

**School District of Belleville  
Elementary School  
Student Handbook**

**2018 - 2019**



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## 2018-2019 STAFF

<b><u>Position</u></b>	<b><u>Name</u></b>	<b><u>Phone Number</u></b>
District Administrator	Pam Yoder	835-6120 ext. 3202
4K-6 Principal	Tonya Olson	835-6120 ext. 2224
4K-6 Associate Principal	Amy Kraemer	835-6120 ext. 2227
Director of Special Ed/Student Services	Rebecca Johnson	835-6120 ext. 3449
Director of Teaching and Learning	Pam Emmerich	835-6120 ext. 3413
Director of Building and Grounds	John Beil	835-6120 ext. 3487
Technology Coordinator	Chris Armstrong	835-6120 ext. 3409
Director of Transportation	Jannan Kosak	608.636.6729
Food Service Director	Stacie Dettwiler	835-6120 ext.3499
Early Childhood 4K	Marsha Rear	835-6129 ext.2260
	Marsha Rear	835-6120 ext.2260
	Kelsey Schmit	835-6120 ext.2257
Kindergarten	Trudi Fahey	835-6120 ext.2285
	Kristin Kahl	835-6120 ext.2003
	Chris Meier	835-6120 ext.2203
First Grade	Katie Fahey	835-6120 ext.2237
	Sarah Kman	835-6120 ext.2227
	Krista Wilhelmson	835-6120 ext.2238
Second Grade	Kristi Miller	835-6120 ext.2207
	April Nindorf	835-6120 ext.2209
	Krista Moses	835-6120 ext.2223
Third Grade	Amy Rice	835-6120 ext.2303
	Stacey McKinley	835-6120 ext.2282
	Gayle Doyle	835-6120 ext.2302
Fourth Grade	Wendy Berg	835-6120 ext.2324
	Patricia Weiler	835-6120 ext.2322
	Kathy Wetzel	835-6120 ext.2320
Fifth Grade	Robert Schmitz	835-6120 ext.2326
	Colleen McCarthy	835-6120 ext.2301
	Heather Gordon	835-6120 ext.2107
Sixth Grade	Kim Johnson	835-6120 ext.2272
	Mike Putnam	835-6120 ext.2103
	Allison Putnam	835-6120 ext.2108
Special Education Teacher	Kari Evenson	835-6120 ext.2239
	Willy Johnson	835-6120 ext.2277
	Kellie Olson	835-6120 ext.2241
Assistant	Kathy Marty	
	Jenny DeLorme (4K)	
	Melodie Feller (4K)	
	Jade Jorgenson	
	Penny Visaur	
	Sheila Gillam	
	Kim Rear	
	Diane Hendrickson	
	Cindy Lettman	

Art K-6	Kim Carter	835-6120 ext.2104
Physical Education K-5	Tamara Houser	835-6120 ext.2217
Discovery Class (PLTW) K-5	Julia Xistris	835-6120 ext.2204
Elementary PLTW Coordinator	Julia Xistris	835-6120 ext.2204
Music K-5	Samantha Johnson	835-6120 ext.2305
Physical Education Grade 6	John Pamperin	835-6120 ext.3502
Discovery Class (PLTW) Grade 6	Kiley Ogodogu	835-6120 ext.3406
Vocal Music Grade 6	Sara Krueger	835-6120 ext.3435
Band Grade 6	Stephanie Meier	835-6120 ext.3458
Reading Recovery & Interventionist	Michelle Blau	835-6120 ext.2218
Math Interventionist	Julie Jones	835-6120 ext.2280
Literacy Coach/Interventionist	Shelley Lentz	835-6120 ext.2217
	Dawn Stiegert	835-6120 ext.2314
English Language Learner Teacher	Katie Olson	835-6120 ext.3450
Advanced Learner Teacher	Krissy Killerlain	835-6120 ext.2007
Speech/Language Pathologist	Danielle Byrne	835-6120 ext.2243
	Erin Vale	835-6120 ext.2306
Library Media Specialist	Kiley Ogodogu	835-6120 ext.3406
Library Assistant	Sandy Podach	835-6120 ext.2325
Technology Assistant	Sherri Jevne	835-6120 ext.2205
Occupational Therapy	Dianne Hendrickson	835-6120 ext.2264
Physical Therapy	Andrea Elgin	835-6120 ext.2264
Secretary	Brenda Gocht	835-6120 ext.2327
	Maria Stuessy	835-6120 ext.2200
Nurse	Rebecca Clark	835-6120 ext 3400
Kitchen	Lesa Hofmaster	835-6120 ext.2236
	Shelly Kosmosky	
	Sue Harry	
Custodian	Gary Hageman	835-6120 ext.2112
	Bruce Hotchkin	835-6120 ext.2038
	Richard Palmer	835-6120 ext.2112

### **2018-2019 Belleville Elementary School Calendar**

*End of Terms: November 2, January 18, March 22, June 7*  
For the 2018-2019 4K -12th grade calendar, please refer to [this link](#).

<b>August</b>	22 & 23	Student Registration
<b>September</b>	3	No School, Labor Day
	4 & 5	Assessment Days for 4K, Kindergarten and 1st grade (No School for 4K, Kindergarten or 1st grade students)
	4	First Day of School for Grades 2-6
	6	First Day of School for 4K, Kindergarten and 1st Grade
	25	No School, Staff Professional Development
	26	Open House (5:30-7 p.m.)
<b>October</b>	29	No School, Staff Professional Development
<b>November</b>	2	Early Release (12:30 pm), Teacher Grade Reporting
	8 & 13	Parent/Teacher Conferences, Grades 4K-6
	21 - 23	No School, Thanksgiving Break
	26	No School, Staff Professional Development
<b>December</b>	21	Early Release (12:30 pm), Winter Break
	24 - January 2	No School, Winter Break
<b>January</b>	3	Classes Resume
	18	Early Release (12:30 pm), Teacher Grade Reporting
	21	No School, Staff Professional Development
<b>February</b>	18	No School, Staff Professional Development
<b>March</b>	11	No School, Staff Professional Development
	14 & 20	Parent/Teacher Conferences, Grades 4K-6
	22	Early Release (12:30 pm), Teacher Grade Reporting
	25 - 29	No School, Spring Break
<b>April</b>	1	Classes Resume
	19	No School
<b>May</b>	6	No School, Staff Professional Development
	27	No School, Memorial Day

# *SECTION 1*

## *FAMILY INFORMATION*

### SCHOOL WEBSITE

**Please visit the School District of Belleville website at [www.belleville.k12.wi.us](http://www.belleville.k12.wi.us):** There you will find links to the schools with information about building activities and district initiatives. Please visit often as it is being updated regularly.

### SKYLERT AND FAMILY ACCESS

The School District of Belleville uses the Skylert notification system to keep families informed of emergencies, snow days, upcoming events and other pertinent information. You can control where and how you receive Skylert phone, email, and/or text messages through the Skylert link in Family Access.

To receive your Family Access username and password, please contact your school office. If you cannot access the Skylert page and/or need to change your contact information, also contact the school office. When you are in the Skylert system, you may opt out of any of the message types (except for Emergency).

### INTERNET ACCESS FOR STUDENTS

Each student will have internet access. The School District of Belleville believes that the internet can be a valuable learning resource when used appropriately. Staff members carefully monitor use of the internet by students. Any student abusing the use of the internet will be disciplined and parent(s) and guardian(s) will be notified. Parent(s) wishing to deny his or her children internet access must express their desire in writing to the principal. For more details, see [School Board Policy #362.1 Rule](#).

### EMERGENCY INFORMATION

Parents are asked to update their contact and emergency information as necessary with the school office or through the Family Access System. This is very important so that the staff knows who to notify in case of an accident or emergency. It also ensures accurate and up to date phone information.

### FOOD AND NUTRITION PROGRAM

A hot lunch program is available for any student who wishes to participate. A federally funded free and reduced lunch program is available to those students who qualify. Forms are available in each school office.

It is the goal of the School District of Belleville to ensure that 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 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 through an automated email sent through Skyward at 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. *Once the account reaches -\$50, further purchases will be denied.* If families are having difficulty making deposits, they should contact Stacie Dettweiler, TAHER Food Service Director, to make arrangements.
4. A student whose balance reaches -\$50 will have a notice sent home and will receive a telephone call from the school. A substitute meal that consists of a cheese sandwich and milk will be provided for three (3) 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 a lunch from home with their student until the outstanding balance has been paid. All Middle/High school students' 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](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 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 (payer 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 (3) 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. Parent(s) and guardian(s) 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 restrictions. The cashier can bypass this message and continue to charge the account with all purchases.

\*Please note that although a student may have restrictions on his or her 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 restrictions 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 may 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, a student who has 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.
5. Unpaid fees will be carried over annually.

#### DEFINITIONS of a USDA REIMBURSABLE MEAL

- a. Vegetable
- b. Fruit
- c. Grain
- d. Protein
- e. Milk

Three (3) out of five (5) items 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.

A five component breakfast is defined as follows:

- a. Grain
- b. Additional Grain or Protein
- c. Fruit
- d. Vegetable
- e. Milk

Three (3) out of five (5) components must be taken to qualify as a reimbursable breakfast. One component out of the three (3) 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, per the above standards, will be charged a la carte prices.

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

**SECOND MEALS/DOUBLE ENTREES**

1. A second meal that has three (3) of the five (5) 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 entree that consists of the entree may be purchased at a price set lower than the 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 a student's reimbursable rate. Staff meals will be discontinued at a -\$50.

**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 of Education's policies for further information:

[District Wellness](#)

[Food Service Management](#)

[Free and Reduced Price Food Services](#)

**PAYMENT OPTIONS**

The Food Service program has an account set-up for each student who attends the School District of Belleville. Each account is set up under the parent or guardian with each family member listed on the account. The account works as a credit/debit system, similar to a checking account. Each family that plans on participating in the hot lunch program must first set up a positive balance before students begin using the program. All monies sent to school for the purchase of hot lunch and milk breaks MUST be sent on a separate check than other school fees. Payments can be sent to the school with your child and will be applied for the entire family. If families prefer, a separate check may be sent with each child. The full amount of the check or cash sent will be deposited into the "family account;" no change can be given. All children in the family will draw from that account.

**2018-2019 HOT LUNCH/MILK PRICES**

*\*These prices are subject to change*

**Grades PK-6:**

Daily	\$2.90
Weekly	\$14.50
Quarterly (45 days)	\$130.50
Semester (90 days)	\$261.00

**Adult: Daily** \$3.85

**Milk Grades K-12 (No charge for 4K students)** \$ .40

**Grab-N-Go (available daily from 7:50 - 8 am)** \$1.35

If you have questions regarding food services or your child's meal account, please contact Stacie Dettwiler at [dettwils@belleville.k12.wi.us](mailto:dettwils@belleville.k12.wi.us) or 608-835-6120 x3499.

## STUDENT TRANSPORTATION SERVICES

The transportation of students to and from school shall be administered uniformly and consistently throughout the district and in accordance with state and federal laws.

Bus transportation shall be provided to students to and from school as follows:

- Transportation shall be provided to students living more than one-half (½) mile from school.
- A student with Special Education needs shall be transported as required by his or her Individualized Education Plan (IEP).
- Students living within areas of unusual hazard as determined by the Board shall be transported.
- Students will be picked up/dropped off from their parents' home. If dual-residence pickup is required, a written request must be filed and approved by the building principal.
- Students whose child care location qualifies for transportation shall be transported provided a written request is filed and approved by the building principal.
- **Students in 4K and Kindergarten that ride the bus home or to an alternate site, must either get off the bus with an older sibling/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/approved responsible student, or there is no adult waiting outside at the drop off site, the student will be returned to the school and the parent/guardian will be called to pick up the child.**

All administrators and bus personnel are expected to be fair and consistent in the administration of policies and procedures relating to student conduct on school buses. It is not the sole responsibility of administrators to provide for proper conduct on school buses. Bus drivers, riders and parent(s)/guardian(s) also have responsibilities in this area. The District Administrator shall act upon variances and temporary situations. A student who does not follow the rules relating to safe transportation may have their riding privileges suspended.

## ALTERNATIVE TRANSPORTATION OPTIONS

**Requests to ride an alternate bus must be made in writing or by a phone call to the school secretary no later than 12:00 p.m. on the day the change is to occur.** The secretary will contact the director of transportation and give the child a written transportation pass. Students 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 their normal after school procedures.

## CAR TRANSPORTATION

### **If you drive your child to school...**

- Use the new loop drive (Wildcat Way) in the back of the school for drop off & pickup.
- Pull all of the way forward to the middle of the circular drop off area.
- Have your child enter/exit your vehicle from the passenger side.

- Supervisors do not un-buckle or buckle your child into/out of their car seat. They should be unbuckled by the time you reach the supervisor. At pickup, you should pull forward as far as you can in line to buckle them in.
- DO NOT PARK IN THE LOOP FOR ANY REASON. If you have to exit your vehicle, use the parking lot or street.
- Do not use the bus lanes in the back of the building. Parents may only make a left turn out of the bus loop.
- At the end of the day, the supervisors will monitor student pickups and children will be called to the loading area when your car is in the designated spot.
- Please do not text and drive while in the car pickup line.

## WALKERS

*Walkers and bike riders should walk down the sidewalk on the east side of the building to enter at the CH Hageman Gym entrance.*

- Be aware of and abide by basic rules of safety.
- Walk on the left side of the street when there is no sidewalk available.
- Cross streets only at crosswalks (refrain from crossing midway in a block).

## BICYCLE RIDERS

The following safety rules relating to bicycles are encouraged:

- \* Bikes should be parked in the bike racks and 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 all traffic rules and signs.
- \* Any damage or theft of a bicycle is the responsibility of the owner.

## ANIMALS ON SCHOOL PREMISES

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

### **Animals Used in Educational Presentations (single event):**

Procedures:

1. Identify instructional purpose.
2. Provide veterinary statement of animal health and temperament.
3. Obtain principal's signature of approval to proceed to next steps.
4. Notify parent(s) and guardian(s) of upcoming presentation. (Parent/Guardian consent not required.)
5. Provide modifications for students who have animal fears or allergies.
6. Obtain principal's final approval.

### **Classroom Animals:**

1. Identify instructional purpose or social/emotional objective.

2. Provide veterinary statement of animal health and temperament or verify that animal is provided by a certified program or agency.
3. Obtain principal's signature of approval to proceed with next steps.
4. Notify parents of proposed presence of animal and obtain parents' consent.
5. Obtain principal's final signature of approval.
6. Staff member follows procedures for cleaning and disinfecting sinks, cages, and surfaces.

**Animals excluded from school or classroom use include:**

- poisonous or venomous animals,
- family or staff pets unless all requirements are met as well as
- animals that scratch or bite.

**Animals excluded from compliance with policy:**

- Trained and certified service animals supporting individuals with disabilities

DRESS CODE

The wearing of coats, jackets, and other forms of outdoor apparel are prohibited inside the schools at times other than entering and 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.

Clothing with a word, picture, or logo that is vulgar, obscene, racial or otherwise depicting socially unacceptable subjects will not be allowed. No clothing may be worn that advertises drugs, alcohol or tobacco products.

Clothing will be worn in the following manner: pants will be worn at waist level - no sagging where underwear and/or skin is showing; no clothing where midribs are exposed including halter-tops, off the shoulder clothing, or thin spaghetti strap type(s) where bra and/or bra straps are exposed will be allowed. Students and/or parent(s) and guardian(s) who have a question regarding attire may ask a staff member or building principal.

All decisions made on behalf of the guidelines set forth will be determined at the discretion of the principal. Parent(s) and guardian(s) will be contacted if clothing is deemed inappropriate. Students in violation of the dress code will have the opportunity to change the clothing, cover it up, or be sent home to change.

FIELD TRIPS

Field trips are encouraged as part of instruction to provide students with educational experiences which are extensions of the classroom. Parent(s) and guardian(s) may be asked to participate as supervisors in accordance with need.

All students must have field trip permission forms signed by parents or guardians in order to attend. Teachers will give students ample time and reminders to return their permission forms. Scholarship money is available if payment of field trip fees creates a hardship for a student's family. In such cases parents/guardians should contact their child's teacher or school office. Medications that are normally given to students during the school day will be given by school staff during field trips.

The staff may take field trips in the local area that the students can walk to and from the schools. A Walking Field Trip Permission Slip is included in the registration materials to be filled out prior to the beginning of the school year. By signing this form, we eliminate the need to get parental permission for every outing. An individual slip will continue to come home for out-of-town field trips.

### PARENT TEACHER ORGANIZATION (PTO)

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 group are to develop the interest of members of the community in all school activities, to assist the school when requested and to provide financial assistance for school needs. PTO generally meets on the first Wednesday of each month. If you are interested in more information concerning the group, watch for information that will be sent home at the beginning of the year or call the school office at (608) 835-6120.

## *SECTION 2*

# *DAILY OPERATIONS*

### STUDENT HOURS

**Students should arrive at school no earlier than 7:50 am and no later than 8:00 am.** Parents and guardians need to be aware that children are in an unsupervised situation prior to 7:50 a.m. Students who walk to school should line up at the doors entering the Hageman Gym. Doors will open at 7:50 for all students. Students who participate in the breakfast program at the Elementary School may get their meal upon entering the building.

During severe weather, students who walk or are dropped off by car will be able to enter the cafeteria foyer and wait until 7:50 a.m.

When buses arrive they will drop children off at the playground end of the bus drop off area on the west side of the Elementary School.

**Students are dismissed at 3:15 p.m. from the Elementary School.**

Walkers will exit the Elementary School through the cafeteria doors. Parent(s) and guardian(s) may wait for their students at these exits.

Parent(s) and guardian(s) should contact the office of known transportation changes. **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 **8:00 am.** [Board of Education Policy #431](#) as it relates to truancy can be found in the Appendix.

### ABSENCES

**To report absences at the Elementary School, please call the Safe Arrival phone number at (608) 835-6120.**

This makes it much easier for parents aren't(s) and guardian(s) calling in an absence as well as for the school office. Messages can be left 24 hours a day. When calling the Safe Arrival number, you will hear a welcome greeting indicating which number to select. Please leave a message on the answering machine as soon as you know your child will be absent from school. A prearranged absence note may be sent with a child in lieu of calling the Safe Arrival Line. The school will contact parent(s) and guardian(s) at home or work to verify any absences that aren't reported to the school.

The State of Wisconsin requires that all students attend school regularly when school is in session. Students are expected to attend school every day except for illness or family emergencies. Good attendance habits will help students reach success in their future occupations. Frequent absences have a negative effect on school achievement. We realize that trips and family expeditions 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. If you have other questions regarding student absences, you may refer to [School Board Policy #431](#).

Students are considered tardy if they arrive at school after 8 am. Please make every attempt to get your child(ren) to school prior to that time. All students, who are tardy need to obtain a late pass from the office before they are allowed to enter the classroom. Parent(s) and guardian(s) will be contacted if tardiness is excessive.

#### EARLY RELEASE DAYS

Early dismissal dates throughout the school year are listed on the school calendar at the beginning of this handbook. If your child's after-school arrangements differ on Early Release days, it is important to complete the **Dual Destination** registration form so that the school will have this information. Also, take time to discuss these procedures with your child, so that he or she will be familiar with your plans.

#### CANCELLATION OF SCHOOL

School cancellations and delays will be reported on radio stations 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 Channel 3, 15, or 27. You may also sign up to receive text, phone, or email notifications about school cancellations or delays through the Skylert notification system. Please contact the school office if you need assistance with this.

Occasionally, it becomes necessary to dismiss school early because of serious weather conditions or other school emergencies. Please complete the **Emergency Dismissal Destination** registration form to indicate where your child should go in case of an unexpected school cancellation. If any of this information should change throughout the school year, please remember to update it on Skyward or contact the school office.

#### MESSAGES

If parent(s) and guardian(s) need to call with a message for their child(ren), the message may be left with the secretarial staff. It will be given to the child or teacher at a convenient time. Emergency calls will be handled immediately.

#### STAYING AFTER SCHOOL

If a child is to stay after school for academic or behavioral support, arrangements will be made with parent(s) and guardian(s) by the teacher. Parents shall provide transportation for their child. Parent(s) and guardian(s) of students participating in after school programs are responsible for their own transportation.

***Students may not use cellular phones during school hours.*** Phones are available in the school office if needed.

### PICKING STUDENTS UP EARLY

If you must pick up your child before dismissal, please follow the procedures below:

1. The parent, guardian or authorized adult must sign the logbook in the office and record the reason for requesting the release of your child.
2. The adult must have the authority to pick up the child. One of the following must be true:
  - a. he or she is the parent or legal guardian;
  - b. he or she is verified as an emergency contact listed on the registration form; or
  - c. the child has brought a note to the office, signed by a parent or legal guardian, saying that this adult has permission to pick up the child.

In order to protect instructional time, the secretarial staff will not be calling students to the office for appointments until the adult is present at the office to pick up his or her child. Parent(s) and guardian(s) should report to the office rather than proceeding directly to the classroom to pick up his or her child.

### RESIDENCE CHANGE

If a student moves to a new residence within the school district during the school year, please notify the school office of address and/or phone changes. The phone number for the Elementary School Office is (608) 835-6120. Please help us keep our records up-to-date on changes of employment and/or any changes necessary with daytime emergency numbers where we may reach you.

### CUSTODIAL RIGHTS

Parent(s) and guardian(s) 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. Please refer to [School Board Policy #490](#) for further details.

### VISITORS

We extend a warm welcome to parent(s) and guardian(s) and others to visit our school and classrooms. At the same time, we must assure that our students and staff members are safe and have protected learning time. Our schools have secure systems in place and therefore all entrances are locked during the school day. In addition, no adult can enter the building without the knowledge of the office staff. All visitor check-in procedures will be clearly posted at each entrance of the school with directions to the main entrance. In addition, the following guidelines for school visitors have been developed.

1. Upon arrival at school, please use the main entrance.



2. Any visitor must buzz-in, and if unfamiliar to the office staff they will be asked to state their name and the purpose of their visit. Visitors may be asked to show photo identification.
3. Any visitor must report to the school office and sign the Visitor Record Log and receive a Visitor's Badge/Lanyard before going anywhere else in the building. Visitor's passes should be visible while in the school or on the playground. Visitor's passes are not required at Open House, Parent/Guardian Nights, or other school-sponsored events open to the public.
4. For the safety of our students and staff, we will assist visitors not displaying a pass to the main office in order to sign in and receive their pass.
5. The contact person for the visitor will be notified of their visitor's arrival by office staff. The teacher or staff member expecting the visitor will either come to the office to escort the visitor or the office staff will escort the visitor to the point of contact. Upon departure from the school, visitors must sign out at the main office, return the pass/lanyard and enter the departure time in the Visitor Record Log.
6. Parent(s) and guardian(s) who wish to observe a class must speak with the Principal and make the appointment 48 hours prior to the visit.

## VOLUNTEERS

Volunteers are an important component of our school program. The district has a **Volunteer Handbook** that will be given to anyone interested in being a volunteer in our schools. The guidelines for successful volunteering as well as the range of tasks our volunteers perform are included in the document. All school volunteers 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 parent(s) and guardian(s), if you or anyone you know has a special talent that could be shared in school, please contact your child's teacher or staff member. The generous sharing of talent by members of the community enriches our school.

## EMERGENCY/DRILLS

Students at the Elementary School will transition to their designated shelter area when the local alarms sound.

\*During emergency situations such as a violent intruder, fire drills, lock downs, school evacuations, tornado warnings, and tornado drills, students are expected to follow all directions given by staff.

\*School buses will continue to operate during a tornado watch. Buses will not run during a tornado warning.

The School District of Belleville places a high priority on student safety. During the 2015-2016 school year, School District of Belleville staff, students, and community and Board of Education members were trained on A.L.I.C.E (Alert, Lockdown, Inform, Counter, Evacuate) protocols. A.L.I.C.E is a proactive approach to **responding** to a violent intruder event by **authorizing** and **empowering** individuals to use human action, building infrastructure and communication to **increase their chances of survival**.

Fire Drills- Fire Drills will be conducted monthly.

Tornado Drill- One tornado drill will be conducted each spring in alignment with the statewide tornado drill.

Lockdown Drill- Each school will conduct a lockdown drill each semester. Drills are conducted to prepare staff and students in the event of an emergency.

Evacuation Drill- Each school will conduct a general evacuation drill annually. General evacuations are used in events such as (but not limited to) gas leaks, bomb threats, chemical spills, etc.

A.L.I.C.E (Violent Intruder) Drill- Each school will conduct a violent intruder drill annually. Parent(s) and guardian(s) will be notified when this drill will take place at least 24 hours before the drill.

### CLASSROOM SNACKS

Volunteer parent(s) and guardian(s) along with the classroom teacher may organize classroom parties. Any other special event must be coordinated with the teacher or principal. Please check with teachers for any allergies in the classroom prior to supplying a treat. Please refer to the school website for a list of suggested snacks.

- \*Please be sure that all snacks are peanut and tree nut free
- \*Make sure when preparing snacks to be aware of cross-contamination
- \*Always read labels due to changes in manufacturing for food allergens



### LOST AND FOUND

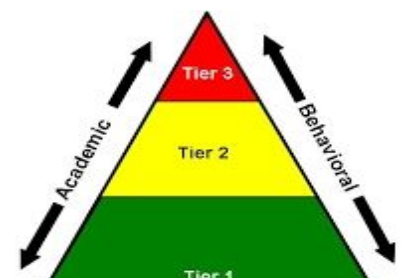
To ensure lost items are returned to the proper owner, please place your child's name on items. When valuable items are lost, contact the office as soon as possible. When an item is found it should be turned into the office where it can be identified and claimed. Each building has its own lost and found box. It is the first place to look for lost items.

## *SECTION 3*

# *STUDENT RESPONSIBILITY & BEHAVIOR*

### BEHAVIORAL EXPECTATIONS AT SCHOOL

It is the goal of the all School District of Belleville staff to have a common purpose and approach to student management/ expectations. We have three positively stated expectations for all students: Be Safe, Be Responsible, 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 our students. There is also a continuum of procedures for discouraging inappropriate behavior.

As part of our school-wide Positive Behavioral Interventions and Supports, we will celebrate the accomplishments of individual students as well as classrooms as they work toward school-wide behavior goals.

### **Positive Classroom Practices:**

Primary Preventions (School/classroom-wide systems for all students and settings)

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

Our Progressive Discipline is based on a tiered system. The tiers are based on severity of the behavior with Positive Practices, Interventions and Consequences based on the behavior exhibited by the student.

### **Level (Tier) 1 (Minors):**

- Less Serious Infractions
- Handled by classroom teacher/staff

Level 1 student behaviors include:

- Being in area that is off limits
- Not keeping hands, feet, objects to self
- Play fighting where no injury occurs
- Playing in restrooms
- Not getting in line when the bell rings
- Running (inside)
- Throwing objects where no harm is done
- Disrespectful

Consequences may include:

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

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

- More serious and/or chronic infractions
- Student referred to administrator; administrator will determine consequences and notify parent(s) and guardian(s) of incident

Level 2 Behaviors include:

- Physical aggression
- Abusive language

- Swearing
- Threats to self or others
- Overly defiant

Consequences may include:

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

### **Level (Tier) 3 (Majors):**

- Most serious infractions that jeopardize the health/safety of others
- Student referred to building administrator who will determine consequence and communicate to parent(s) and guardian(s).

Level 3 student behaviors may include but are not limited to:

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

Consequences may include:

- Suspension
- Police Involvement
- Student Services involvement
- Expulsion

## 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 all students. Students are expected to be responsible for their schoolwork and their behavior. They are required to have their tools with them as needed-- pencils, paper, books, etc. Students are also expected to take care of materials that are assigned to them. Completing assignments on time and to the best of one's ability results in improved student success, self-confidence, along with increased knowledge.

## BULLY- FREE SCHOOLS

The School District of Belleville has a commitment to students, parent(s), guardian(s) and the community of Belleville to be a Bully- Free Zone. [School Board Policy #448](#) defines the various types of bullying behaviors and outlines the

procedures for reporting that behavior. Included is the action the school district will take upon a report of bullying as well as the training that will be provided to district staff on this subject.

### LUNCHROOM AND RECESS PROCEDURES

Students eat lunch in the cafeteria by grade levels. Students have the option of bringing a lunch from home or purchasing the school lunch.

Parent(s) and guardian(s) sending their children to school while they are still recovering from an illness, or when it is believed a student would physically benefit from remaining inside at recess, must send a doctor's note specifying what the student's restrictions are and for which days.

If it is raining outside or severely cold, students will remain inside and will be supervised by school personnel.

### 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. All students have a 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.

#### **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 for 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.

### SCHOOL BUS EXPECTATIONS

#### School Bus Rules

1. Once seated on the bus, remain in that seat until the bus stops to unload all students.
2. Do not open windows without the permission of the driver.
3. Do not place hands or arms outside of the bus window.
4. Use appropriate language. No yelling (indoor voice/Level 1), cursing, obscene/offensive language. No use of obscene/offensive gestures.
5. Keep hands, feet and objects to self.
6. No fighting- including no play fighting.
7. No throwing of objects.
8. Be respectful when talking to or listening to the bus driver.
9. Follow all of the driver's directions.
10. No marking, poking or tearing bus seats or panels.

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

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

A. Due Process

The following due process procedures must be followed in all disciplinary matters.

- A. The student must be advised of the reason for the discipline.
- B. The student's discipline must be reasonably justified.
- C. The parent/guardian and student shall be given prompt notice of the suspension of bus riding privileges and the reason for the suspension.
- D. The suspended student or his/her parent/guardian may appeal the building principal's decision to the District Administrator. If the matter is not resolved to his/her satisfaction, the parent/guardian may appeal to the Board of Education.

B. Discipline Procedures

The discipline procedure is designed to reasonably assure that the problems are solved at the lowest possible level. Any report of complaint filed by a parent/guardian should be made directly to his/her child's principal. The principal shall investigate the situation. Please note: Students whose bus privileges are suspended are still required to attend school throughout the suspension period.

C. Non-critical Situations

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

Consequences:

*First offense:* The principal shall inform the student's parent(s) and guardian(s) of the offense and discuss what disciplinary measure is deemed necessary to correct the situation. The student may be denied transportation for one (1) to three (3) days. The parent(s) and guardian(s) will then be responsible for transporting their child to school.

*Second offense:* The principal shall meet with the student and contact his or her parent or guardian. The student may be denied transportation three (3) to five (5) days and the parent will be responsible for transporting their child. The student and the parent/guardian shall be informed of possible Board actions on future misconduct reports.

*Third offense:* The student may be denied transportation from five (5) to fifteen (15) days. Any 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.

*Creating an Unsafe Environment:* A single incident of a very serious nature that threatens the health, safety and/or welfare of other individuals on the bus or a district employee will result in an immediate suspension of bus privileges. The student may be denied transportation for five to fifteen days and the parent will be responsible for transporting their child. The parent/guardian and student will be required to meet with the building principal prior to bus privileges being reinstated.

**\*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 and/or alternative transportation.*

### PERSONAL BELONGINGS

Personal belongings should not be brought to school without permission from the classroom teacher. **Personal electronic devices, with the exception of cell phones, which should be powered off and not used while school is in session, should not be brought to school.** Skateboards and roller blades should not be brought to school, as they cannot be used on the playground during school hours. Bicycles can be ridden to school as long as proper safety rules are observed. Bikes must be parked in a bike rack upon arrival at school.

Students do not need to bring personal playground equipment to school such as footballs, soccer balls etc. The school provides this type of equipment.

Any lost or damaged items should be reported to the classroom teacher and/or school office. The school district will not be held responsible for lost or stolen personal items.

### SEARCH AND SEIZURE

School authorities may search school property such as lockers used by students, or the person or property, including vehicles, of a student and use of video or electronic supervision in accordance with [School Board Policy # 445.3](#)

# ***SECTION 4***

# ***Academic Expectations and***

# ***Homework***

### REPORT CARDS

The School District of Belleville uses a Standards Based report card for grades K-6, which are distributed twice per school year. The report card uses a number system (4, 3, 2, 1). Paper copies are sent home and electronic copies are also made available for each student.

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:

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

Your child's teacher is your first resource to answer questions regarding the report card and your child's grades at any time. Parent/Teacher conferences are also offered during the school year and offer a valuable time to discuss any questions you may have.

#### PARENT TEACHER CONFERENCES/REPORT CARDS

For students in grades 4K-6 report cards will be issued at the end of quarters 2 and 4. Parent/Teacher conferences will be held during quarters 1 and 3.

Parents may be asked to come for a conference in addition to the dates listed above, or parents may call the office to arrange a conference with any teacher or principal. Whenever parents have a question, concern, or suggestion, they should not hesitate to contact the school.

For students in grade 4K-6, the report card is aligned to grade level standards. The following criteria is used to report academic performance levels:

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

#### LATE WORK

As educators, we understand that there may be circumstances which may cause assignments to not be handed in on time. Please contact your child's teacher regarding his or her policy on submitting late work. Teachers will contact parents and guardians to discuss concerns and may ask for their assistance in getting their child's work handed in on time.



## HOMEWORK

Depending upon 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:

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

***Homework will vary for students in grades K-6 but should not exceed 60 minutes a day under normal circumstances.***

## STUDENT PROMOTION AND RETENTION

When a staff member is contemplating retaining a student, they shall notify the principal as soon as possible. The emotional effects of retention on a student should be seriously considered. Remedial services should be offered to the student and/or his/her parent/guardian(s) in an effort to help the student pass to the next grade level.

Retaining a student is considered a serious action and parental/guardian involvement and cooperation in the decision for retention is highly desirable. The building principal shall approve the promotion or retention of a student after consulting with the student's parent/guardian(s) and reviewing the recommendations of all appropriate personnel.

Student attainment of the minimum grade level standards and benchmarks should be the determining factor in making a promotion/retention decision. The decision to retain a student shall be made based on factors such as:

1. Poor attendance patterns;
2. Physical, social, or emotional immaturity. When considering a student's relative maturity, the student may not be discriminated against on the basis of physical or emotional disability or handicap;
3. Below grade level academic achievement and lack of progress, with attention given to district-established grade level standards and benchmarks; or
4. Misplacement at a particular grade level due to multiple school changes or other reasons.

Per Wisconsin Statutes, beginning on September 1, 2002, no student may be promoted from the fourth grade to the fifth grade or from eighth grade to the ninth grade unless the student satisfies the established criteria for promotion. The District recognizes the statutory mandates addressing the promotion of students from the fourth grade to the fifth grade and from the eighth to the ninth grade, and believes the student, parent/guardian(s), and staff should be vigorously involved in developing academic strategies so as to avoid statutory retention.

### ***Retention Procedures***

- Step 1: The teacher shall notify the building principal of the possibility that a student may be considered for retention.
- Step 2: By the end of the first semester, the student's parent/guardian shall be notified of the possibility of retention and shall be invited to discuss the matter with the appropriate staff. Notification of the

student's parent/guardian shall be recorded on a form and copies of the form shall be given to the student's parent/guardian, teacher(s), principal and placed in the student's cumulative folder.

- Step 3: The parent and SSIT (Student Support Intervention Team) will meet to review a variety of assessment measures as well as the day-to-day performance of the student. The group will review interventions attempted as well as the benefits and drawbacks of retaining the student. They will then make the determination of promotion or retention.
- Step 4: Written notification/confirmation shall be sent to the student's parent/guardian no later than two weeks after the end of the school year.

## STUDENT ASSESSMENTS

The School District of Belleville adheres to the Common Core State Standards. As part of this framework, the district incorporates a Strategic Assessment Systems (SAS) that measures progress towards college and career readiness including academic and social-emotional preparedness. Students are 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 students know in core academic areas and whether they can apply what they know. The WSAS includes:

- The [Wisconsin Forward Exam](#) at grades 3-8 in English Language Arts (ELA) and Mathematics, at grades 4 and 8 in Science, and 4, 8, and 10 in Social Studies
- [Dynamic Learning Maps \(DLM\)](#) at grades 3-11 in ELA and Mathematics, at grades 4 and 8 - 11 in Science, and at grades 4, 8, and 10 in Social Studies,
- [ACT Aspire](#) at grades 9 & 10,
- [The ACT Plus Writing](#) at grade 11 for Reading, English, Mathematics, Science, and Writing, and
- [ACT WorkKeys](#) at grade 11.

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

## 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 indicating specific items needed for each class. Having the appropriate materials on hand when needed is the responsibility of each student. Students are responsible for the proper care of all books, supplies and furniture supplied by the school. Students in grades 3 through 6 will be provided with an assignment notebook to use on a daily basis. Please contact your school counselor if financial support to purchase school supplies is necessary.

# *SECTION 5*

## *ADDITIONAL INFORMATION*

### ADVANCED LEARNER PROGRAM

The Advanced Learner program identifies and offers programming for students with special talent, ability, and potential in intellectual development, academic interests, creative thinking, visual and performing arts and leadership. For more detailed information, contact the building's Advanced Learner teacher.

For more information, please contact Krissy Killerlain, Advanced Learner Teacher, at [killerlk@belleville.k12.wi.us](mailto:killerlk@belleville.k12.wi.us).

### GUIDANCE PROGRAM AND COUNSELING

For some students, problems concerning both 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 and/or social concerns, or any questions the student feels she/he would like to discuss with the counselor. The counselor serves as a resource to parents, students, staff, and community.

For more information, please contact Kyle Webber, Elementary School Counselor, at [webberk@belleville.k12.wi.us](mailto:webberk@belleville.k12.wi.us).

### ENGLISH LANGUAGE PROGRAM

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

For more information, please contact Katie Olson, District English Language Teacher, at [olsonk1@belleville.k12.wi.us](mailto:olsonk1@belleville.k12.wi.us), or Rebecca Johnson, Student Services Director, at [johnsonr@belleville.k12.wi.us](mailto:johnsonr@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. Upon referral, made by parent, outside agency or school staff, 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 Federal Law (IDEA) and appoint an evaluation team to determine if the child has a disability, and if the child needs special education services in the educational setting.

Please contact your child's teacher or building principal if you have concerns about your child's developmental or academic progress.

Please contact Rebecca Johnson, Director of Student Services, for additional information. She may be reached [johnsonr@belleville.k12.wi.us](mailto:johnsonr@belleville.k12.wi.us) or 608-835-6120 ext 3449.

### INSTRUCTIONAL MEDIA CENTERS (IMC)

The IMC contains many books for students to choose from as well as reference/research materials.

Each class has a scheduled IMC checkout time each week; however students may go to the IMC at other times with teacher permission. Books should always be returned to the designated book return area in the library and not replaced on shelves. It is the responsibility of the student/family to locate or reimburse the district for any book(s) lost or damaged during the school year.

### STUDENT HEALTH SERVICES

The mission of the School Health Office is to promote a healthy and safe environment that allows all students to learn to 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 any health concerns or immunization updates you may have regarding your son or daughter so that the nurse can make appropriate contacts. Any student with specific health concerns will have a personalized plan of care created to assure their health and safety in the Belleville schools. The school nurse visits each school every day and may be consulted with 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. Parents are requested to provide health information on the emergency form, which informs the school where a parent may be reached if a severe emergency occurs. The designation of a physician and permission to take the child to emergency services is also expected of each parent/guardian.

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

The office keeps emergency slips on file for each student. Parents are 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 is to receive medication at school, a permission form signed by a physician, indicating the name of the medication, dose and time, is 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, parent permission is required.

The school nurse will only accept medication that is properly labeled. Prescription medications must have a current pharmacy label. Non-prescription medications must be in a properly labeled container.

Please contact the school nurse for questions and review [School Board Policy #453.4](#) for further details. In addition, information on other topics of interest related to school health can be found at the district website [www.belleville.k12.wi.us](http://www.belleville.k12.wi.us) under THE Student Services- Health TAB.

## 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.

Here are some guidelines that might help in a parent's decision making:

**Fever:** A fever of 100 degrees or more signals that an illness is probably going to make a student feel uncomfortable and unable to participate fully in class. Your child should stay home until his or her temperature is less than 100 degrees for a day and he/she is feeling better.

**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 require a health care provider visit and a prescription for medication. Contacting the health care provider 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 he/she is feeling well.

Students with chicken pox may return to school when all the scabs are completely dried and no new lesions are developing (usually 5 to 7 days).

**Rashes:** Rashes or patches of broken, itchy skin need to be examined by a healthcare provider 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 healthcare provider or it improves. Injuries that interfere with class participation need a medical evaluation. If participation in physical education classes is not recommended, a health care provider's excuse is required.

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

## SUMMER SCHOOL

Each summer our school operates a summer school program for students in 4K through twelfth grade. Some students 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 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 children retain and apply what was learned during the regular school year. Enrichment courses add offerings to those students who need intellectual stimulation and opportunities to explore new academic areas or areas of special interest.

Summer school information is sent home with all students early in the spring.

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

OPEN ENROLLMENT

Wisconsin Act 114 provides that, beginning with applications submitted for attendance in a nonresident school district in the 2011-2012 school year, a pupil may apply for admittance under the open enrollment program to no more than 3 nonresident school boards in any school year. The window for open enrollment falls February through April of each school year. Forms are available at the school district office and on-line at [www.dpi.state.wi.us](http://www.dpi.state.wi.us).

APPENDIX

All school board policies may be viewed at the school offices upon request. School Board policies may also be viewed on the district website at [www.belleville.k12.wi.us](http://www.belleville.k12.wi.us)

Below are important Board policies for your family as they relate to school. The policy number is given to you as a reference for accessing the entire policy on the website. The [Policy Index](#) is located under the District tab on the school district home page.

<b>General Discrimination Complaint Procedures</b>	<a href="#">#112-Rule</a>
<b>Harassment</b>	<a href="#">#112.1</a>
<b>Harassment Guidelines</b>	<a href="#">#112.1-Rule</a>
<b>Student Records</b>	<a href="#">#347</a>
<b>Student Records Notice</b>	<a href="#">#347-Exhibit</a>
<b>Acceptable Use of the Network</b>	<a href="#">#362.1</a>
<b>Notice of Equal Educational Opportunities Policy</b>	<a href="#">#411 Exhibit</a>
<b>Student Attendance</b>	<a href="#">#431</a>
<b>Student Attendance Procedures</b>	<a href="#">#431-Rule</a>
<b>Locker Searches</b>	<a href="#">#445.1</a>
<b>Guidelines for Search of Student Storage Areas (Lockers)</b>	<a href="#">#445.1-Rule</a>
<b>Code of Classroom Conduct</b>	<a href="#">#447.2</a>
<b>Administering Medication to Students</b>	<a href="#">#453.4</a>
<b>Procedures for Administering Medication to Students</b>	<a href="#">#453.4-Rule</a>
<b>Student Transportation Services</b>	<a href="#">#751</a>
<b>Bus Routing and Scheduling Guidelines</b>	<a href="#">#751.1-Rule</a>
<b>Use of Video Cameras on School Buses</b>	<a href="#">#751.21</a>
<b>Bullying</b>	<a href="#">#448</a>
<b>Safe and Acceptable Use of the Internet and Electronic Resources/Media</b>	<a href="#">#362.1-Rule</a>
<b>Federal Title I Program</b>	<a href="#">#342.4</a>