off the road in a single line while waiting for the bus.
4. Be safe while waiting for the bus.
5. Wait for the signal from the driver before crossing the road. Students are to cross the road about 10 feet in front of the bus.

B. While on the bus, students shall:

1. Sit in their assigned seat, if applicable.
2. Be courteous.
3. Be respectful of others and their property.
4. Use school-appropriate language.
5. Avoid eating or drinking while on the bus.
6. Remain seated while the bus is in motion.
7. Comply with the Board of Education's alcohol, tobacco, and other drugs policy.
8. Keep hands and head inside the bus.
9. Avoid distracting the driver.

C. After leaving the bus, students shall:

1. Check to see that no traffic is approaching.
2. Watch for the crossing signal from the driver and cross the road about 10 feet in front of the bus.
3. Look after the safety and comfort of younger children.
4. Know the driver's danger signal and watch for that signal.
5. Leave the bus only at the regular stop unless permission has been granted in accordance with established procedures.

- D. The above rules shall apply to all extracurricular trips. In addition, students shall:
1. Respect chaperones appointed by the school.
 2. Be on best behavior.
- E. Students may only ride the bus to which they are assigned. Parent(s)/guardian(s) must contact the Belleville Middle and High School Office in writing, by email, or phone by noon to request a change for that day for a pass to be issued.

CLASS ADVISORS (2017-18) AND DUES

<u>Freshmen</u>	<u>Sophomores</u>	<u>Juniors</u>	<u>Seniors</u>
Ms. Alsteens	Mrs. Brown	Mr. Benash	Mr. Bussey
Mr. Pamperin	Mr. Farrar	Mr. Cryderman	Ms. Gartley
Mr. Schneider	Ms. Jenkins	Ms. Spellman	Mr. Hodgson
Ms. Smith	Ms. Meir	Ms. Vesperman	Ms. Knudson
Ms. Tretow	Ms. Staff-Smith	Mr. Ziehr	Ms. Krueger
	Ms. Zimmerman		Mr. Neumann

Dues: Class dues are \$15 annually. Funds are used to support Homecoming, Prom, the senior trip, and graduation (cap, gown, and tassel). Class dues are collected at registration or may be paid in the Belleville Middle and High School Office at the start of the year.

CLOSING OF SCHOOL

If it becomes necessary to close school due to inclement weather, we will notify the local radio stations and news channels and send out a mass email notification to parent(s)/guardian(s) prior to 7 a.m. Remember: Unless an announcement regarding the closing of school is made on the radio or TV, school **will be** in session.

EARLY SCHOOL DISMISSAL

Occasionally, it becomes necessary to dismiss school early because of serious weather conditions or other school emergencies. Therefore, we suggest that every family have a plan to cover such situations so that children who arrive home before the usual time will not find themselves left alone or locked out of the house in severe weather.

WEATHER ANNOUNCEMENTS

If severe weather conditions require school to be called off, this information can be gained by listening to local radio stations. This information also is available on TV Channels 3, 15, and 27. The information also will be posted on the School District of Belleville website and sent as a message through our email notification system.

CYBERBULLYING

Cyberbullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers and tablets), or cellphones. The use of any school computer or electronic device for cyberbullying is strictly prohibited. Cyberbullying using home-based or off-campus devices that results in a substantial disruption to the school or a true threat will constitute grounds for investigation as to whether the use violates applicable laws or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and parents to notify the school office of any incidents regarding bullying immediately using the [Sprigeo](#) website.

DETENTIONS

Teachers may keep students after school, provided they give the student twenty-four (24) hours notice. It is expected that the student will deliver the message to his/her parent(s)/guardian(s).

Teacher-Based Detention: Based on misconduct in the classroom, this detention is between the student and the teacher. It must be served within twenty-four (24) hours after notification (or at any mutually agreed upon time), and the student will report only to the teacher who issues it. Failure to serve a teacher-based detention will result in administrative involvement.

Attendance-Based Detention: This detention may be issued for unexcused absences from class and for tardiness. Any student with attendance-based detentions may serve those detentions at lunch or after school.

Rules for Administrative-Based Detentions

1. The detention will be served in the Belleville Middle and High School Office or with an assigned teacher at lunch or after school. Detentions will be a silent study period - no food, drink, or cellphones. Bring your own book or school work. For any type of behavior infraction while in detention, the student will be dismissed and he/she will have to serve that detention at another time.
2. Any student who is in school during the day and who has a detention to serve must serve the detention that day unless he/she has prior permission from the office and/or the detention supervisor to wait until the following day.
3. To serve a detention, you must be on time.
4. Seniors with two (2) *or more* outstanding detentions will be unable to fully participate in the graduation ceremony.
5. Students will serve two (2) detentions for each block of unexcused absence. Thus, if a student skips an entire day, he/she will serve ten (10) detentions.
6. In reference to the co-curricular handbook, two (2) *or more* un-served detentions will result in missing the next public appearance. The student must have less than two (2) detentions the day before the activity.

If a student is removed from class and sent to the office:

1. A meeting will take place with the principal or associate principal.
2. The student may return to class if appropriate as determined by the principal, associate principal, or teacher.
3. The teacher will write a description of the incident in Skyward.
4. Teachers will call parent(s)/guardian(s) within twenty- four (24) hours of the incident.

DISTANCE-LEARNING COURSE POLICY – ONLINE EDUCATION

Belleville High School has adopted a No-Drop Policy for all distance-learning courses. If a student selects a distance-learning course, they and their parent(s)/guardian(s) will be asked to sign a distance learning agreement that acknowledges this no-drop policy.

DRESS CODE

Coats, jackets, and other forms of outdoor apparel, including hats, caps, hoods, and other forms of head coverings (unless for religious purposes), are prohibited in the Belleville Middle and High Schools during the school day.

Clothing with any word, picture, or logo that is vulgar, obscene, sexually suggestive, racially derogatory, or otherwise depicting socially unacceptable subjects will not be allowed. No clothing may be worn that advertises drugs, alcohol, or tobacco products. The following are unacceptable as clothing options: any undergarments showing; midriff exposure; halter tops or cut-out t-shirts; spaghetti straps. Shorts should be long enough to cover a student's bottom. Students violating the dress code will have the opportunity to change the clothing, cover it up, or be sent home to change.

DRUGS

The possession or use of controlled substances is a violation of the law ([S.961.41](#)). Students who possess controlled substances are subject to suspension and will be referred to appropriate legal authorities. The police will be informed of any violation relating to these regulations on dangerous drugs, narcotics, marijuana, or alcoholic beverages for appropriate criminal action and to aid in the search for sources supplying these materials to minors in violation of any federal, state, or local laws. This includes the possibility of a canine search of the entire facility.

CANINE SEARCHES

The Board of Education authorizes the use of specially trained dogs. Dogs shall not be used for conducting personal searches but may be used to detect the presence of drugs by examining student's possessions, including vehicle and locker.

EMERGENCY FORMS

Parent(s) or guardian(s) should complete emergency forms as part of the online registration process. It is imperative that the Belleville Middle and High School Office has this information to notify the proper person if a student requires medical attention.

EXPULSION

Wisconsin state statute [S.120.13\(1\)\(c\)](#) allows the Belleville Board of Education to expel a pupil from school whenever it finds him/her guilty of:

- Repeated refusal or neglect to obey the rules.
- Knowingly conveying or causing 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.
- Engaging in conduct while at school or while under the supervision of a school authority that endangers the property, health, or safety of others.
- Engaging in conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or Belleville Board of Education member in which the pupil is enrolled.

Prior to such expulsion, the Board of Education shall hold a hearing. In not less than five (5) days, written notice of the hearing shall be sent to the pupil, and if the pupil is a minor, to his/her parent(s)/guardian(s), specifying the details of the alleged refusal, neglect or conduct, stating that the hearing may result in the pupil's expulsion. The pupil, and if the pupil is a minor, his/her parent(s)/guardian(s) may be represented at the hearing by counsel. The Belleville Board of Education shall keep written minutes of the hearing. Upon the ordering by the Belleville Board of Education of the expulsion of a pupil, the school district clerk shall mail a copy of the order to the pupil, and if the pupil is a minor, to his/her parent(s)/guardian(s). The expelled pupil, or if the pupil is a minor, his/her parent(s)/guardian(s) may appeal the expulsion to the Wisconsin State Superintendent. An appeal of the decision of the Wisconsin State Superintendent may be taken within 30 days to the circuit court of the county in which the school is located. This paragraph shall be printed in full on the face or back of the notice.

FAILURES

Policy for Making Up Failed Core Courses

- A grade of **50%-59%** will result in the student making up the course with the teacher. The course may be made up in summer school, with the student being notified by mail in June if he or she qualifies.

- A grade of **49%-0%** will result in the student repeating the course during the next school year. **This is subject to principal discretion.**

Note: Core courses are defined as English, math, science, and social studies.

FIRE/TORNADO/EMERGENCY LOCK DOWN DRILLS

Fire drills will be held monthly as required by law and as an important safety precaution ([S.118.07](#)). Exit instructions are posted in each room. Please follow instructions carefully when you hear the fire alarm sound. Walk quickly to the designated exit. Once outside, move away from the building and stay with your group. Do not return to the building until the announcement to return is given. Students will be suspended and/or referred to appropriate authorities for interfering with the School District of Belleville's firefighting equipment ([S.941.12](#)) and for intentionally setting off a false alarm ([S.941.13](#)). We will be participating in routine A.L.I.C.E. lockdown and evacuation drills and a spring tornado drill.

GRADING SYSTEM

At the end of the grading period, the faculty will report numeric grades based upon the scale below. The student's transcript and report card will reflect a grade point average.

A	100-93	B-	82-80	D+	69-67
A-	92-90	C+	79-77	D	66-63
B+	89-87	C	76-73	D-	62-60
B	86-83	C-	72-70	F	59-0

Incompletes: Must be completed within two (2) weeks or the grade becomes an F, including any online courses.

GRADUATION AND COURSE REQUIREMENTS

I. Credit requirements: 28 credits (15.5 required credits and 12.5 elective credits)

II. Course requirements:

- 4 Credits of English.
- 3 Credits of social studies, civics is required.
- 3 Credits of science, physical science and biology are required.
- 3 Credits of mathematics, algebra and geometry are required.
- 1.5 Credits of physical education, 0.5 physical education/health 9 and 1.0 elective physical education.
- 0.5 Credit of health.
- 0.5 Credit of personal finance and careers.

III. The credit minimum for graduation, 28 or 8 per year, should be considered only as a minimum. Students and parent(s)/guardian(s) wanting to gain the most from their tax dollars and wanting to help themselves for the best possible future should plan to exceed the requirements.

IV. Students planning on attending college or technical school after graduation should give special consideration to the following:

- A. Knowing the entrance requirements of the school he/she wants to attend.
- B. Advanced planning to meet entrance requirements and to assure the completion of recommended courses must take place early in a student's high school career.
- C. Special attention should be given to the areas of English, math, science, social studies, and foreign language.

- V. Graduation: Belleville School Board policy [345.52](#) does not allow students to participate in the graduation ceremony unless they have completed all coursework and credit requirements prior to the scheduled date of graduation.
- VI. Teaching assistants and tutors will be allowed with teacher/administration approval only; no credit will be awarded and only a pass/fail grade is provided.
- VII. Online courses, distance learning, and Youth Options will be graded on a 4.0 scale and a numerical grade/percentage when possible. Pass/fail grading must be approved by the principal or associate principal, prior to taking a class.

HALL PASSES

Students are not to be in hallways during class time without a signed student pass. If you wish to go from one room to another during class, you must have a pass pre-signed by the teacher who you want to visit. All students will return to their regular class before the end of the period, except for students who have signed up to be in the library or computer lab. Those students should remain in the library or lab until the end of the block.

HARASSMENT/BULLYING/HAZING

No student should accept being harassed/bullied by other student(s). A student should report any type of harassment/bullying by other student(s) to a teacher, counselor, psychologist, nurse, associate principal, or principal. Harassment/ bullying includes threats, name-calling, intimidation, hazing, inappropriate touching, gestures, symbol display, or verbal/non-verbal/written communication that makes a student feel uncomfortable or unsafe (even if the person engaging in such behavior does not feel he/she is harassing/bullying). This includes harassment/bullying of a racial, sexual, or non-sexual nature.

Students can anonymously report bullying on Sprigeo on the [Belleville Middle School site](#) or on the [Belleville High School site](#).

HONOR ROLL AND AWARDS

Academic excellence is a goal encouraged of all students. The honor roll is intended as a means of recognizing and motivating as well as rewarding scholastic achievement.

Academic “A” honor roll is a grade point average of 90% or above.

Academic “B” honor roll is a grade point average of 80 to 89.9999%.

Students in grades 9-12 will be eligible for honor rolls providing:

- a. They take a minimum of eight (8) academic classes each semester. Any class that meets daily for the semester that awards a numerical grade will be used to calculate honor roll.
- b. Any exceptions to the enrollment parameters identified above must be pre-approved by the principal or associate principal.
- c. Any grade of D, F, or Incomplete will disqualify a student from honor roll status.
- d. Belleville Middle School Presidential Awards are based on three (3) terms of “A” honor roll and are recognized at the year-end Middle School Awards Program.

High School Honor Roll will be generated on a semester basis.

Honor Cords: Graduating seniors who have achieved an eight (8) semester cumulative grade point average of 90% or above shall be awarded an honor cord.

Wildcat Service Cords: Graduating seniors who have accumulated a minimum of thirty-five (35) hours of service on average each year shall be awarded a service cord.

Project Lead the Way Cords: Graduating seniors who earn a stanine score of 4-9 and average of a “B” for the year in a PLTW class shall be awarded a service cord.

LEAVING SCHOOL/OPEN CAMPUS LUNCH PERIOD

Any student authorized to leave the building during the school day must sign out in the Belleville Middle and High School Office (and sign back in if returning before the end of the school day). During the lunch period, only 9-12 students can leave the building and school property without being signed out. The building remains locked during the lunch period, and students need to be “buzzed in” to re-enter the building. Unauthorized students leaving the campus during the day, other than lunch, could receive a suspension from school for the remainder of the day or another disciplinary action.

LIBRARY MEDIA CENTER AND COMPUTER LAB USE

Library and Library Computer Lab Rules:

1. All library users are expected to help keep the library and library lab a place for learning. Student cooperation is required to maintain a productive climate for all. Library users are expected to return materials and furnishings to their proper place. This assists the next user.
2. Students whose behavior in the library or library labs disturbs the learning climate will be asked to leave *and may not be eligible to return for a determined amount of time.*
3. No food or beverages will be allowed in the library or computer lab.
4. Students are expected to come to the library prepared to work.
5. Students who come to the library during the school day must sign-in. Attendance will be taken in the library. Students must remain in the library until the end of the block.
6. We maintain our collections to serve the needs of all students. For the convenience of all students, users are expected to return books by the date due. Materials are loaned for a three (3)-week period.
7. Books and materials that are lost or significantly damaged will be replaced at the expense of the student or student's family. The cost will be based on the actual replacement cost of the item. This cost will include the cover price, the cataloging costs, and costs incurred placing the order. Students and families have the option of buying their own copy of the lost item and giving it to the library. In this case, only the cataloging costs will be added.
8. Photocopying is available to help student learning. Use is limited to copies needed directly for classroom or other school-related use. There is a one-copy limit per student.

LOST AND FOUND

Students who find lost articles are asked to take them to the office where they can be claimed by the owner. All books and backpacks must be kept in lockers or in the possession of the owner. Any clothing, folders, papers, etc. will be placed in the lost and found box inside the Belleville Middle and High School Office, which will be emptied and donated at the end of each term. Backpacks will be taken to the office. Textbooks will be taken to the teacher's workroom. Teachers will collect specific textbooks and return them to the individual student(s).

LOCKERS

School lockers, including physical education lockers, are the property of the School District of Belleville and are provided for the convenience of students. A student should not share his or her locker with friends and should not let others know the locker combination. The School District of Belleville retains the right to search lockers. If a student's locker is damaged in any way, report the damage to the office. If not reported, the student to whom the locker was assigned will be held accountable. Students, not the school, are responsible for personal property. Do not leave valuable, personal items, or money in lockers. When it is necessary to bring valuables to school, students are encouraged to check them into the Belleville Middle and High Schools Office.

LUNCH PROGRAM (FOOD AND NUTRITION)

The vending machines and Catty Shack at Belleville Middle and High Schools offer nutritious snacks that are available before and after school and throughout the day.

The Taher food service program is provided for all students choosing to participate. The following are key components of the program:

1. The program is a pre-pay system.
2. The amount of any check or cash sent will be deposited into a family account, and all children in the family will draw from that account; no change can be given. Please note that lunch and milk are paid for from the account. One check may be written per family for the lunch program and placed in the drop box outside the Belleville Middle and High Schools Office. Please do not include school fees or field trip fees on the check written for the lunch program.
3. Send checks payable to the School District of Belleville.

Mail to: School District of Belleville
Attention: Hot Lunch Program
635 West Church Street
Belleville, WI 53508

LUNCH PRICES*

2017-2018 Hot Lunch Prices

**These prices are subject to change.*

Grades 7 – 12	Daily	\$ 3.20
	Weekly	\$ 16.00
	Term	\$ 144.00
Adult:	Daily	\$ 3.85
	**Milk (All grades)	\$ 0.40

*The cost of breakfast for K-12 students is \$1.35 per day, \$1.75 for adults.

*Free and Reduced Lunch forms are distributed at registration and can be accessed from the [Taher site](#).

Only those individuals with a positive balance will be allowed to participate in the lunch program.

Menus for the lunch program will be posted in advance.

The lunch program is subsidized by the federal government and the School District of Belleville and is intended to provide the student with a well-balanced meal at a very nominal fee. Therefore, lunch is **not** to be shared with another student who did not purchase the lunch.

- Milk is available during the lunch period.
- Students may bring a lunch from home and buy milk in the cafeteria.
- Return all trays and utensils to the dishwashing area.
- Deposit utensils and waste in proper receptacles.
- Leave the table, chair, and floor in your area clean for others.
- Use good table manners while eating.
- Students who do not follow the normal lunch procedures can lose their privilege to use the school cafeteria.
- Eating lunches in classrooms or corridors is prohibited unless approved by a teacher or administrator.

- Be fair and wait your turn in line.
- Food and beverages should be consumed in the cafeteria.
- A student not picking up his or her trash may lose privileges.
- A student should not consume a beverage or food in the classrooms, except for water in clear bottles.

*Please see the [Food Service Procedures](#) and [Lunch Account Balance Policy](#) in the appendix.

NATIONAL HONOR SOCIETY SELECTION PROCEDURE

Selection for membership to the Belleville Chapter of the National Honor Society is by a faculty council and is based on outstanding scholarship, character, leadership, and service. Selection will occur by Midterm 1 (early November) each year. Candidates must have been in the Belleville High School for at least one semester and be members of the junior or senior class.

- A student's academic records are reviewed to determine National Honor Society eligibility. A candidate eligible for election to the chapter will have a numerical grade average of 90% or higher.
- A student who is eligible scholastically will be notified. He or she must complete the student application form for consideration in the selection process.
- The student application form will be reviewed by the faculty council, along with any other verifiable information about each candidate.
- Candidates meeting the selection criteria of the faculty council will be inducted into the Belleville Chapter of the National Honor Society.
- Junior students who are not inducted during their junior year can reapply as seniors.

ONLINE LEARNING

The online curriculum includes core, elective, foreign language, Advancement Placement, and credit recovery courses. Students must exhibit strong independent work skills, and in most cases, have exhausted the course offerings of Belleville High School to take advantage of the online options, except in the case of credit recovery. As a rule, students who enroll in online courses, include second semester juniors and seniors, except in the case of credit recovery.

PASS/FAIL NOTIFICATION – PASS PROGRAM

The PASS Program was created to identify students who are not making acceptable academic progress. Parent(s)/guardian(s) of students are emailed or mailed a progress report each week if their son or daughter is receiving a 'D' or an 'F' in one or more classes. Students are ineligible if they have a failing grade in a course for two (2) consecutive weeks. The student will become eligible again as soon as their grades are passing- verified with a teacher-signed gold sheet that is turned into the athletic director. Activities include any sports, clubs, or school activities that are part of extracurricular opportunities. If students are failing, it is requested that they stay after school Monday through Thursday each week to make up missing assignments, get tutoring help or one-on-one time with classroom teachers, or any other help they may need until these grades are at a 'D' or above. It is strongly recommended that parent(s) or guardian(s) monitor grades through Family Access in Skyward and seek a conference with the teacher(s) of the course(s) where unsatisfactory work is being done. Parent(s) or guardian(s) also should encourage the student to seek additional opportunities for learning support.

PHOTOGRAPHING AND/OR VIDEOTAPING STUDENTS

During the school year, groups of students are occasionally videotaped or photographed in classroom situations, during fine arts performances, athletic events, and on field trips.

The resulting photo or videotape may be used in a variety of ways: to promote the School District of Belleville and its programs and activities to the community through newspaper articles or use on the School District of Belleville website; to instruct students or staff members; for publication in yearbooks; to orient new parent(s)/guardian(s), staff, and students. The final product also could take a variety of forms such as pamphlets or video programs.

Pursuant to the Family Education Right and Privacy Act (FERPA), any parent/guardian or eligible student eighteen (18) or older, may inform the School District of Belleville of his or her desire not to have a child photographed or videotaped.

The parent, guardian, or guardian *ad litem* must inform, in writing, the principal or associate principal in the child's building by September 15 of the school year that the child's photograph may NOT be released without prior consent. This form is included in online registration materials.

PROGRESSIVE DISCIPLINE

- Teachers establish positive relationships, use a variety of classroom activities, and communicate clear, consistently enforced PBIS expectations to students. Most students will not go beyond this step because they meet teachers' expectations.
- Individual teachers enforce consequences for failure to follow classroom rules including, but not limited to the following: remaining after class, returning to the classroom after school, or parent contact. Consequences must be completed within twenty-four (24) hours of the infraction.
- Failure to complete a teacher's consequence (staying after class or other request) will result in administrative involvement.
- An in-school or out-of-school suspension could be issued because of an administrative decision.
- Students repeatedly committing the same offense may be faced with increased disciplinary action with each new offense.

SCHEDULING

Definition of a full high school schedule:

1. A full high schedule includes eight (8) academic credits per year.
2. Exceptions may include work experience, Youth Apprenticeship, Youth Options, and specialized education plans.
3. Teaching assistant positions and tutoring options will only be allowed during a student's study hall blocks.
4. The number of senior responsibility passes may not exceed four (4) blocks during a school year.

Schedule Change Policy

A student creates his or her schedule, and the choices direct course offerings and our allocation of staff. We recognize that circumstances change, and we will allow some revisions to the schedule; however, these changes will only occur when there is a specific reason for the change and the parent(s) or guardian(s) endorse the change. All course changes will be subject to availability and class size.

1. No change will occur if it will reduce class size to eight (8) or fewer students.
2. No dropping a semester course at the term.
3. No dropping an online course.
4. No dropping a course after the **fourth day** of the term.
5. Add/drop forms must be completed with signatures before a change will be made. Forms may be found online or in Student Services.

SCHOOL COUNSELING

Counseling services are available for every student. These services include assistance with educational planning, interpretation of test scores, occupational and career information, study help, and assistance with home, school, or social concerns.

SCHOOL STORE

The Catty Shack is a place where students and staff can purchase supplies for their classes or enjoy a healthy snack for a reasonable price within Belleville Middle and High Schools. The Catty Shack is student-run, which means the products are chosen and sold by students. This is true from the type of pencils offered to the popular spirit wear available for purchase. It is located conveniently outside the library and is open before school, after school, and for special events held at Belleville Middle and High Schools.

STUDENT BEHAVIOR

The following behaviors are expected of all students:

- Show respect for fellow students, staff, substitute teachers, guest speakers, and staff requests.
- Show respect for school and personal property.
- Comply with classroom and school rules related to behavior and attendance.
- Refrain from any form of harassment related to sex, sexual orientation, race, creed, color, religious preference, and physical appearance.

In addition to the behaviors listed above, the students of Belleville Middle and High Schools will refrain from:

- Riding skateboards or rollerblading on school property at any time.
- Gambling or wagering.
- Plagiarism, which includes written work and copying of document text directly from the computer.
- Using profanity.
- Sitting in hallways, unless in a chair or on a bench.
- Food or drink (other than water in clear bottles) in classrooms and the library.
- Belleville High School students are not permitted to enter the Belleville Middle School during the school day unless accompanied by a staff member.
- Music players (iPods, etc.), headphones, and cell phones are allowed before or after school, at lunch, and during passing times only. Any of these items that are used during times other than those stated above will be confiscated and returned at the end of the school day. A progressive discipline plan will be enforced for violators with each incident.
- Cell phone and camera use are prohibited in bathrooms and locker rooms.

Students are expected to conduct themselves in a manner that will establish an atmosphere for learning. See the Code of Classroom Conduct on page 3. Responsible conduct by all students in and out of the classroom is essential for the effective operation of the school. Specific expectations will be established by each teacher resulting in slight differences between rules and procedures from classroom to classroom; however, general discipline guidelines have been established for the Belleville Middle and High Schools. Students should strive to show respect for the rights of others. Student self-discipline is our goal.

STUDENT COUNCIL

Each class elects a president, vice-president, secretary, and treasurer. To hold class office, the student must be passing his or her classes.

Students may campaign in any reasonable manner they choose (posters and speeches). Five to seven (5 to 7) school days are allowed to campaign. After that, each class will hold an election during the lunch period. The four party members elected from each class make up the sixteen (16) total student council members.

The election of student council officers (president, vice-president, secretary, and treasurer) takes place at the first student council meeting.

STUDENT HEALTH

The mission of the Belleville Middle and High Schools Health Office is to promote a healthy and safe environment to allow all students to learn at their maximum potential. Please contact the school with any health concerns or immunization updates you may have regarding your son or daughter so the school nurse may make well-informed decisions. Any students with specific health concerns will have a personalized plan of care created to assure their health and safety in the School District of Belleville. Students with day-to-day first aid or health needs that cannot be met by the classroom teacher are to report to the Belleville Middle and High School Office.

STUDENT PROGRESS AND INFORMATION

We encourage parent(s) and guardian(s) to use Skyward Family Access to review information regarding his or her student. Family Access will provide information about attendance, discipline, grades, homework, and food service records. This service requires a login name and password. To obtain these, please contact the Belleville Middle and High School Office. More information about this service can be found at Belleville Middle and High Schools' [website](#).

STUDENT TRANSPORTATION AND PARKING

Students will park in the parking area west of the building (and the north parking lot for overflow when the west lot is full). Students will park vehicles between the painted lines in the parking lot. A student must register his or her vehicle that will be parked in the school parking lot. [Registration forms](#) are available in the Belleville Middle and High School Office.

All vehicles must be operated in a safe and legal manner while on School District of Belleville property.

Inappropriate use of parking facilities will result in suspension of parking lot privileges. The length of suspension will be determined by the principal or associate principal.

Inappropriate parking lot conduct includes:

1. Parking in unauthorized spaces.
2. Driving erratically or too fast.
3. Littering in the parking lot.
4. No loitering: A student should leave his or her car and enter the building immediately upon parking.

A violation may result in a ticket being issued by the Belleville Police.

STUDENT TRANSPORTATION SERVICES

See the Board [Policy](#) and [Rule](#) concerning transportation in the Appendix.

SUSPENSION

State statutes permit the suspension of students ([s.120.13.\(1\)\(b\)](#)). In the School District of Belleville, students may be suspended for the following reasons:

1. Showing flagrant disrespect for School District of Belleville personnel.
2. Committing an act that is a safety or health hazard to self or others.
3. Vandalizing School District of Belleville property or property of others.
4. Selling, using, possessing, or being under the influence of controlled substances (alcohol, tobacco, and drugs).
5. Violating a School District of Belleville rule or Belleville School Board policy.

The procedures for implementation are defined in ([S.120.13\(1\)\(b\)](#)). The School District of Belleville Administrator, principal, associate principal or teacher designated by him/her may suspend a pupil for *not more than 5 days* for non-compliance with Bellville School Board rules, or for conduct by the pupil while at school or while under the supervision of a school authority, which endangers the property, health or safety of others. Prior to any suspension, the pupil shall be advised of the reason for the proposed suspension. The pupil may be suspended if it is determined that he or she is guilty of non-compliance with such rule, or of the conduct charged, and that his/her suspension is reasonably justified. The parent(s)/guardian(s) of a suspended minor pupil shall be given prompt notice of the suspension and the reason therefore. The suspended pupil or his/her parent(s)/guardian(s) may, within five (5) school days following the commencement of the suspension, have a conference with the School District of Belleville District Administrator or his/her designee. If the School District of Belleville District Administrator or his/her designee finds that the pupil was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the alleged offense, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the pupil's record shall be expunged. A pupil suspended under this paragraph shall not be denied the opportunity to take any term or grading period examinations missed during the suspension period.

*The office will attempt to collect missing work from teachers at this time.

TECHNOLOGY – ACCEPTABLE USE

Mobile Device Handbook

Students who are given access to or who are distributed a mobile device are expected to follow the guidelines and policies of the [Mobile Device Handbook](#).

Network Usage Policy

The computer network is provided to students in the School District of Belleville to support their educational needs and for staff members to support their professional activities. All School District of Belleville computer users are responsible for using the network in an effective, efficient, ethical, and lawful manner. Use of the computer network is a privilege, not a right, and as such, the privilege can be withdrawn from those who use the network irresponsibly. In addition, the district loans network storage space to a student for documents and reserves the right to examine any document saved on a network server or on an individual workstation. A student must adhere to the following rules:

- Vulgar or inappropriate language is forbidden.
- Use of the computer cannot disrupt the operation of the network.
- Passwords are not to be shared. You are responsible for your own log-in.
- Copying software onto the network or workstation is prohibited.
- The unauthorized use of games in school is prohibited.
- Chat-rooms are off-limits.
- Plagiarism is forbidden.

Network Etiquette

The Internet is a powerful mechanism to be used in the search for knowledge and information. The clear majority of Internet sites are valuable, important resources and an integral component of instruction like any other resource used in the classroom.

Inappropriate use of the network may result in disciplinary consequences as determined by the building principal or associate principal in conjunction with the system administrator. The principal and system administrator will deem what is inappropriate use, and their decision is final. The system administrator may close an account at any time.

Students are expected to abide by the generally accepted rules of network etiquette. These include (*but are not limited to*) the following:

1. Be polite. Do not get abusive in your messages to others.
2. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language. Illegal activities are strictly forbidden.
3. Do not reveal personal information over the Internet such as names, addresses, passwords, or phone numbers of yourself or other students or colleagues.
4. Electronic mail (email) is not guaranteed to be private. People who operate the system do have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
5. Stay out of areas that contain adult-oriented material, references to drugs or alcohol, or other inappropriate material. If you accidentally enter or receive material from an area like this, contact a supervisor to help you back out.
6. Do not send or retrieve copyrighted materials (software, pictures, etc.) over the Internet. This is a violation of the law and Belleville School District Policy and shows disrespect for those who created the original work.
7. Do not post anonymous messages. This includes but is not limited to message boards, blogs, and chat-rooms.
8. School-supplied Gmail is the only email service to be used at Belleville Middle and High Schools.

Security

If you feel you have found and can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to others. Do not use another individual's account without written permission from that individual. Any person identified as a security risk or having a history of problems with other computer systems may be denied School District of Belleville Internet access.

TOBACCO/E-CIGARETTES

Students are not allowed to use or possess tobacco products, e-cigarettes, or vapor paraphernalia on School District of Belleville property at any time. School District of Belleville personnel have the authority to confiscate cigarettes, smoking supplies or equipment, or chewing tobacco at any time ([Statute 120.12\(20\)](#)).

VISITORS TO BELLEVILLE MIDDLE AND HIGH SCHOOLS

Parent(s) or guardian(s) are welcome to visit the School District of Belleville. Please ring the security button, and a Belleville Middle and High School Office staff member will acknowledge you and let you in. Please come to the office immediately to sign in and pick up your visitor's badge. If you plan to meet with a teacher or staff member, please make an appointment in advance to assure availability. Any student visitors must be pre-approved by the principal or associate principal.

WEAPONS

No one shall possess a dangerous weapon or look-alike weapon on Belleville Middle and High School premises, except as specifically outlined below:

1. Weapons under the control of law enforcement personnel are permitted.
2. Weapons that are registered and handled in a legal manner for education may be authorized by the building principal or associate principal.
3. Weapons properly registered and handled during the community use of School District of Belleville facilities may be permitted.

The Belleville School Board defines a dangerous weapon or look-alike weapon as a firearm, knife, razor, chemical spray, metal buckle, or any other object that, by the manner in which it is used or intended to be used, is capable of inflicting bodily harm or could pretend to be capable of inflicting bodily harm.

WITHDRAWALS

A student seeking to withdraw or transfer to another school should report to the office and pick up a withdrawal form. The form will be initialed by each of the student's teachers after they have turned in any textbooks or materials appropriately. The student also should return his or her Chromebook and any books that are on loan to the school library.

WORK PERMITS

Minors (14- and 15-year-olds) are required by Wisconsin State Law to obtain a work permit before they can be legally employed on a part-time basis ([S.103](#)). The type of job a student wants to secure determines how old you must be and the type of permit you will need.

Work permits will be issued in the Belleville Middle and High School Office during the school year. Students must be present to secure a work permit and have the following documents before a work permit will be issued:

1. Birth record, baptismal certificate, or a valid driver's license.
2. A letter from the student's prospective employer on letterhead (including a phone number) stating his or her intention to employ him or her, hours of employment, and the type of job.
3. Letter from the student's parent(s)/guardian(s) consenting to his or her employment.
4. A fee of \$10.
5. Social Security card.

Belleville Middle and High Schools



**Student Handbook
2017-2018
APPENDIX**

School District of Belleville Food Service Procedures

It is the goal of the Belleville School District to ensure all children receive proper nourishment in order for them to fully concentrate on learning. The District believes this is a shared responsibility that can only be accomplished through strong partnerships with families and clear communication regarding food service policies. Those families, who participate in the School District of Belleville Food Service Program, will be subject to the following policies and procedures:

PAYMENT POLICY

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their food service lunch account throughout the school year.

NEGATIVE BALANCES

1. Families will be notified when their family account reaches a **positive** \$20.00 through an automated email sent through Skyward least once per week.
2. Families who have negative balances in their accounts will be notified by an automated email sent through Skyward at least once per week. This will continue until there is a positive balance in the account.
3. Students with a negative account balance will only be served a reimbursable meal and will not be allowed to purchase a la carte items. Once a family account is at zero, students may continue to purchase reimbursable meals up to -\$50.00. *Once the account reaches -\$50.00, all purchases will be denied.* If families are having difficulty making deposits, they need to contact the Food Service Department to make arrangements.
4. All Students whose balance reaches -\$50.00 will receive a notice sent home and a telephone call from a school official. A substitute meal that consists of a cheese sandwich and milk will be provided for three days at no charge. After the three days, if the account balance has not been paid or a payment plan agreed upon, the student's food service account (including lunch, breakfast and milk) will be disabled and the parent/guardian will need to send their student with a lunch from home until the outstanding balance has been paid. All Middle/High school student's a la carte purchases during this time will be denied.
5. Free and Reduced Priced Meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service tab on the school website (www.belleville.k12.wi.us). An updated application must be returned to the Food Service Department by September 30th of each school year or the status of the account will revert to Paid Prices. *It is the family's responsibility to submit a timely application. Eligibility is not retroactive. Charges made prior to eligibility are at full price and are the family's responsibility to pay.*
6. Payment Plans
From time to time families may enter into a payment plan agreement with the District. A payment plan is a mutual agreement between the District and the

family to bring the Food Service account up to date. The agreement is in writing and signed by the responsible parent/guardian (payor of the account) and a District official. It is the family's responsibility to comply with the agreement and make payments as stated or the food service account will be disabled. If the account must be disabled, a substitute meal that consists of a cheese sandwich and milk will be provided for three days at no charge. Once the account is disabled, no charges of any kind may be made unless the family is eligible for the Free and Reduced Meals program.

ACCOUNT BALANCES

1. Parents may restrict students from making additional purchases by calling the Food Service Department. There are three types of restrictions that can be set up in the computer system:
 - a. **Complete Block***: No charges to be made on the account.
 - b. **Complete a la carte Block**: Only allow purchases of a reimbursable lunch and additional milk allowed.
 - c. **Wanding Message**: Once the pin number is entered, a message will appear next to the student's name stating their restrictions. The cashier can bypass this message and continue to charge the account with all purchases.

* Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account.

Any of the restriction described above will show up from year to year unless the Food Service Department is contacted.

2. Family balances and purchases made on accounts are available on the district website through Family Access. Payments can also be made by sending a payment to the school office or by making a payment online through direct deposit.
3. In the event that a food service account has an insufficient fund check returned from the bank, this amount plus any fees will be subtracted from the account. *Three insufficient funds checks per family in a school year will cause the family to be placed on a "cash only" basis for the rest of the school year.*
4. In accordance with the USDA regulations, students who have had their food service account deactivated may continue to purchase meals or milk by presenting cash for the meal or milk purchase in the lunch line.
5. Unpaid fees will be carried over annually.

DEFINITIONS of a USDA REIMBURSABLE MEAL

1. A five component lunch is defined as follows:
 - a. Vegetable
 - b. Fruit
 - c. Grain
 - d. Protein
 - e. Milk

Three out of five must be taken to qualify for a reimbursable lunch. One component out of the three must be a ½ **cup** of fruit, vegetable or a combination of both.

2. A five component breakfast is defined as follows:
 - a. Grain
 - b. Additional Grain or Protein
 - c. Fruit
 - d. Vegetable
 - e. Milk

Three out of five components must be taken to qualify as a reimbursable breakfast. One component out of the three must be a ½ **cup** of fruit, vegetable or a combination of both.

Breakfast and lunch meals that don't qualify as a reimbursable meal, by the above standards, will be charged a la carte prices.

3. An a la carte item is defined as an item purchased outside the reimbursable breakfast or lunch. (For example, additional milk, snack item, bottled drinks or additional entrees). These items will be charged individually.

SECOND MEALS/DOUBLE ENTREES

1. A second meal that has three of the five food groups may be purchased at a price set higher than the reimbursable lunch price. This will be considered a la carte.
2. A double entrée that consists only of the entrée may be purchased at a price set lower than reimbursable lunch price. This would be considered a la carte.

STAFF MEALS

Staff meals may be purchased at a price determined by the Food Service Department. Staff meals will be priced higher than that of a student's reimbursable rate. Staff meals will be discontinued at -\$50.00.

COMPETING SALES

Concessions, bake sales, school stores, etc. are not to compete with Food Service. As per the Department of Public Instruction, there are to be no competitive sales in the cafeteria while breakfast and lunch are being served.

Please refer to the following Board Policies for further information:

190 District Wellness
760 Food Service Management
761 Free and Reduced Price Food Services

School District of Belleville

Lunch Balance Policy

Families, who participate in the School District of Belleville Food Service Program, will be subject to the following policies and procedures:

PAYMENT POLICY

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

NEGATIVE BALANCES

7. Families will be notified when their family account reaches a **positive** \$20.00 through an automated email sent through Skyward once per week.
8. Families who have negative balances in their accounts will be notified by an automated email sent through Skyward once per week. This will continue weekly until there is a positive balance in the account.
9. Students with a negative account balance will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Once a family account is at zero, students may continue to purchase meals up to -\$50.00. Once the account reaches -\$50.00, all purchases will be denied. If families are having difficulty making deposits, they need to contact the Food Service Department to make arrangements.
 - Elementary and Intermediate School Students whose balance reaches -\$50.00 will receive a notice sent home and a telephone call from a school official. A substitute meal that consists of a cheese sandwich and milk will be provided at no charge. If the account balance has not been paid or a payment plan agreed upon, the child's food service account (including lunch, breakfast and milk) will be disabled and the parent/guardian will need to send their child with a lunch from home until the outstanding balance has been paid.
 - Middle/High School Students whose balance reaches -\$50.00 will receive a notice sent home and a telephone call from a school official. A substitute meal that consists of a cheese sandwich and milk will be provided at no charge. If the account balance has not been paid or a payment plan agreed upon, the child's food service account (including lunch, breakfast and milk) will be disabled and the parent/guardian will need to send their child with a lunch from

home until the outstanding balance has been paid. All a la carte purchases during this time will be denied.

10. Free and Reduced Priced Meals are available to those who qualify. An application can be obtained from the school office or online on the Food Service Department's website. An updated application must be returned to the Food Service Department on a yearly basis, by September 30th of each year or the status of the account will revert to Paid Prices.

ACCOUNT BALANCES

6. Parent's may restrict students from making additional purchases by calling the Food Service Department. There are three types of restriction set ups:
 - a. A complete block set up in Skyward, this wouldn't allow any charges to be made on the account
 - b. A complete a la carte block set up in Skyward, this would only allow purchases of a reimbursable lunch and additional milk
 - c. A warning message attached to the account; once the pin number is entered, a message will appear next to the student's name, stating what their restrictions are. A cashier can bypass this message and continue to charge the account with all purchases.

* Please note that although a student may have a level of block on their account, if they get through the line with additional purchases and a cashier is unable to stop them, the charges will be added manually to the account.

* The restriction on the system will show up from year to year unless the Food Service Department is contacted.

7. Family balances and purchases made on accounts are available on the district website through Family Access. Payments can also be made by sending a payment to the school office or by arranging direct withdrawal from your personal account.
8. In the event that a food service account has an insufficient fund check returned from the bank, this amount plus any fees will be subtracted from the account. Three insufficient funds checks per family in a school year will cause the family to be placed on a "cash only" basis for the rest of the school year
9. In accordance with the USDA regulations, students who have had their food service account deactivated may continue to purchase meals or milk by presenting cash for the meal or milk purchase in the lunch line
10. Unpaid fees will be carried over annually. At the time of high school graduation, if a student has past due fees of any kind, he/she will be

ineligible to walk the stage and receive their cap/gown until all fees have been paid in full.

DEFINITIONS

4. A five component lunch is defined as follows:
 - a. Vegetable
 - b. Fruit
 - c. Grain
 - d. Protein
 - e. Milk

Three out of five must be taken to qualify for a reimburseable lunch. One component out of the three must be a $\frac{1}{2}$ **cup** of fruit, vegetable or a combination of both.

5. A five component breakfast is defined as follows:
 - a. Grain
 - b. Additional Grain or Protein
 - c. Fruit
 - d. Vegetable
 - e. Milk

Three out of five components must be taken to qualify as a reimbursable breakfast. One component out of the three must be a $\frac{1}{2}$ **cup** of fruit, vegetable or a combination of both.

- Breakfast and lunch meals that don't qualify as a reimbursable meal, by the above standards, will be charged a la carte prices.

6. An a la carte item is defined as an item purchased outside the reimbursable breakfast or lunch. For example, an additional milk, snack item, bottled drinks or additional entrees. These items will be charged individually.

SECOND MEALS/DOUBLE ENTREES

3. A second meal that has three of the five food groups may be purchased at a price set higher than the reimbursable lunch price. This will be considered a la carte.
4. A double entrée that consists only of the entrée may be purchased at a price set lower than reimbursable lunch price. This would be considered a la carte.

STAFF MEALS

Staff meals may be purchased at a price determined by the Food Service Department. Staff meals will be priced higher than that of a student's reimbursable rate.

COMPETING SALES

Concessions, Bake Sales, School Stores, etc. are not to compete with Food Service. As per the Department of Public Instruction, there are to be no competitive sales in the cafeteria while breakfast and lunch are being served.

STUDENT TRANSPORTATION GUIDELINES

A. Bus Driver Responsibilities:

1. During the regular school day, the bus driver is primarily responsible for the maintenance of order on the bus. This supervision authority applies while the bus is in motion and during pick-up/drop-off periods.
2. Bus driver responsibilities shall include, but shall not be limited to, the following.

Bus drivers shall:

- a. Require riders to always walk around the front of the bus.
- b. Signal riders to cross a road after checking to make sure the road is clear.
- c. Instruct riders to cross a road about 10 feet in front of the bus.
- d. Observe the number of riders departing the bus.
- e. Observe that each rider is safely across the road before proceeding on the route.
- f. Instruct riders to stand off the road in straight lines when waiting to board the bus.
- g. Advise riders periodically concerning the dangers of crossing roads and incorrect procedures for entering and leaving the bus.
- h. Supervise bus riders.
- i. Report misconduct in accordance with established procedures.
- j. Perform required safety drills.
- k. Stop at all pick-up points. If a rider is habitually late, the driver shall inform the Transportation Director who shall notify the student's parent/guardian in writing that the driver will not wait for the student.

B. Extracurricular Transportation

1. Students must return a parent/guardian written permission slip before they will be transported.
2. Chaperones and others may not take siblings or others on trips unless authorized by the Director of transportation.

APPROVED: April 13, 1998

REVISED: January, 8, 2007

STUDENT TRANSPORTATION SERVICES

The responsibility for the operation of the student transportation program rests with the Board. The transportation of students to and from school shall be administered uniformly and consistently throughout the district and in accordance with state and federal law.

The Board shall provide transportation to public school resident students to and from their school of attendance as follows:

1. Transportation shall be provided to pre-school and kindergarten students.
2. Transportation shall be provided to elementary, middle and high school students living more than one-half mile from school.
3. Students with exceptional educational needs (EEN) shall be transported as required by their individualized education program (IEP).
4. Students living within areas of unusual hazard as determined by the Board shall be transported.
5. Students will be picked-up and dropped off from their parents home. If dual residence pick-up is required, a written request must be filed and approved by the building principal in accordance with established procedures.
6. Students whose child care location qualifies for transportation shall be transported provided a written request is filed and approved by the building principal in accordance with established procedures.

In addition, private school students shall be transported in accordance with state law.

In cases where transportation is required but it is not considered feasible, contracts may be established with parents/guardians or others to provide the transportation service.

Transportation may be provided for public school students, chaperones and/or faculty members in connection with approved extracurricular school activities.

All administrators and bus personnel shall be expected to be fair and consistent in the administration of policies and procedures relating to student conduct on school buses. It is not, however, only the responsibility of administrators to provide for proper conduct on school buses. Bus drivers, riders and parents/guardians also have responsibilities in this area.

Student transportation policies shall be made available to land developers, realtors, town boards and other interested persons.

Variances and temporary situations shall be acted upon by the Superintendent.

LEGAL REF.: Sections 115.76(3) Wisconsin Statutes
121.51 - 121.56

CROSS REF.: 751-Rule, Student Transportation Guidelines
422, Public School Open Enrollment
443.5, Student Conduct on School Buses
751.1, Bus Routing and Scheduling
751.21, Use of Video Cameras on School Buses

APPROVED: April 13, 1998