

# 2020–2021 Student Handbook



Belleville Elementary School

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## Introduction and Welcome

Dear students and parents or guardians,

The staff of Belleville Elementary School is looking forward to the 2020-2021 school year. The School District of Belleville emphasizes a rigorous, relevant, and engaging learning environment to provide your students the support needed to achieve socially and academically.

The Elementary School staff is committed to nurturing the learning of students and fostering a school environment characterized by safety, respect, collaboration, productivity, growth, and high achievement. Educating students to become successful and providing them with a world-class education requires devotion, passion, and innovation. Through collaboration, communication, and strong partnerships with our families and community, we will continue to enhance the opportunities for students to learn and grow.

Thank you for reviewing this handbook as it serves as a resource for students and families to help understand the policies and guidelines that govern our day-to-day operations in order to maintain a safe, respectful, and responsible school environment. It's the #WildcatWay!

Sincerely,

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# School District of Belleville

MOTTO  
DISCOVER - ENGAGE - ACHIEVE

## Mission

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 21<sup>st</sup> century.

## Vision

Every student will achieve success and graduate as a lifelong learner, globally competitive, and prepared for college, career, and life.

## 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 ELEMENTARY SCHOOL  
COLORS

Navy Blue and Gold

BELLEVILLE ELEMENTARY SCHOOL  
MASCOT

Wildcat



# Philosophy of Learning and Discipline

We believe school should be a safe and respectful environment where students are free to learn. Students, staff, and parents or guardians share in the responsibility of creating and maintaining a safe and respectful learning environment. A school's discipline policy supports this environment by clearly articulating to members of the school community expectations for safe, responsible, and respectful behavior. Appropriate behavior is a critical component in this environment and a strong indicator of student success.

A school's discipline policy should be administered in a manner that is fair and acknowledges the dignity and worth of each individual. It needs to hold an individual responsible for his or her actions. It also needs to recognize the uniqueness of each student, classroom, building, and situation, creating an environment where students can grow academically, intellectually, socially, and emotionally.

When a student engages in inappropriate behavior, staff members will work with the student to address the behavior. Possible interventions include education, restitution, mediation, counseling, a parent or guardian meeting, time-out, loss of privileges, referral to the principal's or associate principal's office, detention, or suspension. A student who engages in any inappropriate behavior shall be disciplined in accordance with district and building discipline policies. These policies apply to school buildings, school grounds, school-sponsored activities or trips, school bus stops, school vehicles, and school-related functions. District and building policies also apply to any student whose conduct at any time or in any place interferes with or obstructs the mission, beliefs, or operation of the school district, or the safety or welfare of other students or employees.

Some behaviors may be so serious as to call for dismissal, suspension, or expulsion. These consequences are reserved for a significant violation of school rules or an accumulation of violations. These behaviors that interfere or disrupt the educational process, pose a danger or potential danger, are unacceptable, and will not be tolerated in the school setting. Behaviors of this type include, but are not limited to, chemical use, major insubordination, verbal or physical assault, abuse or fighting, theft, major disruptions, statutory crime, possession of a weapon, vandalism, and possession or use of drug paraphernalia.

Students who are identified as disabled under the Individuals with Disabilities Education Act (IDEA) or Section 504 are subject to the same rules and discipline policies as non-disabled students unless individualized educational programs require otherwise. The consequences for misbehavior by students with disabilities are subject to the applicable state and federal law.

Helping a student understand his or her responsibilities for proper behavior, as well as his or her rights to be educated in a safe environment is important to us.

Students must develop specific behaviors in order to be academically and socially successful. These behaviors include cooperation, self-advocacy, responsibility, honesty, empathy, and self-control. By modeling and supporting these behaviors, we will develop students who are self-directed learners and who respect the authority, property, and rights of others.

Please refer to Board Policy 5500 that specifically addresses student conduct.

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# Attendance

Regular attendance is essential to the academic success of your child. In Wisconsin, school attendance is mandatory for students six (6) to eighteen (18) years old unless the child is enrolled in a home-based program. A student is expected to attend school every day except for illness or family emergencies. Good attendance habits will help students achieve success in future occupations. Frequent absences have a negative effect on school achievement.

A child's attendance (or lack of it) in the early grades correlates directly with his or her ability to read at grade level by 3rd grade. Studies have shown that a student who misses more than nine (9) school days during a school year is far less likely to be proficient at his or her grade level.

School attendance is the responsibility of both the student and parent(s) or guardian(s). A student is required to be in his or her scheduled class each period.

A parent or guardian is authorized to excuse his or her child from school up to a maximum of ten (10) days in a school year. These days need not be consecutive.

## Definitions

- **Excused absences** include:
  - Illness: Physical or emotional.
  - Doctor or dentist appointments that cannot be scheduled during school hours. A student shall bring an appointment verification slip to excuse his or her absence.
  - Death in the immediate family.
  - Family emergencies.
  - Religious holidays.
- An **unexcused absence** is recorded for a student who does not provide a written explanation or a call is not received from a parent or guardian.
- A **tardy** is recorded in Skyward if a student arrives at school after 8 a.m. or after the beginning of the block bell rings.
- A **habitual truant** student is one 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 semester. These days need not be consecutive.

## References:

Wisconsin State Statute s.118.15

Wisconsin State Statute s.118.16 (2) (cg)

Wisconsin State Statute s.118.16 (5)

School Board Policy [2340](#)

School Board Policy [5200](#)

## Excused Absences

When a parent or guardian knows that his or her child will be absent, it is requested that the parent or guardian provides the school prior notice of the upcoming absence. The school will contact a parent or guardian to verify any absence that is not reported to the school. All absences must be excused within 24 hours of the initial absence.

### Parent or Guardian Responsibilities

- It is the responsibility of a parent or guardian to call the office at 608-835-6120 before 9:15 a.m. on the day of the absence to inform school officials of the reason for a student's absence. When it is necessary for a student to be absent due to illness or emergency reasons, a parent or guardian is requested to call the school office before 8 a.m. on the day of the absence to indicate the reason for a student's absence so that the school can maintain accurate records.
- If a parent or guardian knows in advance that a student will be absent from school, he or she should call the school office or send a written explanation.
- A parent or guardian may provide a written explanation of a student's absence(s) upon the student's return to school in lieu of notification via phone or written notification in advance of the student's absence.

### Student Responsibilities

A student is required to attend all classes on his or her daily schedule, unless he or she has received approval by the principal or permission from a parent or guardian.

- For a pre-planned absence, a student is expected to contact his or her teacher for class obligations.
- Make-up work:
  - A student excused from school by his or her parent or guardian prior to an absence is required to make up the assignments and tests missed. A student shall make appropriate arrangements with the teacher(s).
  - A student with other excused absences will be allowed to make up missed assignments and tests.

### Teacher Responsibilities

A teacher is required to submit daily attendance reports to the attendance secretary for students under his or her supervision and provide the student with missed assignments.

## Unexcused Absences

If no written explanation or call is received, the student will be admitted as unexcused. There is a twenty-four hour (24) window for a parent or guardian to call the school office or provide a written explanation of the absence in order for it to be recorded in Skyward.

## Consequences

A student may have to make up work that was missed during the second recess period until they are caught up with missing assignments.

## Tardiness

A student is considered tardy if he or she arrives at school after 8 a.m. Please make every attempt to get your child(ren) to school prior to that time. A student who is tardy needs to request a late pass from the office before being allowed to enter a classroom. Parent(s) or guardian(s) will be contacted if the tardiness is excessive and a meeting with school personnel will be required.

## Truancy

The attendance secretary will notify a parent or guardian about a truant student. The attendance secretary will contact a parent or guardian by telephone or email within two (2) school days of an unexcused absence.

The attendance secretary will notify a parent or guardian of a student who is a habitual truant by registered or certified mail.

## Consequences

### Court Appearance

Consequences for truancy include a court appearance with progressive consequences. Each successive ticket carries greater consequences via court sanctions:

- **First Offense**
  - \$98.00 fine
  - 10 hours of community service
- **Second Offense**
  - **\$124.00**
  - 20 hours of community service
- **Third Offense**
  - Referral to circuit court for prosecution

## **Other Absences**

### **Field Trips**

Field trips are encouraged as part of instruction to provide students with educational experiences that are extensions of the classroom. Field trips and co-curricular activities will occasionally cause a student to miss a class; however, all missed work must be completed.

A student must have a field-trip permission form signed by parent(s) or guardian(s) in order to attend. A teacher will give a student ample time and reminders to return his or her permission form. Scholarship money is available if payment of field trip fees creates a hardship for a student's family. In such cases, parent(s) or guardian(s) should contact the student's teacher or school office. Medications that are normally given to a student during the school day will be given by school staff during a field trip.

A parent or guardian may be asked to participate as chaperones in accordance with need. Teachers may take local field trips and students will walk to and from the school.

### **Family Trips**

We realize that trips and family vacations can be excellent learning activities for students; however, the administration discourages such interruptions in the school year. If this must occur, please notify teachers so appropriate schoolwork can be arranged ahead of time.

### **Hall Passes**

During class time, a student must have a proper hall pass to be in any area of the building when out of class. A student should come to class prepared to minimize the need to leave the classroom. Teachers should only allow one student from the classroom out on a pass at a time. A student will not access a Personal Communication Device (PCD) in his or her locker while out of a classroom with a pass. A student will be returned to a classroom if in a hallway for an extended period of time or in areas outside of his or her designated pass.

# Academic Policies

## Learning Standards and Expectations

The standards of excellence and expectations for the students are rigorous, yet attainable. Every effort is made to challenge and meet the needs of students. A student is expected to be responsible for his or her schoolwork and his or her behavior. A student is required to have learning tools as needed including Chromebooks, pencils, paper, books, etc. A student is expected to take care of materials that are assigned. Completing assignments on time and to the best of one's ability results in improved student success, self-confidence, and increased knowledge.

We encourage parent(s) or guardian(s) to use Skyward Family Access to review information regarding a student's attendance, behavior, food service records, grades, and homework. This service requires a login name and password. To obtain these, please contact the Belleville Elementary School office.

## District-Issued Student Email Account

A student is assigned an email account upon enrollment. A student assigned a district-issued email account is required to use it for school-related electronic communications, including to staff members and individuals or organizations outside the district with whom he or she is communicating for school-related projects and assignments. As directed and authorized by a teacher, a student shall use his or her district-issued email account when signing up or registering for access to online educational services, including mobile applications or apps that will be used by a student for educational purposes.

Personal email accounts on providers other than the district's email system shall be blocked if concerns for network security, SPAM, or virus protection arise. A student is expected to exercise reasonable judgment and prudence and take appropriate precautions to prevent viruses from entering the district's network when opening or forwarding any emails or attachments to emails that originate from unknown sources. A student shall not send or forward mass emails.

### References:

School Board Policy [7540.03](#)

School Board Policy [7540.07](#)

## Report Cards

The School District of Belleville uses a standards-based report card for kindergarten through 6th grade. The report cards are distributed at the end of each semester. The report card uses a number system (4, 3, 2, 1). Report cards are distributed electronically through the parent portal in [Skyward Family Access/Skylert](#). Paper copies are sent home upon request.

The numbers on the report card represent the following:

- 4 - Advanced
- 3 - Proficient
- 2 - Approaching
- 1 - Basic

It is important to understand that these number grades do not equate to the traditional grades of A, B, C, D, F. Grading based on standards is very different and difficult to equate to traditional grading. In addition, several academic behaviors and standards must be observed in order to receive a particular number.

Please note the following as you are viewing your child's report card:

- Four (4) typically means the student is at least one or more years above grade level in that particular area
- Three (3) means the student is proficient, or at grade level. The range for a 3 is large including proficient and proficient and advanced skills.
- Two (2) means the student is making progress in expected grade-level, but is not proficient in all the skills as of yet. They typically need some support to demonstrate understanding and complete the work.
- One (1) means the student is just beginning to understand the work or particular standard and needs significant support with the standard.

A student's teacher is the first reference to answer questions regarding the report card and a student's grades at any time.

## Parent-Teacher Conferences

Report cards will be issued at the end of the semester. Parent-teacher conferences will be held during the first and third quarter.

A parent or guardian may be asked to come for a conference in addition to the dates listed above, or a parent or guardian may call the office to arrange a conference with a teacher or principal. Whenever a parent or guardian has a question, concern, or suggestion, he or she can contact the school.

## Late Work

As educators, we understand that there may be circumstances that may cause assignments not to be handed in on time. A parent or guardian can contact a student's teacher regarding his or her policy on submitting late work. Teachers will contact a parent or guardian to discuss concerns and may ask for assistance in getting a student's work handed in on time.

## Homework

Depending on the grade level, students are often required to complete reinforcement activities outside of the classroom. The policy of the School District of Belleville is that the most beneficial type of homework is that which strengthens understanding and provides enrichment.

Homework should never be assigned as punishment. Supportive purposes for homework assignments include the following:

- Master basic skills, reinforcing school learning by practice and application.
- Supplement classroom learning with related outside experiences.
- Provide students with opportunities to follow up on individual interests.
- Allow exploration in greater depth of material being considered in the classroom.
- Provide opportunities for problem-solving research.

Homework will vary for students in grades kindergarten through sixth, but should not exceed 60 minutes per day under normal circumstances.

## Student Assessments

The School District of Belleville adheres to the Common Core State Standards. As part of this framework, there is a Strategic Assessment System (SAS) that measures progress towards college and career readiness, including academic and social-emotional preparedness. A student is assessed across grade levels using formative, interim, and summative measures with the goal of leading to improved student outcomes.

The Wisconsin Student Assessment System (WSAS) is a comprehensive statewide program designed to provide information about what a student knows in core academic areas and whether he or she can apply what he or she knows. The WSAS includes the following:

- The Wisconsin Forward Exam at grades 3rd to 8th in English Language Arts (ELA) and mathematics, at grades 4th and 8th in science, and grades 4th, 8th, and 10th in social studies.
- Dynamic Learning Maps at grades 3rd to 11th in ELA and mathematics, at grades 4th and 8th to 11th in science, and at grades 4th, 8th, and 10th in social studies.

Guidelines outlined by the state will be followed for the administration of these assessments. Parent(s) or guardian(s) will be notified about the logistics of each assessment and individual student results are sent home at an approximate date as determined by the Department of Public Instruction. Assessments given by teachers are factored into student report cards.

## Summer School

Each summer our school operates a summer school program for students in 4K through high school. Summer school is a way to keep students actively involved in the learning process during the summer months. Remedial courses provide review and reinforcement of basic skills to help students retain and apply what was learned during the regular school year. Enrichment courses are offerings for students who desire intellectual stimulation and opportunities to explore new academic areas or areas of special interest. A student may benefit from having additional time to continue practicing newly-learned skills in reading and math while others may want to explore enrichment courses that are not offered during the regular school year. Summer school information is posted to the district website and families are notified early in the spring.

During summer school, the same behavioral expectations are in effect. The School District of Belleville reserves the right to request that a student be removed from summer school for severe behavioral infractions. Parent(s) or guardian(s) will be notified of serious behavior concerns.

# Emergencies

## Custodial Rights

A parent or guardian must notify and have on file in the office as a legal document any limitations or restrictions involving a child's custody as it pertains to child safety and security at school. If only one (1) parent or guardian is permitted to make educational decisions or to approve absences of the student by court order, the responsible parent or guardian shall provide the school with a copy of the court order. Absent such notice, the school will presume that a student may be released into the custody of either parent or guardian.

Reference:

School Board Policy [5230](#)

## Emergency School Closing

For school cancelations and delays due to inclement weather, the School District of Belleville will notify the local radio stations and news channels: WIBA (AM 1310), WTSO (AM 1070), Q106 (FM 106.3), Z104 (FM 104.1), WJJO, (FM 94.1), Triple M (PM 105.5), and on TV Channels WISC3000, NBC15, and WKOW27.

A mass email notification to parent(s) or guardian(s) via Skylert, and a post will be made to the School District of Belleville website prior to 7 a.m.

### NOTE

Unless an announcement regarding the closing of school is made on the radio or TV and through the District's email notification system, school will be in session.

## Emergency Early Dismissal

Occasionally, it becomes necessary to dismiss school early because of serious weather conditions or other school emergencies; therefore, we suggest that families have a plan to cover such situations so that if a student arrives home before the usual time will not find him- or herself alone or locked out of the home.

## Emergency Forms

A parent or guardian should complete emergency forms as part of the online registration process. It is imperative that the office has this information to notify the proper person if a student requires medical attention.

## Safety Drills

State law requires schools to have emergency drills each school year, including fire drills, lockdown drills, and tornado drills. School staff train students regarding the procedures required to observe each drill.

Monthly fire drills and a spring tornado drill, as required by law, will be held as important safety precautions. Safety instructions are posted in each room.

## Safety Drills Procedure

1. An announcement will precede each drill.
2. Staff will act immediately to assist students, visitors, and volunteers in evacuation to a safe location.
3. When the announcement or alarm sounds, walk quickly to the designated area.
4. Return to class only after the announcement ending the drill is given.

A student will be suspended or referred to appropriate authorities for interfering with firefighting equipment and for intentionally setting a false alarm.

During emergency procedures or evacuation, students, visitors, and volunteers are required to do the following:

- Follow emergency directions given by school staff.
- Report to the designated area for attendance and instruction.
- Report any suspicious activity or behavior, concern, or information immediately to school officials.

**NOTE**

School buses will continue to operate during a tornado watch.  
Buses will not go on routes during a tornado warning.

## Fire Drills

Fire drills will be conducted monthly.

## Tornado Drill

A tornado drill will be conducted annually.

## Lockdown Drill

A lockdown drill will be conducted annually. A drill is conducted to prepare staff and students in the event of an emergency.

## Evacuation Drill

The school will conduct a general evacuation drill annually. A general evacuation is used in events such as, but not limited to, gas leaks, bomb threats, chemical spills, etc.

## **Alert, Lockdown, Inform, Counter, Evacuated Drill**

The School District of Belleville places a high priority on student safety. The school will conduct an A.L.I.C.E. drill annually. Parent(s) or guardian(s) will be notified when this drill will take place at least twenty-four (24) hours before the drill.

### Definition

**A.L.I.C.E.** is a proactive approach to responding to a violent intruder event by authorizing and empowering an individual to use human action, building infrastructure, and communication to increase the chance of survival.

### References:

Wisconsin State Statute ([s.118.07](#))

Wisconsin State Statute ([s.941.12](#))

Wisconsin State Statute ([s.941.13](#))

# Student Responsibility and Behavior

## Behavioral Expectations at School

It is the goal of the School District of Belleville to have a common purpose and approach to student management and expectations. We have three positively-stated expectations for students: Be Safe, Be Responsible, and Be Respectful, which we consider Keys to Success. The School District of Belleville adopted the [Positive Behavioral Interventions and Supports \(PBIS\)](#) framework. The PBIS framework is built on developing positive and continuous methods for teaching behavioral expectations to students. There also is a continuum of procedures for discouraging inappropriate behavior.

As part of our school-wide PBIS, we will celebrate the accomplishments of an individual student, as well as classrooms, as each works toward school-wide behavior goals.

## Positive Classroom Practices

Primary preventions

- Morning meetings
- Character education/monthly themes/Cool Tools
- Modeling
- Role-playing
- Positive teacher language
- Logical consequence
- Problem-solving strategies
- Restorative practices
- Classroom and school-wide celebrations

## Progressive Discipline Tiered System

Our progressive discipline is based on a tiered system. The tiers are based on severity of the behavior with restorative practices, interventions, and consequences based on the behavior exhibited by a student.

### Level (Tier) 1 (Minors)

Tier 1 infractions are less serious infractions and are handled by the classroom teacher or staff.

Example behaviors

- Being in an area that is off limits
- Not keeping hands, feet, objects to self
- Play fighting where no injury occurs

- Playing in restrooms
- Running inside
- Throwing objects where no harm is done
- Being disrespectful

#### Possible consequences

- Communication with parent(s) or guardian(s).
- Buddy room
- Problem-solving strategies
- Individual written agreements
- Adult-led intervention groups on specific topics
- Missing recess

### **Level (Tier) 2 (Majors)**

Tier 2 infractions are more serious or chronic infractions. The student is referred to the associate principal or principal who will determine consequences and notify a parent or guardian of the incident.

#### Example behaviors

- Physical aggression
- Abusive language
- Swearing
- Threats to self or others
- Overly defiant

#### Possible consequences

- Additional modeling
- Additional role playing
- Behavior contract
- Check-in/check-out/staff mentor
- School counseling support
- Parent(s) or guardian(s) meeting
- In-school suspension
- Out-of-school suspension

## Level (Tier) 3 (Majors)

Tier 3 infractions are the most serious infractions that jeopardize the health or safety of others. A student is referred to an administrator who will determine a consequence and communicate with a parent(s) or guardian(s).

### Example behaviors

- Weapons
- Sexual assault
- Inappropriate touching
- Drugs
- Arson
- Significant property damage
- Physical assault
- Bomb threats
- Intentional false fire alarm
- Felony theft
- Serious verbal threats or significant harassment
- Repeated violations of level 2 school expectations

### Possible consequences

- Suspension
- Police Involvement
- Student Services involvement
- Expulsion

# Disciplinary Actions and Consequences

## Staying After School

If a student is to stay after school for academic or behavioral support, arrangements will be made with a parent or guardian by the teacher. A parent or guardian shall provide transportation for a student. A parent or guardian of a student participating in an after-school program is responsible for his or her transportation.

## Office Referrals

An office referral may be issued for misconduct in the classroom. A student may be sent to the office for a meeting with the principal or associate principal.

A student may return to class, if appropriate, as determined by the principal, associate principal, or teacher.

The teacher will write a description of the incident in Skyward as an office disciplinary referral and will contact a parent(s) or guardian(s) within twenty-four (24) hours of the incident.

## Suspension

Wisconsin state statutes permit the suspension of students. In the School District of Belleville, students may be suspended for the following reasons:

- Showing flagrant disrespect for School District of Belleville staff.
- Committing an act that is a safety or health hazard to self or others.
- Vandalizing district property or property of others.
- Selling, using, possessing, or being under the influence of controlled substances (alcohol, tobacco, or drugs).
- Violating a district rule or school board policy.

The district administrator, principal, associate principal, or designated teacher may suspend a student for not more than five (5) days for non-compliance with Board of Education policy, or for conduct by a student 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, a student shall be advised of the reason for the proposed suspension. A student may be suspended if it is determined that he or she is guilty of non-compliance with such a rule, or of the conduct charged, and if his or her suspension is reasonably justified. The parent(s) or guardian(s) of a suspended minor student shall be given prompt notice of the suspension and the reason. The suspended student or his or her parent(s) or guardian(s) may, within five (5) school days following the commencement of the suspension, have a conference with the district administrator or his or her designee. If the district administrator or his or her designee finds that a student was suspended unfairly or unjustly, or that the suspension was inappropriate given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's record shall be expunged. A student suspended under this paragraph shall not be denied the opportunity to take any term or grading period examinations missed during the suspension period. The Elementary School office will collect missing work from teachers at this time.

## Expulsion

Wisconsin State Statute allows the Board of Education to expel a student from school whenever it finds the student 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 Board of Education member in which the student 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 student, and if the student is a minor, to his or her parent(s) or guardian(s), specifying the details of the alleged refusal, neglect, or conduct, and stating that the hearing may result in the student's expulsion. The student, and if the student is a minor, his or her parent(s) or guardian(s) may be represented at the hearing by counsel. The Board of Education shall keep written minutes of the hearing. Upon the ordering by the Board of Education of the expulsion of a student, the school district clerk shall mail a copy of the order to the student, and if the student is a minor, to his or her parent(s) or guardian(s). The expelled student, or if the student is a minor, his or her parent(s) or 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 thirty (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.*

#### References:

Wisconsin State Statute ([s.120.13 \(1\) \(b\)](#))

Wisconsin State Statute ([s.120.13 \(1\) \(c\)](#))

[Skyward/Family Access](#)

## Harassment, Bullying, or Hazing

Harassment, bullying, or hazing will not be tolerated. Bullying is a repeated act with an imbalance of power between the students involved. This includes threats, name-calling, intimidation, inappropriate touching, gestures, symbol display, or verbal or non-verbal or written communication, or is racial, or sexual in nature that makes a student feel uncomfortable or unsafe. A student should report any type of this behavior to a teacher, counselor, psychologist, nurse, associate principal, or principal. Students, parents, and other adults can anonymously report bullying on Sprigeo on the [Belleville Middle School site](#) or on the [Belleville High School site](#). The School District of Belleville has a commitment to students, parents, guardians, and the community of Belleville to be a bully-free zone.

### Cyberbullying

Cyberbullying is defined as bullying via the use of the Internet, interactive and digital technologies (such as computers and tablets), or devices. 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 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, a student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and

parents or guardians to notify the school office of any incidents regarding bullying immediately using the [Sprigeo \(MS\)](#) and [Sprigeo \(HS\)](#) websites.

## **Title IX**

The the School District of Belleville’s student nondiscrimination policy should already incorporate state law and reads as follows: No person may be denied admission to any public school or be denied participating, 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, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

The district has designated and authorized the following individual as the Title IX Coordinator:

Director of Student Services.

Reference:

School Board Policy [5517](#)

## **School Supplies**

Students will be asked to furnish supplies not normally furnished by the school. A list is distributed at the end of each year and is on the school’s website indicating specific items needed for each class. Having the appropriate materials on hand is the responsibility of each student. A student is responsible for the proper care of books, supplies, and furniture supplied by the school. Students in grades 2nd through 5th will be provided with an assignment notebook to use on a daily basis. Please contact the school counselor if financial support to purchase school supplies is necessary.

## **Personal Belongings**

Personal belongings should not be brought to school without permission from the classroom teacher.

Personal electronic devices should not be brought to school with the exception of cell phones, which should be powered off and not used while school is in session. Skateboards and rollerblades should not be brought to school, as they cannot be used on the playground during school hours. A student can ride a bicycle to school, as long as proper safety rules are observed. Bicycles must be parked in a bicycle rack upon arrival at school.

A student should not bring personal playground equipment to school, such as footballs, soccer balls, etc. The school provides this equipment.

Any lost or damaged items should be reported to the classroom teacher or school office staff. The School District of Belleville will not be held responsible for lost or stolen personal items.

## **Cell Phones**

Students may not use cell phones or other personal communication devices (PCD) while at school. Cell phones must be powered off and kept in a student’s locker during the school day. If a parent or guardian needs to contact a student during the school day, please contact the school office staff.

Students may use cell phones while riding on the school bus or other district-provided vehicles; however, a

student may not use a PCD in a way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. In particular, a student is prohibited from using PCDs to (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon his or her race, color, national origin, sex (including sexual orientation or transgender identity), disability, age, religion, ancestry, or political beliefs; and (2) engage in sexting, i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, emails, or other materials of a sexual nature in an electronic or any other form. Violations of the prohibitions shall result in disciplinary action. Such actions will be reported to local law enforcement and child services as required by law.

Belleville Elementary School grades kindergarten through 6th are one-to-one with Chromebooks. PCDs are not necessary as a tool for instruction and a PCD presents a constant distraction to student learning; therefore, cell phones or other personal communication devices are NOT allowed in the classroom or at assemblies. Cell phones must be powered off and kept in lockers during the school day.

A student is only allowed the use of cell phones:

- In hallways and at lockers before school and after school.
- After school and during extracurricular events and activities.
- On field trips at the discretion of staff and with administrative approval.

#### Consequences

A student using his or her cell phone inappropriately will have his or her phone confiscated and later returned to the student or a parent or guardian, depending on the number of offenses. Refusal to turn in a cell phone will result in disciplinary action in addition to the consequences below.

- **First Offense**
  - A staff member will bring the student's cell phone to the office for the student to pick up at the end of the day.
- **Second Offense**
  - A staff member will bring the student's cell phone to the office, and a parent or guardian will pick up the cell phone. A student must turn in his or her cell phone to the office for the next five (5) school days.
- **Third Offense**
  - A staff member will bring the student's cell phone to the office, and a parent or guardian will pick up the cell phone. The student must turn in his or her cell phone to the office for the next fifteen (15) school days.
- **Fourth Offense**
  - A staff member will bring the student's cell phone to the office, and a parent or guardian will pick up the cell phone. The student must turn in his or her cell phone to the office for the next thirty (30) school days.
- **Fifth Offense**
  - A staff member will bring the student's cell phone to the office, and a parent or guardian will pick up the cell phone. A student must turn in his or her cell phone to the office for the remainder of the school year.

**NOTE**

Cell phones will be available for pick up from 3:30 to 4:30 p.m., or the following morning.

Reference:

School Board Policy [5136](#)

## Lost and Found

To ensure lost items are returned to the proper owner, please place your child's name on items. When valuable items are lost, please contact the office as soon as possible. Please check the school's lost and found box for other misplaced items.

Please take lost items to the designated area. Those items include backpacks, clothing, school supplies, etc. If you are looking for your lost items, please check the lost and found area. At the end of the term, unclaimed items will be removed.

## Lockers

School lockers are the property of the School District of Belleville. Staff retains the right to search lockers. A student should not give others his or her locker combination and not share his or her locker with friends. If a locker is damaged, please report it immediately to the office. If not reported, a student or family will be liable for damages. Please be advised that the School District of Belleville is not responsible for personal property. Therefore, we recommend that a student does not have valuables or money in his or her locker. If a student does bring something of value to school, please check it in at the office.

School lockers and desks are the property of the School District of Belleville. The School District of Belleville retains ownership and possession control of the student desks and lockers, and the same may be searched at random by school staff at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property. Padlocks for lockers are available to students in grades fourth and fifth, but are not required. These locks operate on an ABC code and prepare students for the traditional combination lock. A student who misplaces a lock will be charged a \$7 fee. A student may not bring a lock from home. Lockers in the sixth-grade hallway have a built-in combination lock.

Reference:

School Board Policy [5771](#)

# Prohibited Items

## Alcohol

Alcoholic beverages are prohibited on school grounds. A student is prohibited 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 breathalyzer. A student in violation of this policy may be subject to suspension or expulsion.

References:

Wisconsin State Statute ([s.125.09\(2\)](#))

School Board Policy [5530](#)

## Drugs

The possession or use of controlled substances is a violation of the law. A student who possesses controlled substances is subject to suspension and will be referred to the appropriate legal authorities or the police who 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.

Reference:

Wisconsin State Statute ([s.961.41](#))

## Tobacco/E-Cigarettes

A student is not allowed to use or possess tobacco products, e-cigarettes, or vapor paraphernalia on district 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.

## Consequences

- Out-of-school suspension.
- Referral to the athletic and activities director for a code violation.
- Referral to the Belleville Police Department for a ticket.

Reference:

Wisconsin State Statute ([s.120.12 \(20\)](#))

## Weapons

No one shall possess a dangerous weapon or look-alike weapon on school premises, except as specifically outlined below:

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

### Definitions

A **dangerous weapon** or **look-alike weapon** is a firearm, knife, razor, chemical spray, metal buckle, or 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.

# Animals on School Property

The presence of animals in schools provides many opportunities for addressing academic standards and supporting the social or academic growth of students. Animals also can pose a safety threat for some students when they are exposed to allergens that activate allergy or asthma symptoms. Some students may be afraid of animals and feel unsafe. The purpose of the policy is to allow animals in the classroom, while providing for the health and safety of staff, students, and animals.

## Animals Used in Educational Presentations

1. Identify instructional purpose.
2. Provide veterinary statements of animal health and temperament.
3. Obtain principal's signature of approval to proceed to next steps.
4. Notify parent(s) or guardian(s) of upcoming presentation. A parent or guardian consent is not required.
5. Provide modifications for a student who has animal fears or allergies.
6. Obtain principal's final approval.

## Classroom Animals

1. Identify instructional purpose or social or emotional objective.
2. Provide veterinary statements of animal health and temperament or verify that the animal is provided by a certified program or agency.
3. Obtain principal's signature of approval to proceed to next steps.
4. Notify parents or guardians of the proposed presence of an animal and obtain consent.
5. Obtain principal's final approval.
6. Staff members will follow procedures for cleaning and disinfecting sinks, cages, and surfaces.

## Prohibited Animals

- Poisonous or venomous animals.
- Family or staff pets unless requirements are met.
- Animals that scratch or bite.

## Policy-Exempt Animals

Trained and certified service animals supporting individuals with disabilities.

Reference:

School Board Policy [8390](#)

# Classroom Snacks and Parties

Volunteer parents or guardians, along with the classroom teacher, may organize classroom parties. Any other special event must be coordinated with the teacher or principal. Please check with the teacher for allergies of students in the classroom prior to supplying a treat. Please refrain from providing snacks that include peanuts or tree nuts.

Invitations for personal parties should not be distributed at school. By adhering to this policy, school staff alleviates hurt feelings and friendship dilemmas. Please handle the distribution of invitations outside the school environment.

## Dress Code

The responsibility for a student's attire rests with the student and his or her parent(s) or guardian(s). A student violating the dress code will have the opportunity to change the clothing, or to be sent home to change.

The wearing of coats, jackets, and other forms of outdoor apparel are prohibited inside the school at times other than entering or exiting the buildings. Wearing of baseball caps is prohibited in the building at all times except for special theme days when it has been announced. Caps may be worn prior to entering and upon leaving the school building. Sensitivity will be given to students due to medical reasons or religious beliefs. All decisions made on behalf of the guidelines set forth will be determined at the discretion of the principal. A parent or guardian will be contacted if clothing is deemed inappropriate.

References:

Wisconsin State Statute [s.119.18](#)

School Board Policy [5511](#)

### Acceptable Dress

- Clothing must cover undergarments and stomach.
- Fabric covering all private parts must not be see-through.
- Clothing must be suitable for scheduled classroom activities, including physical education.

### Unacceptable Dress

- Clothing must not depict, advertise, or advocate the use of alcohol, tobacco, marijuana, or other controlled substances.
- Clothing must not depict pornography, nudity, or sexual acts.
- Clothing must not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected groups.
- Clothing with a word, picture, or logo that is vulgar, obscene, racial, or otherwise depicting socially

unacceptable subjects will not be allowed.

- Clothing must not threaten the health or safety of any other student or staff member.
- Head coverings are not allowed, except for religious or cultural reasons.

## Visitors

We extend a warm welcome to parents or guardians, and visitors to visit our school and classrooms. At the same time, we must assure that students and staff members are safe and have protected learning time. Our schools have secure systems in place, and therefore entrances are locked during the school day. In addition, no one can enter the building without the knowledge of the office staff. All visitor check-in procedures are clearly posted at each entrance of the school with directions to the main entrance. The guidelines for school visitors are as follows:

- Upon arrival at school, please use the main entrance.
- Visitors must buzz in. Visitors will be asked to present a valid driver's license from any state, official identification card from any state, or military identification card for scanning into the Raptor system. Visitors will then receive a visitor's badge that should be visible while in the school or on the playground. A visitor, including a parent or guardian, refusing to produce such identification will be asked to remain in the office or leave the school or site, as his or her identity cannot be verified.
- For the safety of our students and staff, we will assist a visitor not displaying a pass to the main office in order to sign in and receive his or her pass.
- Visitor's passes are not required at open house, parent nights, or other school-sponsored events open to the public.
- Upon departure from the school, a visitor must sign out at the school office.

## Volunteers

Volunteers are an important component of our school program. The district has a Volunteer Handbook that will be given to those interested in volunteering in our schools. The guidelines are for successful volunteering, as well as the range of tasks our volunteers perform, are included in the document. All school volunteers will need to have a signed agreement on record with the school prior to the start of the volunteer experience. A background check will be conducted for each volunteer prior to volunteering. If you are interested in performing volunteer work at school, contact the office or individual teachers. Volunteers are asked to sign in at the school office upon arrival and departure. Volunteers are not allowed to bring other children with them when working at school because of insurance guidelines.

As a parent or guardian, if you or anyone you know has a special talent that could be shared in school, please contact a teacher or staff member. The generous sharing of talent by members of the community enriches our school.

Reference:

[Volunteer Handbook](#)

# Playground Rules

The same principles will apply outside the building as do inside the building. Students will be expected to be safe, responsible, and respectful. Students have the responsibility to play in a manner that ensures a pleasant and safe environment that is in the best interest of individuals in the school community.

## Rules

The following general playground rules apply to all students:

- Everyone in the grade level is allowed to play.
- Use appropriate language.
- Hands and feet to yourself.
- Control your temper and actions.
- During lunch recess, proceed directly to the playground following dismissal from the lunchroom.
- Wear appropriate clothes and footwear outside.
- Snow stays on the ground.
- Balls and other equipment must be returned to the building after each recess period.
- All play ends when the whistle blows.
- Follow the rules of the games.
- Ask permission of the recess supervisor before entering the building during recess.
- Ask permission before retrieving a ball or equipment from the other side of the playground fence.

## Photographing 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, pamphlets, videos, or online media.
- To instruct students or staff members.
- For publication in yearbooks.
- To orient new parents, or guardians, staff, and students.

Pursuant to the Family Education Right and Privacy Act (FERPA), any parent or guardian or student eighteen

(18) or older, may inform the School District of Belleville of his or her desire to not have his or her student photographed or videotaped.

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

## Transportation

The School District of Belleville is pleased to offer safe, dependable, cost-effective transportation.

### Bus Rider Rules

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

- Once seated on the bus, remain in that seat until the bus stops to unload students.
- Do not open windows without the permission of the driver.
- No fighting, including play fighting.
- No throwing of objects.
- Be respectful when talking or listening to the driver.
- Follow all of the driver's directions.
- No marking, poking, or tearing bus seats or panels.
- Prior to loading, students shall:
  - Be at the bus stop on time.
  - If there is not a sidewalk or path, walk to the side of the road facing traffic to get to the bus stop.
  - Remain off the road in a single line while waiting for the bus.
  - Be safe while waiting for the bus.
  - Wait for the signal from the driver before crossing the road. A student is to cross the road 10 feet in front of the bus.
- While on the bus, a student shall:
  - Sit in his or her assigned seat, if applicable.
  - Be courteous.
  - Be respectful of others and his or her property.

- Use school-appropriate language. No yelling, cursing, obscene or offensive language. No use of obscene or offensive gestures.
- Avoid eating or drinking while on the bus.
- Remain seated while the bus is in motion.
- Comply with the Board of Education's alcohol, tobacco, and other drugs policy.
- Keep hands and head inside the bus.
- Avoid distracting the driver.
- After leaving the bus, a student shall:
  - Check to see that no traffic is approaching.
  - Watch for the crossing signal from the driver and cross the road 10 feet in front of the bus.
  - Look after the safety and comfort of younger students.
  - Know the driver's danger signal, and watch for that signal.
- The above rules shall apply to extracurricular trips. In addition, a student shall:
  - Respect chaperones appointed by the school staff.
  - Be on his or her best behavior.
- A student may only ride the bus to which they are assigned. Parent(s) or guardian(s) must contact the Belleville Elementary School office in writing, by email, or phone by noon to request a change for that day for a pass to be issued.

## **Bus Disciplinary Measures**

If there are behavioral problems on the bus, including not adhering to the rules above, the driver will complete a behavior referral form, and the principal, associate principal, or staff will follow up with the student involved, including notifying his or her parent(s) or guardian(s).

Not following established bus rules could be grounds for removing a student from the bus for a designated period of time.

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

A student whose bus privileges are suspended is still required to attend school throughout the suspension period.

### Disciplinary Procedures

The discipline procedure is designed to reasonably assure that the problems are solved at the lowest possible level. Any report of a complaint filed by a parent(s) or guardian(s) should be made directly to the principal or associate principal. The principal or associate principal shall investigate the situation.

The following procedures will be followed in all disciplinary matters.

- A student must be advised of the reason for the discipline.
- A student's discipline must be reasonably justified.
- The parent(s) or guardian(s) and student shall be given prompt notice of the suspension of bus riding privileges and the reason for the suspension.
- The suspended student or his or her parent(s) or guardian(s) may appeal the principal or associate principal's decision to the district administrator. If the matter is not resolved to his or her satisfaction, the parent(s) or guardian(s) may appeal to the Board of Education.

### Non-Critical Situations

1. The driver will verbally remind a student of the rule and the expected behavior. This will be considered a warning.
2. The driver will direct a student to move to a designated seat at the next assigned stop, and a student will remain there for the entire length of the ride.
3. If inappropriate behavior continues, the driver will radio base and report the incident. The driver will designate the need for immediate attention or file a misconduct report to be handled by the principal, associate principal, or staff.

### Consequences for Non-Critical Situations

- **First Offense:** The principal or associate principal shall inform a student's parent(s) or guardian(s) of the offense and discuss what disciplinary measure is deemed necessary to correct the situation. A student may be denied transportation for one (1) to three (3) days. The parent(s) or guardian(s) will then be responsible for transporting the student to school.
- **Second Offense:** The principal or associate principal shall meet with a student and contact his or her parent(s) or guardian(s). A student may be denied transportation three (3) to five (5) days and the parent(s) or guardian(s) will be responsible for transporting the child.
- **Third Offense:** The principal or associate principal shall meet with a student and contact his or her parent(s) or guardian(s). A student may be denied transportation from five (5) to fifteen (15) days. A student suspended from bus riding privileges shall be given the opportunity to ride the bus following the term of bus suspension and shall again be subject to the discipline procedure.

### Consequences for Repeated Misconduct or Critical Situations

- **First Offense:** The principal or associate principal shall inform a student's parent(s) or guardian(s) within twenty-four (24) hours of the offense.

- **Second Offense:** The principal or associate principal shall inform a student's parent(s) or guardian(s) within twenty-four (24) hours of the offense. A student shall be denied transportation for up to five (5) days.
- **Third Offense:** The principal or associate principal shall inform a student's parent(s) or guardian(s) within twenty-four (24) hours of the offense. A student shall be denied transportation from five (5) to fifteen (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, as well as law enforcement involvement.

**NOTE:** Special education students will be subject to the same discipline policy as non-special education students unless the student's individual education plan (IEP) identifies alternative discipline measures or alternative transportation.

## Resources

### Website

The website for the School District of Belleville at [www.belleville.k12.wi.us](http://www.belleville.k12.wi.us) is updated regularly and provides information about the schools, building activities, and district initiatives.

### Skyward Family Access/Skylert

The School District of Belleville uses the Skylert notification system to keep families informed of emergencies, snow days, upcoming events, and other information.

Please contact the school office to get family access username and password. An account can be set up to designate where and how to receive Skylert notifications.

### Parent-Teacher Organization

The School District of Belleville is fortunate to have an active Parent-Teacher Organization (PTO) that assists in coordinating the efforts of the school and the community. The goals of this organization are to develop the interest of members of the community in school activities, to assist the school when requested, and to provide financial assistance for school needs. The PTO generally meets on the first Wednesday of each month. If you are interested in more information about this organization, watch for information that will be sent home at the beginning of a school year or contact the school office.

## Student Resources

### Advanced Learner Program

The advanced learner program identifies and offers programming for students with special talents, abilities, and potential in intellectual development. Other advanced learner categories include academic interests, creative thinking, visual and performing arts, and leadership.

For more information, please contact:

Krissy Killerlain, Advanced Learner Coordinator at [killerlk@belleville.k12.wi.us](mailto:killerlk@belleville.k12.wi.us).

## Counseling Services

Counseling services are available for every student. For some students, problems concerning school and one's personal life can be overwhelming. In many situations, conferring with the school counselor can help with these problems.

The guidance program provides academic and personal services through individual counseling, group counseling, and classroom developmental guidance instruction.

Other services include assistance with educational planning, interpretation of test scores, occupational and career information, study help, assistance with home, school, or social concerns, or any questions a student might want to discuss with a counselor. The counselor serves as a resource to parents, guardians, students, staff, and community members.

For more information, please contact:

Kyle Webber, Grades 5th through 8th school counselor, at [webberk@belleville.k12.wi.us](mailto:webberk@belleville.k12.wi.us) or  
Rebecca Maas, Grade 4K-4th school counselor, at [massr@belleville.k12.wi.us](mailto:massr@belleville.k12.wi.us).

## English Learner Program

The School District of Belleville offers a comprehensive program for English Learners. This programming is based upon a student's individual needs. A student will be assessed to determine needs and to design and implement a program to assist with success in educational areas.

For more information, please contact:

Pam Emmerich, English Language Coordinator, at [emmericp@belleville.k12.wi.us](mailto:emmericp@belleville.k12.wi.us) or  
Rebecca Johnson, Director of Student Services/Director and Student Learning, at  
[johnsonr@belleville.k12.wi.us](mailto:johnsonr@belleville.k12.wi.us).

## Food Service Program

A food service program is available for a student who wants to participate.

It is the goal of the School District of Belleville to ensure that students receive proper nourishment to enable them to 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.

For more information, please contact:

Stacie Dettwiler, food services director, at [dettwils@belleville.k12.wi.us](mailto:dettwils@belleville.k12.wi.us).

## Learning Media Center

The Learning Media Center (LMC) has books for students to choose from as well as reference and research materials. Each class has a scheduled LMC checkout time each week; however, students may go to the LMC

at other times with teacher permission. Books should always be returned to the designated book return area in the LMC and not replaced on shelves. It is the responsibility of the student or family to locate or reimburse the district for any book(s) lost or damaged during the school year.

The LMC includes both the library and computer lab. Student cooperation is necessary to maintain a positive learning environment for all. Materials are loaned for a three-week period; please honor the due date.

Photocopying and printing services are available, with a one-copy limit per student per day.

Please abide by the following rules when using the LMC:

- During normal school hours, users must sign-in and remain through the entire period.
- No food or beverages.
- Disruptive behavior will not be tolerated. Students whose behavior is inappropriate will be asked to leave.
- Replacement of damaged or lost items shall be the responsibility of a student. Additional costs may apply.

For more information, please contact:

Kiley Ogodogu, 4K-12 library media specialist, at [ogodoguk@belleville.k12.wi.us](mailto:ogodoguk@belleville.k12.wi.us).

## Special Education Program

The School District of Belleville is committed to providing appropriate educational services to students with identified educational disabilities. A referral may be made by a parent or guardian, outside agency, or staff member. Upon referral, the School District of Belleville is required to evaluate a child to determine eligibility for special education services. Referrals for Special Education must be in writing and include the reason why the person believes the child has a disability. When the district receives a referral, the district will implement the evaluation process as defined by the Individuals with Disabilities Education Act (IDEA) and appoint an evaluation team to determine if the student has a disability and if the student needs special education services in the educational setting.

Please contact your student's teacher, case manager, principal, or associate principal if you have concerns about your child's developmental or academic progress.

For more information, please contact:

Rebecca Johnson, director of student services and teaching and learning, at [johnsonr@belleville.k12.wi.us](mailto:johnsonr@belleville.k12.wi.us) or 608-835-6120 ext. 3449.

## Student Health Services

The mission of the Belleville Elementary 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 child so the school nurse can make well-informed decisions. A student with specific health concerns will have a personalized plan of care created and monitored by the district nurse to assure his or her health and safety.

For more information, please contact Becky Clark, district school nurse, at [clarkr@belleville.k12.wi.us](mailto:clarkr@belleville.k12.wi.us).

# Appendix

## District Calendar

### Student Hours

Student hours are from 8 a.m. to 3:15 p.m. The first bell rings at 7:50 a.m. indicating that students may go to their classrooms. Supervision is provided in the cafeteria from 7:40 to 8 a.m.

Breakfast is available for purchase at this time. Students who arrive at school prior to 7:50 a.m. should enter the doors by the Hageman Gym. Walkers who arrive at school after 7:50 a.m. may enter through the main office doors.

A student should not be on the playground before school because there is no supervision. Students are dismissed at 3:15 p.m. from the Elementary School.

Walkers will exit the Elementary School through one of three doors facing Grant Street based on their grade level. Parent(s) or guardian(s) may wait for students at these exits.

A parent or guardian should contact the office of transportation changes by noon. Please do not go directly to the bus loading area to pick up your child.

A student is considered tardy if he or she arrives at school after 8 a.m.

### Early Release Days

There is one early release day during the school year that falls on the last day of school. Students are dismissed at 12:30 p.m. in the same manner as a normal day. If your child's after school arrangements differ on early release days, please contact your child's teacher and the Elementary School office.

### Picking Up a Student Early

If you must pick up your child before dismissal, the parent(s) or guardian(s) or authorized adult must come into the office and provide office staff with the reason for requesting the release of a student.

The adult must have the authority to pick up a student. A student will only be released to the following:

- A custodial parent or legal guardian.
- An adult listed as an emergency contact on the registration form.
- An adult the parent or legal guardian has designated in writing stating that the adult has permission to pick up the child.

In order to protect instructional time, the office staff will not call the student to the office for an appointment until the adult is present in the office to pick up a student. A parent or guardian should report to the office rather than proceeding to the classroom to pick up a student.

### Messages

If a parent or guardian needs to call with a message for a student, the message may be left with the office staff. It will be given to a student or teacher at a convenient time. Emergency calls will be handled immediately.

## Health Services

The mission of the school health office is to promote a healthy and safe environment that allows students to learn at their maximum potential. The school nurse directs this mission through immunization audits, communicable disease control, vision and hearing screenings, health and safety education, monitoring health room use, and student referral. Please contact the school with health concerns or immunization updates you may have regarding your child so that the nurse can make appropriate contacts. A student with specific health concerns will have a personalized plan of care created to assure his or her health and safety in school. The school nurse is available at our school every day and may be consulted by contacting the building secretary. Day-to-day first aid, illness, or health needs are met by the classroom teacher, office staff, or school nurse as necessary.

The school nurse or office staff will provide basic first-aid care to students. A parent or guardian is requested to provide health information on the emergency form, which informs the school where a parent or guardian may be reached if an emergency occurs. The designation of a physician and permission to take the child to emergency services is expected of each parent or guardian.

Except in an emergency, it shall be the responsibility of the parent or guardian to call a physician for a child and transport the child to the physician's office or hospital. In cases where it is impossible to reach a parent or guardian, and it is deemed necessary to take such action, the school will be guided by the parent or guardian response based on the information provided on the emergency form. The parent or guardian will be notified as soon as possible of any emergency care given.

The office keeps emergency slips on file for each student. A parent or guardian is required to complete and immediately return the slip so that the school may be aware of what action to take, or who to notify if an illness or emergency arises. Please update emergency information as changes occur.

If a student will receive medication at school, a permission form signed by a physician, indicating the name of the medication, dose, and time it needs to be completed. This form should be resubmitted each time there is a medication or dosage change. You may obtain this form at our school office, or you may call to request one. If your child needs an over-the-counter medication such as Tylenol or cough drops, parent or guardian permission is required.

The school nurse will only accept medication that is properly labeled. Only medication in its original container; labeled with the date, if a prescription; the student's name and the exact dosage will be administered. Nonprescription drug products may be administered to a student during school hours only with the prior written consent of the parent(s) or guardian(s). Substances that are not FDA approved (i.e., natural products, food supplements) will require the written instruction of a physician and the written consent of a parent or guardian. Only those nonprescription drugs that are provided by a parent or guardian, in the original manufacturer's package, that lists the ingredients and dosage in a legible format may be administered. Any dosage of nonprescription medication other than that listed on the medication's packaging must be authorized in writing by a physician.

For more information, please contact the school nurse for questions. In addition, information on other topics of interest related to school health can be found on the district website under the Families-Health Services tab.

Reference:

School Board Policy [5330](#)

## Is Your Child Well Enough to Attend School?

It is not always easy to decide if your child is sick enough to stay home or well enough to attend school. Children who come to school are expected, with few exceptions, to participate fully in school activities. The following are guidelines to help a parent or guardian decide whether or not to keep a student home from school.

### Fever

A fever of 100.0 degrees or more signals that an illness is probably going to make a student feel uncomfortable and unable to participate fully in class. A student should stay home until his or her temperature is less than 100.0 degrees for a day and he or she is feeling well.

### Vomiting, Diarrhea, or Severe Nausea

These are symptoms that require a student to remain at home until a normal diet is tolerated the night before and the morning of school.

### Infectious Diseases

Diseases such as impetigo, pink eye with thick drainage, and strep throat request a health care provider visit and a prescription for medication. Contacting the physician and using the medicine as directed is necessary. A student may return to school 24 hours after the first dose of an antibiotic and if a student is feeling well.

A student with chicken pox may return to school when all the scabs are completely healed and no new lesions are developing (usually five to seven days).

### Rashes

Rashes or patches of broken, itchy skin need to be examined by a physician if they appear to be spreading or not improving.

### Injuries

If a student has an injury that causes continuous discomfort, the student should not attend school until the condition is checked by a physician or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a physician's excuse is required.

For more information, contact Rebecca Clark, School Nurse at [clarkr@belleville.k12.wi.us](mailto:clarkr@belleville.k12.wi.us).

## Food Services

Each family has one food account. This account covers lunch and milk. We recommend keeping a positive monetary balance in the family account, as items cannot be purchased on loan. Checks for this account should be made payable to: School District of Belleville The checks can be placed in the **Lunch Payments** box outside the office or mailed to:

School District of Belleville  
Attention: Hot lunch program  
635 W. Church Street  
Belleville, WI 53508

\*Menus, prices, and free and reduced lunch forms can be accessed from the [Taher site](#). This also is available on the District website under Families > Food Service.

### Guidelines for a Positive Dining Experience

- Use good table manners while eating.
- Be fair and wait your turn in line.
- A student should clean up after themselves, leaving the table, seat, and floor where they ate clean for others to use.
- Return all trays and utensils to the dishwasher area, placing waste in the proper receptacles.
- Food and beverages should only be consumed in the cafeteria.

## Payment Policy

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

## Negative Balances

- A family will be notified when the family account reaches a positive \$20.00 through an automated email sent through Skyward least once per week.
- A family who has a negative balance 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.
- A student 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, a student may continue to purchase reimbursable meals up to -\$50.00. Once the account reaches -\$50.00, all purchases will be denied. If a family is having difficulty making deposits, it needs to contact the Food Service Department to make arrangements.
- A student 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, a student's food service account (including lunch, breakfast and milk) will be disabled and a parent or guardian will need to send his or her student with a lunch from home until the outstanding balance has been paid. All Elementary School student's a la carte purchases during this time will be denied.

## Free-and-Reduced-Priced Meals

Free-and-Reduced-Priced Meals are available to those who qualify. Applications are available from the school office or online on the Food Service tab on the school website ([www.belleville.k12.wi.us](http://www.belleville.k12.wi.us)). An updated application must be returned to the Food Service Department by **September 30** of each school year or the status of the account will revert to Paid Prices. It is a 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.

## Payment Plans

From time to time families may enter into a payment plan agreement with the School District of Belleville. A payment plan is a mutual agreement between the School District of Belleville and a family, to bring the Food Service account up to date. The agreement is in writing and signed by a parent or guardian and a district office staff member. 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

- A parent or guardian 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:
  - Complete Block\*: No charges to be made on the account.
  - Complete a la carte Block: Only allow purchases of a reimbursable lunch and additional milk allowed.
  - Warning Message: Once the pin number is entered, a message will appear next to a student's name starting his or her 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 his or her account, if he or she goes through the line with additional purchases and a cashier is unable to stop him or her, the charges will be added manually to the account.

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

- Family balances and purchases made on accounts are available on the district website through Family Access. Payments can be made by sending a payment to the school office or by making a payment online through direct deposit.
- 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 remainder of the school year.
- In accordance with the USDA regulations, a student who has had his or her food service account deactivated may continue to purchase meals or milk by presenting cash for the meal or milk purchase in the lunch line.
- Unpaid fees will be carried over annually.

## Definitions of a USDA Reimbursable Meal

Lunch

A five component lunch is defined as follows: vegetable, fruit, grain, protein, and milk.

Three out of five must be taken to qualify for a reimbursable lunch. One item out of the three must be a

½ cup of fruit, vegetable, or a combination of both.

## Breakfast

A five component breakfast is defined as follows: grain, additional grain or protein, fruit, vegetable, and 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.

## A La Carte

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

- 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.
- 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.

## Competing Sales

Concessions, bake sales, school stores, etc., are not to compete with food service. As per the Department of Public Instruction, there will not be competitive sales in the cafeteria while breakfast and lunch are being served.

## Prices

Elementary Breakfast: \$1.35

Elementary Lunch: \$2.90

Milk: \$.45

## References:

School Board Policy [8531](#)

School Board Policy [8500](#)

## Transportation

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

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

- Transportation shall be provided to pre-school and kindergarten students.
- A student with exceptional educational needs (EEN) shall be transported as required by his or her individualized education program (IEP).

- A student living in an area of unusual hazard as determined by the Board of Education shall be transported.
- A student will be picked-up from and dropped off at the home of his or her parent(s) or guardian(s). If dual residence pick-up is required, a written request must be filed and approved by the principal or associate principal.
- A student whose child-care location qualifies for transportation shall be transported provided a written request is filed and approved by the principal or associate principal.
- A student in 4K or kindergarten who rides the bus home or to an alternate site, must get off the bus with an older sibling or approved responsible student, or be received by an adult waiting outside at the drop off site. If the student does not get off the bus with an older sibling or approved responsible student, the student will be returned to school. A parent or guardian will be called to pick up the child.

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 parent(s) or guardian(s) or others to provide the transportation service.

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

## **Alternative Transportation Options**

Requests to ride an alternate bus must be made in writing or by phone to the school secretary no later than noon on the day the change is to occur. The office staff will give a child a written transportation pass. A student requesting to ride a different bus at the end of the school day without the official transportation pass will be denied that request and directed to follow his or her normal after school procedures.

## **Car Transportation**

Students may be dropped off no earlier than 7:40 a.m. before school. Students may wait in the cafeteria until the 7:50 a.m. bell rings. Students will be dismissed at 3:15 p.m.

- If you drive your child to or from school, please enter the parking lot by the Church Street entrance. Follow the single file line along the playground and proceed around the building towards Grant Street. Do not enter the bus loop and do not enter the parking lot from Grant Street.
- Drive to the red marking on the blacktop. A student should only enter or exit the vehicle once inside the dropoff and pickup zones. For safety reasons, a student should enter or exit the vehicle on the passenger side only.
- A driver should not exit vehicles in the dropoff or pick-up zone.
- A driver should not use a cell phone in the dropoff or pick-up zone.
- Please be considerate, cooperative, and patient. Watch for other students and vehicles. Please watch your language as children are present.
- At the end of the day, a parent or guardian of students in grades 4K–first should have a student pick-up sign visible.

## Walkers and Bike Riders

Walkers and bike riders should enter through the main office doors on Grant Street. The following safety rules are encouraged:

- Cross streets only at crosswalks.
- Bikes should be parked in the bike racks by the small gym. A lock is recommended.
- Bikes should not be ridden by anyone except the owner.
- Be aware of and abide by the basic rules of safety.
- Bicycle helmets are strongly encouraged.
- Ride bikes on the correct side of the street.
- Obey traffic rules and signs.

Any damage or theft of a bicycle is the responsibility of the owner.

## Belleville Elementary School Faculty

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## Belleville Elementary School Support Staff

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