

2020-2021 Student Handbook



Belleville Middle and High Schools

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Belleville, Wisconsin 53508

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Introduction and Welcome

Dear student(s) and parent(s) or guardian(s),

The staff of Belleville Middle and High Schools eagerly anticipate the start of the 2020-2021 school year. We want to foster the best possible educational experience for our students, parents, guardians, and community. The School District of Belleville emphasizes a rigorous, relevant, and engaging learning environment to provide our students the support needed to succeed academically.

We are committed to nurturing the learning of our students and fostering a school environment characterized by safety, respect, collaboration, productivity, growth, and high achievement. Educating our 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 our students to learn and grow.

To enhance academic achievement, we encourage student participation in activities, athletics, and community service. 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!

Through the combined efforts of our staff, students, families, parents, guardians, and the community, we graduate well-rounded students who are college and career ready.

It's a great day to be a Wildcat!

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 21st 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

School District of Belleville Colors

Navy Blue and Gold

School District of Belleville Mascot

Wildcat

Belleville High School Alma Mater

Far above the rolling prairies

'Tis a school so grand

Hail to thee our Alma Mater,

Fairest in the land.

Belleville High School grand and glorious

Sing your praises we.

Ye shall ever be victorious

Hail, O Hail to thee.

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. Our 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(s) or guardian(s) meeting, time-out, loss of privileges, referral to the principal's or associate principal's office, detention, or suspension. Any 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(s) 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 district and building, 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 district and building 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 district and building 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, or 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 also 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 school board policy 5500-5520 that specifically addresses student conduct.

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Attendance

Regular attendance is essential to the academic success of students. In Wisconsin, school attendance is mandatory for students six (6) to eighteen (18) years old unless the student is enrolled in a home-based program. Students are expected to attend school Monday thru Friday except for certain holidays, illnesses, or family emergencies. Good attendance habits will help students achieve success in future occupations. Frequent absences have a negative effect on school achievement.

School attendance is the responsibility of students and parents or guardians. A student is required to be in his or her scheduled class each period. Parents or guardians are authorized to excuse their student from school up to a maximum of ten (10) days in a school year. These days need not be consecutive.

Definitions

- An **excused absence** includes:
 - Illness: physical or emotional.
 - Doctor or dentist appointments that can be scheduled outside of the school day. A student shall bring back an appointment verification slip to excuse his or her absence.
 - Death in the immediate family.
 - Family emergencies.
 - Religious holidays.
- An **unexcused absence** is when a student 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.
- An **habitual truant** is a student absent from school without an acceptable excuse for part or all of five or more days out of 10 consecutive days on which school is held during a semester or part or all of 10 or more days on which school is held during a school semester.

Forms

- [Pre-Planned Absence Form](#)

References

Wisconsin State Statute [s.118.15](#)

Wisconsin State Statute [s.118.16 \(2\)](#)

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 a parent or guardian gives 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 contact the Middle and Highs' School Office at 608-835-6120 before 9:15 a.m. on the day of the absence to inform school officials of the reason for the student's absence.
- If a parent or guardian knows in advance that a student will be absent from school, he or she should contact the office or send a written explanation so the student can obtain a pre-planned absence form.
- A parent or guardian may provide a written explanation of a student's absence upon the student's return to school in lieu of notification via phone or written notification in advance of a student's absence.

Student Responsibilities

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

- For a pre-planned absence, a student is expected to contact his or her teachers for class obligations.
- Make-up work:
 - A student excused from school by his or her parent(s) or guardian(s) prior to an absence is required to make up the assignments and any missed tests. A student shall make appropriate arrangements with the teachers of any missed classes.
 - A student with other excused absences will be allowed to make up missed assignments and tests. These must be made up within the number of days missed plus one (1) day.

Teacher Responsibilities

Teachers are required to submit daily attendance reports to the attendance secretary for students under their supervision and provide the student with missed assignments.

Unexcused Absences

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

Consequences

Students will serve two (2) detentions for each block of an unexcused absence. Thus, if a student skips an entire day of school, he or she will serve ten (10) detentions.

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 obtain a late pass from the office before being allowed to enter the classroom. A parent or guardian will be contacted if the tardiness is excessive.

Consequences

Accumulated tardies in increments of three will result in a thirty (30) minute detention, unless it is more than fifteen (15) minutes. Tardiness more than fifteen (15) minutes is considered an unexcused absence.

Truancy

The attendance secretary will notify a parent or guardian of a truant student and direct the student to school the next school day. The attendance secretary will contact a parent or guardian by phone or email within twenty-four (24) hours of an unexcused absence.

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

Consequences

Court Appearance

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

- **First Offense**
 - \$98.00
 - Ten (10) hours of community service
- **Second Offense**
 - **\$124.00**
 - Twenty (20) hours of community service
 - Driver's license suspension (length of time determined by the judge)
- **Third Offense**
 - Referral to circuit court for prosecution

Work Permit Revocation

The municipal judge and the School District of Belleville staff have the authority to revoke a student's work permit if a student is truant.

Driver's Education Suspension

A student will not be allowed to register for driver's education classes if he or she is habitually truant. If a student becomes truant during the driver's education classes, the completion certification will be held until all unexcused absences are cleared.

Other Absences

Athletic Tournament

A student who is not a participant in the tournament and wishes to attend an athletic tournament must present a request for a pre-planned absence.

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 a parent or guardian in order to attend. A teacher will give a student ample time and reminders to return his or her permission forms. Scholarship money is available if field-trip fees create a hardship. In such cases, a parent or guardian should contact a child's teacher or the school office. Medications that are normally given to a student during the school day will be given by school staff during field trip.

A student who is on the Pass List (see Pass Program) may be denied participation in a field trip that extends beyond the class period, except for graded field trips.

Parent(s) or guardian(s) may be asked to participate as chaperone(s) in accordance with need. The staff may take local field trips in which students may walk to.

Family Vacations

We realize that family vacations can be learning activities; however, the administration discourages such interruptions in the school year. If this must occur, please notify teachers so appropriate school work 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. A teacher should only allow one student from the classroom out on a pass at a time. A student will not access a personal communication device in his or her locker while out on a pass. A student will be returned to class if found in hallways for extended periods of time or in areas outside of his or her designated pass.

Leaving School/Open Campus Lunch Period

Any student authorized to leave the building during the school day must sign out in the Belleville Middle and High School's office and sign in if returning before the end of a school day. During the lunch period, only high school students can leave the building and school property without being signed out. The building remains locked during lunch, and a student needs to be buzzed-in to re-enter the building. Unauthorized students leaving the campus during the day, other than lunch, will receive disciplinary action.

Academic Policies

The standards of excellence and expectations for students are rigorous, yet attainable. Every effort is made to challenge and meet the needs of students. Students are expected to be responsible for their schoolwork and their behavior. They are required to have their tools with them as needed, i.e., Chromebooks, pencils, paper, books, etc. Students are 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, and increased knowledge.

We encourage parents or guardians to use Skyward Family Access to review information regarding students' attendance, behavior, food service records, grades, and homework. This service requires a login name and password. To obtain these, please contact the Belleville Middle and High Schools' office.

Grading System

At the end of the grading period, a teacher will report letter grades based upon the scale below. The student's transcript and report card will reflect a grade point average on a 4.0 scale.

A	100-93	4.0		B-	82-80	2.67		D+	69-67	1.33
A-	92-90	3.67		C+	79-77	2.33		D	66-63	1.0
B+	89-87	3.33		C	76-73	2.0		D-	62-60	0.67
B	86-83	3.0		C-	72-70	1.67		F	59-0	0.0

Any incomplete (INC) must be completed within two (2) weeks or the grade becomes an F, including any online courses. Refer to the Grading Handbook for specific, building-wide policies.

Policy for Making Up Failed Required* Courses

- A grade of **50-59%** will result in a student making up the course in summer school, with a student being notified by mail in February or June if he or she qualifies.
- A grade of **0-49%** will result in a student repeating the course during the next school year. This is subject to principal discretion.

* Required courses are defined as English, Personal Finance and Careers, Math, Science, and Social Studies.

Reference:

[Grading Handbook](#)

Graduation and Course Requirements

- Credit requirements: Twenty-eight (28) credits, i.e., 15.5 required credits and 12.5 elective credits
- Course requirements:
 - Four (4) credits of English
 - Three (3) credits of Social Studies: Civics, World Cultures and Geography, or World History
 - Three (3) credits of Science: Physical Science, and Biology
 - Three (3) credits of Mathematics: Algebra and Geometry
 - Two (2) credits of Physical Education: Health 9/Physical Education and 1.5 elective Physical Education credits
 - 0.5 credit of Personal Finance and Careers
- The credit minimum for graduation, twenty-eight (28) or eight (8) per year, should be considered only as a minimum. A student can maximize his or her academic opportunities by taking up to ten (10) credits per year.
- A student planning to attend college or technical school after graduation should meet with the school counselor and give special consideration to the following:
 - Know the entrance requirements of the school he or she plans to attend;
 - Advanced planning to meet entrance requirements to assure the completion of recommended courses early in a student's high school career;
 - Giving special attention to the areas of English, Math, Science, Social Studies, and Global Language.
- A student is not allowed to participate in the graduation ceremony unless he or she has completed all coursework and credit requirements prior to the scheduled date of graduation.
- Teaching assistants and tutors will be allowed with teacher and administration approval only; no credit will be awarded, and only a pass or fail grade is provided.

Reference:

School Board Policy [5460](#)

Honor Roll, Awards, and Cords

Students are encouraged to achieve academic excellence.

Honor Roll

The honor roll is intended as a means of recognizing, motivating, and rewarding academic achievement.

Belleville Middle and High Schools' Honor Roll will be generated on a semester basis.

- Academic **A** honor roll – Grade point average of 3.67-4.0
- Academic **B** honor roll – Grade point average of 3.0-3.66

Any grade of D, F, or Incomplete will disqualify a student from honor roll status.

Honor Cords

A graduating senior who has achieved an eight (8) semester cumulative grade point average of 3.67 or above shall be awarded an honor cord.

Belleville Middle School Presidential Awards

Belleville Middle School Presidential Awards are based on two (2) semesters of 'A' honor roll and are recognized at the year-end Middle School Awards Program.

Wildcat Service Cords

A graduating senior who has accumulated a minimum of 140 total hours of service shall be awarded a service cord.

Project Lead The Way Cords

A graduating senior who has earned a proficient score on the end-of-course assessment and an average of a 'B' for the year in a PLTW class shall be awarded a PLTW cord.

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. Furthermore, a student shall use his or her district-issued email account when signing up to register for access to online educational services, including mobile applications that will be used by a student for educational purposes as directed by his or her teacher..

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](#)

Online Learning

The online curriculum includes core, elective, global language, Advanced Placement, and credit recovery courses. A student must exhibit strong independent work skills, and in most cases, exhausted the course offerings of Belleville High School to take advantage of the online options, except in the case of credit recovery. As a general rule, a student who is eligible to enroll in online courses includes a second semester junior or senior, except in the case of credit recovery. Because the School District of Belleville contracts with a third-party vendor, a student and his or her parent(s) or guardian(s) must agree to an online learning contract.

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.

Parents or guardians may be asked to come for a conference in addition to the dates listed above, or they may contact the Middle and High Schools' office to arrange a conference with a teacher or principal. Whenever a parent or guardian has a question, concern, or suggestion, he or she should contact the school.

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 System (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 a student knows in core academic areas and whether they can apply what they know. The WSAS includes the following:

- 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 and 10.
- The ACT Plus Writing at grade 11 for Reading, English, Mathematics, Science, and Writing.

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

Scheduling

Definition of a full high school schedule:

- A full high school schedule includes eight (8) academic credits per year.
- Exceptions may include Work Experience, Youth Apprenticeship, Early College Credit Program (ECCP), and specialized education plans.
- Teaching assistant positions and tutoring options will only be allowed during a student's study hall blocks.
- The number of senior responsibility passes may not exceed four (4) blocks during a school year.

Schedule Change Policy

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

- No change will occur if it will reduce class size to eight (8) or fewer students.
- No dropping a semester course after nine (9) weeks.
- No dropping an online course.
- No dropping a course after the fourth day of the term.
- An add or drop form must be completed with signatures before a change will be made.

Eligibility for Extracurriculars

Our philosophy is that extracurricular activities are an integral part of the total educational opportunity for students. The right to participate is open to students. Once students make a commitment to participate in an extracurricular activity, the right becomes a privilege. When a student is granted this privilege, he or she accepts the responsibility of following behavioral guidelines outlined in the [Athletic](#) and [Activities and Clubs](#) handbooks.

All activities, clubs, and sports are governed by eligibility rules. The athletic and activities director for the School District of Belleville monitors student eligibility. All student-athletes are subject to [WIAA rules](#).

- A student must be in attendance at least one-half of a day or three (3) consecutive academic blocks to attend or participate in activities, clubs, or sports. Exceptions for extenuating circumstances may be granted by the principal or associate principal.

PASS Program

The PASS Program was created to identify students who are not making acceptable academic progress. Parents or guardians are emailed a progress report each week. A student is ineligible from athletics and co-curricular activities if he or she has a failing grade in a course for two (2) consecutive weeks. A student will become eligible again as soon as his or her grade is passing, which will be verified with a teacher-signed gold sheet that is turned in to the athletic and activities director. It is recommended that parents or guardians monitor grades through Skyward Family Access and seek a conference with the teachers of the course(s) needing improvement to discuss additional opportunities for learning support.

Summer School

Each summer, the district hosts a summer school program for students in 4K through high school. 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 information is sent home with students early in the spring.

Summer school is a way to keep a student actively involved in the learning process during the summer months. Remedial courses provide review and reinforcement of basic skills to help a student retain and apply what was learned during the regular school year. Enrichment courses are offerings for a student who desires intellectual stimulation and opportunities to explore new academic areas or areas of special interest.

During summer school, the same behavioral expectations will still be in effect. The School District of Belleville reserves the right to remove a student from summer school for behavioral concerns. Parents or guardians will be notified of serious behavior.

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 student's custody as it pertains to a students' safety and security at school. If only one (1) parent or guardian is permitted to make educational decisions or to approve absences of a 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 district administrator or his or her designee 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 WISC3, NBC15, and WKOW27.

A mass email notification to parents and guardians via Skylert will be sent, 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 plans so students who arrive home before the usual time will not find themselves alone or locked out of the house.

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. Please follow instructions carefully.

Safety Drills Procedure

1. An announcement will precede each drill.
2. Staff will act immediately to assist students, visitors, volunteers, and other staff 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.

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

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

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

NOTE

School buses will continue to operate during a tornado watch.
Buses will not transport students during a tornado warning.

Fire Drill

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 Belleville Middle and High Schools 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. Drill

The School District of Belleville places a high priority on student safety. Each school will conduct an A.L.I.C.E. violent intruder drill annually. Parent(s) and 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. (Alert, Lockdown, Inform, Counter, Evacuate) 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 the chances of survival.

References:

Wisconsin State Statute ([s.118.07 \(2a\)](#))

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

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

Student Responsibility and Behavior

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 our students. There is a continuum of procedures for discouraging inappropriate behavior.

As part of our schoolwide PBIS, staff will celebrate the accomplishments of students, as well as classrooms, as the students work toward school-wide behavioral goals.

Code of Conduct

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

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

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

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 a teacher. A parent or guardian shall provide transportation for the 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. The teacher will write a description of the incident in Skyward and will contact a parent or guardian within twenty-four (24) hours of the incident. A student may be sent to the office for a meeting with the principal or associate principal. The student may return to class, if appropriate, as determined by the principal, associate principal, or teacher.

Detentions

A teacher may keep a student after school, provided the teacher gives the student and parent(s) or guardian(s) twenty-four (24) hours notice.

Rules

- The student must be on time.
- Detentions will be a silent study period and no food, drink, or devices are allowed. The student should bring a book or school work. For any type of misbehavior or infraction while in detention, the student will be dismissed and he or she will have to serve that detention at another time.

Teacher-Based Detention

A teacher-based detention may be issued for misconduct in the classroom. It must be served within twenty-four (24) hours after notification or at a mutually agreed upon time. The student will report to the teacher who issued the detention. Failure to serve a teacher-based detention will result in administrative involvement.

Administrative-Based Detention

Administrative-based detentions will be served in the Belleville Middle and High Schools' office or with an assigned teacher at lunch or after school.

A senior with two (2) or more unserved detentions will not be able to participate in the graduation ceremony. A student who is in school during the day and who has a detention must serve the detention that day unless he or she has prior permission from the teacher or administrator issuing the detention to wait until the following day.

The principal, associate principal, or athletics and activities director may inform coaches and advisors of students with attendance and behavioral concerns that could lead to restrictions with extracurricular participation.

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 the 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 including: Alcohol, tobacco, or drugs.
- Violating a district rule or policy.

The School District of Belleville district administrator, principal, associate principal, or designated teacher may suspend a student for not more than five (5) days for non-compliance with school board policies, for conduct by the student while at school, or while under the supervision of the School District of Belleville staff, 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. The student may be suspended if it is determined the student is guilty of non-compliance with such rule, or of the conduct charged, and that 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 therefore. 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 the 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 Belleville Middle and High Schools' office will collect missing work from teachers at this time.

Expulsion

Wisconsin State Statute allows the school board to expel a student from school whenever it finds the student guilty of:

- Repeatedly refusing or neglecting 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 school board member in which a student is enrolled.

Prior to such expulsion, the school board 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, 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 school board shall keep written minutes of the hearing. Upon the ordering by the school board 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 \(1\) \(c\)](#))

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, 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, or principal. Students, parents, or other adults can anonymously report bullying on Sprigeo on the [Belleville Middle School or 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 including computers and tablets, or other 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 the school or a threat will constitute grounds for investigation as to whether the use violates applicable laws or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation. We encourage students and parents and guardians to notify the school office of any incidents regarding bullying immediately using Sprigeo [Belleville Middle School or High School site](#).

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

Each student will be asked to furnish certain school supplies. A list is distributed at the end of each year and on the school's website indicating specific items needed for each class. Having the appropriate materials when needed is the responsibility of each student. A student is responsible for the proper care of books, supplies, and furniture supplied by the school. Please contact the school counselor if financial support is needed to purchase school supplies.

School Store

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

Personal Belongings

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. These items cannot be used on the playground during school hours. Students can ride bicycles to school, as long as proper safety rules are observed, e.g., bikes must be parked in a bike rack.

Any lost or damaged items should be reported to the school office. The district will not be held responsible for lost or stolen personal items. If you do bring something of value to school, we will be happy to check it in at the office.

Cell Phones and Personal Communication Devices

Students cannot 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 parents or guardians need to contact a student during the school day, please contact the Belleville Middle and High Schools' office.

Students may use a PCD while riding a school bus or other district vehicle to and from school; however, students 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, students are 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 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 these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Belleville Middle and High Schools are one-to-one with Chromebooks. A personal communication device is not necessary for instruction and presents a distraction to student learning; therefore, cell phones or other personal communication devices are NOT allowed in the classroom or at assemblies. A PCD must be powered off and in a student's locker during the school day.

Students are only allowed the use of a PCD:

- In hallways and at lockers before school and during passing times.
- During lunch periods.
- 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 personal communication device inappropriately will have his or her PCD confiscated and later returned to the student or parent or guardian, depending on the number of offenses. Refusal to turn in a PCD will result in disciplinary action in addition to the consequences below.

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

NOTE

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

Reference:

School Board Policy [5136](#)

Lockers

School lockers, including physical education lockers, are the property of the School District of Belleville. The district retains the right to search lockers. Lockers are assigned at the start of a student's 7th and 9th grade years. A student should not give others his or her locker combination or share his or her locker with friends. If your locker is damaged, please report this immediately to the office. If not reported, you will be liable for damages.

The district retains ownership and possession control of student lockers, and it may be searched at random by school personnel 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.

Reference:

School Board Policy [5771](#)

Backpacks

The schedules at Belleville Middle and High Schools allow sufficient time between classes to stop at lockers to collect or drop off class materials. Backpacks in classrooms create space and potential safety concerns; therefore, backpacks must be kept in lockers throughout the school day. Sport bags too large for lockers may be placed in hallways, but may not block doorways.

Lost and Found

To ensure lost items are returned to the proper owner, please place your student's name on items. When valuable items are lost, please contact the Middle and High Schools' office as soon as possible. Please check the lost and found box for other misplaced items. Please take lost items to the office. Those items include backpacks, clothing, school supplies, etc. At the end of the term, unclaimed items will be donated.

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 facility.

Reference:

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

Canine Searches

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

Tobacco/E-Cigarettes

A student is not allowed to use or possess tobacco products, e-cigarettes, or vapor paraphernalia on the School District of Belleville property. The School District of Belleville personnel have the authority to confiscate cigarettes, smoking supplies or equipment, or chewing tobacco.

Consequences

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

Reference:

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

Weapons

No one shall possess a dangerous weapon or look-alike weapon on the School District of Belleville property, 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 the School District of Belleville facilities may be permitted.

Definition:

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

Animals on School Property

The presence of animals in schools provides opportunities for addressing academic standards and supporting the social/academic growth of students. Animals 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 guideline is to allow animals in the classroom while providing for the health and safety of staff, students, and animals.

Animals Used in Educational Presentations: Single Event

1. Identify instructional purpose.
2. Provide veterinary statements of animal health and temperament.
3. Get the principal's signature of approval to proceed to next steps.
4. Notify parents or guardians of an upcoming presentation. A parent or guardian's consent is not required.
5. Provide modifications for students who have animal fears or allergies.
6. Get the principal's final approval.

Classroom Animals

1. Identify instructional purpose or social/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. Get the principal's signature of approval to proceed to next steps.
4. Notify parents or guardians of proposed presence of animal and obtain consent.
5. Get the principal's final approval.
6. A staff member follows 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](#)

Student Organizations, Class Advisors, and Class Dues

National Honor Society Membership

Membership in the Belleville Chapter of the National Honor Society (NHS), a prestigious organization, is based on scholarship, character, leadership, and service. The privilege of listing NHS membership on college and scholarship applications holds great value. NHS is open to juniors and seniors who have attended a minimum of one semester at Belleville High School. If you are interested in becoming a member, please contact the National Honor Society Advisor. Applications are due by October 1.

High School Student Council

Each class elects a president, vice-president, secretary, and treasurer. To hold class office, the student must be passing all classes. Once assembled, the 16-member student council elects its own officers including president, vice-president, secretary, and treasurer during the first student council meeting. Students may campaign in any reasonable manner they choose with posters and announcements. Campaigning is allowed up to seven (7) school days prior to the class vote. The class vote is conducted online during a designated lunch period.

Class Advisors

Class advisors follow a student and the class through four years of high school. Class advisors provide guidance and support through class meetings on events and topics of importance to the entire student body.

FRESHMEN	SOPHOMORES	JUNIORS	SENIORS
Mr. Bussey	Frau Brown	Mr. Benash	Mrs. Alsteens
Mrs. Gartley	Mr. Farrar	Mr. Cryderman	Mrs. Lewis
Mr. Hodgson	Mrs. Jenkins	Ms. Reis	Mr. Pamperin
Mrs. Knudson	Mrs. Meir	Mr. Schwinn	Mr. Schneider
Mrs. Krueger	Mr. Jacobs	Mrs. Vesperman	Mrs. Smith
Mr. Neumann	Ms. Zimmerman	Mr. Ziehr	Mrs. Tretow

Dues

Class dues are \$15 annually. Funds are used to support homecoming, prom, the senior trip, and graduation including cap, gown, and tassel. Class dues are collected at registration or may be paid in the Belleville Middle and High Schools' office at the start of the school year.

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, cover it up, or 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.

Reference:

[School Board Policy 5511](#)

Acceptable Dress

- Clothing must cover undergarments and stomach.
- Fabric covering private parts must not be see-through.
- Clothing must be suitable for scheduled classroom activities, including physical education, science labs, trades classes, and other activities where hazards may exist.

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 any protected groups.
- Clothing with a word, picture, or logo that is vulgar, obscene, racial, or otherwise depicting socially unacceptable subjects is not allowed.
- Clothing must not threaten the health or safety of any student or staff member.
- Head coverings are not allowed, except for religious or cultural reasons.

Visitors

Parents or guardians and visitors are always welcome to visit the Middle and High Schools 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 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 schools with directions to the main entrance. The guidelines for school visitors are as follows:

- Upon arrival at school, please use the main entrance.
- All 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. The Raptor Visitor Management school security system screens for sex offenders, alerts staff of custody violations, and provides district-wide reporting for visitors. Visitors will receive a visitor's badge that should be visible while in the school or on the school grounds. Visitors, including parents or guardians, refusing to produce such identification will be asked to remain in the office, or to leave the office.
- For the safety of our students and staff, we will assist a visitor not displaying a visitor's badge to the office in order to sign in and receive his or her visitor's badge.
- Visitor badges are not required at open house, parent or guardian nights, or other school-sponsored events open to the public.
- Upon departure from the school, visitors must sign out at the 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, and the tasks that our volunteers perform are included in the handbook. All school volunteers need to have a signed agreement on record with the schools prior to the start of the volunteer experience. A background check will be conducted for each volunteer. If you are interested in volunteering at the middle or high school, please contact the Middle and High Schools' office. Volunteers are asked to sign in at the school office when arriving and departing. A volunteer is not allowed to bring children while volunteering at school because of insurance guidelines.

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

Reference:

[Volunteer Handbook](#)

Photographing or Videotaping of Students

During the school year, groups of students are occasionally videotaped or photographed in classroom situations, during fine arts performances, athletic events, or 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 inform new parents or guardians, staff, and students.

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

The parent, guardian, or guardian *ad litem* must inform, in writing, the principal or associate principal by September 15 of the school year that the student's photograph may NOT be released without prior consent.

Transportation

The responsibility for the operation of the student transportation program rests with the school board. 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 School District of Belleville 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 shall be transported as required by his or her Individualized Education Plan.
- A student living within areas of unusual hazard as determined by the school board shall be transported.

- A student will be picked-up and dropped off from 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.
- A student whose child care location qualifies for transportation shall be transported provided a written request is filed and approved by the principal.

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

All administrators and bus personnel shall be expected to be fair and consistent in the administration of policies and procedures relating to student conduct on school buses. It is not, however, only the responsibility of administrators to provide for proper conduct on school buses. Bus drivers, riders, and parent(s) or guardian(s) also have responsibilities. The district administrator shall act on variances and temporary situations. A student who does not follow the rules relating to safe transportation may have his or her riding privileges suspended.

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

Variances and temporary situations shall be acted upon by the district administrator.

Alternative Transportation Options

Requests to ride an alternate bus must be made in writing or by phone to the secretary no later than 12 noon on the day the change is requested. The secretary will give the student 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. The School District of Belleville is pleased to offer safe, dependable transportation.

Bus Rider Rules

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

- Prior to loading, a student 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 will 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 their property.
 - Use school-appropriate language. No yelling, cursing, obscene/offensive language. No use of obscene offensive gestures.
 - Avoid eating or drinking while on the bus.
 - Remain seated while the bus is in motion.
 - Comply with the School District of Belleville'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 children.
 - 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 middle and high school staff, principal, or associate principal.
 - Be on his or her best behavior.
- A student may only ride the bus to which he or she is assigned. A parent or guardian must contact the Belleville Middle and High Schools office in writing, by email, or phone by 12 noon to request a change for that day and then a pass will be issued.

Bus Disciplinary Measures

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 associate principal 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 school bus for a designated period of time.

- The driver shall first attempt to talk with the student individually and privately when possible to resolve the problem.
- If talking to the student proves ineffective, the driver may assign the student to a specific seat for a period of time. The incident and date shall be logged, and the log shall be forwarded monthly to the transportation director with a copy to the principal or associate principal.
- If above actions have been tried and the problem continues, a discipline report shall be filed with the principal or associate principal. When 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 Procedure

The disciplinary 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 or guardian should be made directly to the principal or associate principal. The principal shall investigate the situation.

The following procedures will be followed in disciplinary matters.

- The student must be advised of the reason for the discipline.
- The student's discipline must be reasonably justified.
- The parent(s) or guardian(s) and the student shall be given prompt notice of the suspension of bus riding privilege, and the reason for the suspension.
- The suspended student or his or her parent(s) or guardian(s) may appeal the principal's or associate principal's decision to the District Administrator. If the matter is not resolved to their satisfaction, the parent(s) or guardian(s) may appeal to the school board.

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 the student will remain there for the entire time of the ride.
3. 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 principal or associate principal.

Consequences for Non-Critical Situations

- **First Offense:** The principal or associate principal shall inform the student's parent(s) or 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) or guardian(s) will then be responsible for transporting the student to school.
- **Second Offense:** The principal or associate principal shall meet with the student and contact his or her parent(s) or guardian(s). The student may be denied transportation for three (3) to five (5) days and the parent(s) or guardian(s) will be responsible for transporting the student.
- **Third Offense:** The principal or associate principal shall meet with the student and contact his or her parent(s) or guardian(s). The student may be denied transportation for 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 the student's parent(s) or guardian(s) within twenty-four (24) hours of the offense.
- **Second Offense:** The principal or associate principal shall inform the student's parent(s) or guardian(s) within twenty-four (24) hours of the offense. The student shall be denied transportation for up to five (5) days.
- **Third Offense:** The principal or associate principal shall inform the student's parent(s) or guardian(s) within twenty-four (24) hours of the offense. The student shall be denied transportation for five (5) up 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 and/or alternative transportation.

Student Vehicles

Students will park in the parking area west of the building. The north parking lot will be used when the west lot is full. Students will park vehicles between the painted lines in the parking lot. A student must register any vehicle that will be parked in the school parking lot. [Registration forms](#) are available in the Belleville Middle and High Schools' office.

All vehicles must be operated in a safe and legal manner while on the School District of Belleville property. A violation may result in a ticket being issued by the Belleville Police Department.

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

Inappropriate parking lot conduct includes:

- Parking in unauthorized spaces.
- Driving erratically or too fast.
- Littering in the parking lot.
- Loitering in the parking lot.

Work Permits

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

Work permits will be issued in the Belleville Middle and High Schools' office during the school year.

Students must be present to secure a work permit and have the following documents before a work permit will be issued:

- Birth certificate.
- Letter from the student's prospective employer on letterhead (including a phone number) stating his or her intention to employ the student, hours of employment, and the type of job.
- Letter from the student's parent(s) or guardian(s) consenting to his or her employment or presence when the student acquires the permit.
- Fee of \$10.
- Social Security Card

Reference:

Wisconsin State Statute ([s.103.70](#))

Resources

Website

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

Skyward Family Access or Skylert

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

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

Parent-Teacher Organization

The School District of Belleville is fortunate to have an active PTO that assists in coordinating the efforts of the school and 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. Please watch for information to be sent home at the beginning of the school year or contact the Middle and High Schools' 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 teacher, at killerlk@belleville.k12.wi.us.

Counseling Services

Counseling services are available for students. For some students, problems concerning school and 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, questions that a student wants to discuss with the counselor, or assistance with home, school, or social concerns. The counselor serves as a resource to parents, guardians, students, staff, and community members.

For more information, please contact

Kyle Webber, school counselor 5-8, at webberk@belleville.k12.wi.us or

Melanie Norton, school counselor 9-12, at nortonm@belleville.k12.wi.us.

English Learner Program

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

For more information, please contact

Pam Emmerich, English language coordinator, at emmericp@belleville.k12.wi.us or
Rebecca Johnson, director of student services and teaching and learning, at
johnsonr@belleville.k12.wi.us.

Food Service Program

A food service program is available for students who want 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.

Learning Media Center

The Library Media Center has books for students to choose from as well as reference and research materials. Books should always be returned to the designated book return area in the library and not replaced on shelves. It is the responsibility of a student to locate or reimburse the district for any book(s) lost or damaged during the school year.

The Library Media Center includes 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 Library Media Center:

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

For more information, please contact

Kiley Ogodogu, library media specialist, at 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 student to determine eligibility for special education services. Referrals for special education must be in writing and include the reason why the person believes a student 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 student has a disability and if the student needs special education services in the educational setting.

Please contact your student's teacher or principal if you have concerns about your student'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

Student Health Services

The mission of the Belleville Middle and High Schools' Health Office is to promote a healthy and safe environment to allow 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.

Appendix

[District Calendar](#)

[A/B Calendar](#)

[Bells and Blocks](#)

Student Hours

Student hours are from 8 a.m. to 3:25 p.m. The first bell rings at 7:55 a.m. indicating that a student may go to his or her classroom. Supervision is provided in the cafeteria from 7:40 to 8 a.m.

Breakfast is available for purchase. Students who arrive at school prior to 7:50 a.m. should enter the doors by the main entrance or gymnasium or west entrance.

Health Services

The mission of the school health office is to promote a healthy and safe environment that allows 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 Middle and High Schools' office with health concerns or immunization updates you may have regarding your child so that the school 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 school Monday thru Friday and may be consulted by contacting the secretary. Day-to-day first aid, illness, or health needs are met by the classroom teacher, secretary, or school nurse as necessary.

The school nurse or secretary 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 student to emergency services is expected of parent(s) or guardian(s).

Except in an emergency, it shall be the responsibility of the parent(s) or guardian(s) to contact 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(s) or guardian(s), and it is deemed necessary to take such action, the school will be guided by the information provided on the emergency form. The parent(s) or guardian(s) 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 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. This form may be obtained at the office. If a student needs an over-the-counter medication such as pain reliever or cough drops, parent or guardian permission is required.

The school nurse will only accept medication that is properly labeled with a student's name and the exact

dosage in its original manufactured container. Non-prescription drug products may be administered to a student during school hours only with the prior written consent of a parent or guardian. Substances that are not FDA approved, i.e., natural products, food supplements, require the written instruction of a medical practitioner 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 non-prescription medication other than that listed on the original manufactured container must be authorized in writing by a medical practitioner. For more information, please contact the school nurse.

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 student is well enough to attend school. A student who comes to school is 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 degrees or more signals that an illness is making 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 24 hours 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, or 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 or she is feeling well.

Rashes

Rashes or patches of broken, itchy skin need to be examined by a health-care 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 health-care 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, contact

Rebecca Clark, district school nurse, at clarkr@belleville.k12.wi.us.

Food Service

Each family has a food account. This account covers lunch and milk. We recommend keeping a positive 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 school office or mailed to:

School District of Belleville

Attention: Lunch Program

635 W. Church Street

Belleville, Wisconsin 53508

*Menus, prices, and free and reduced lunch forms can be accessed from the [School District of Belleville site](#).

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 eating, leaving the table, seat, and floor where he or she ate clean for others to use.
- Return trays and utensils to the dishwasher area, placing waste in the proper receptacles.
- Food and beverages should be consumed in the cafeteria whenever possible.

Payment Policy

The Food Service Program is a prepayment program. A student is expected to have a positive balance in this or her 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 at least once per week.
- A family who has negative balances in the account 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 there are difficulties making deposits, please contact the Food Service Department.
- A student whose balance reaches -\$50.00 will receive a notice sent home and a call from the Food Service Department. A substitute meal that consists of a cheese sandwich and milk will be provided for three days at no charge. After 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, a la carte, and milk) will be disabled and a parent or guardian will need to send a lunch from home until the outstanding balance has been paid.

Free-and-Reduced Priced Meals

Free-and-reduced priced meals are available to those who qualify. For an application, please contact the Middle and High Schools' office or online on the [Food Service tab](#) on the district website. 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 an application. Eligibility is not retroactive. Charges made prior to eligibility are at full price and are the family's responsibility to pay.

Payment Plans

A family may enter into a payment plan agreement with the district. A payment plan is a mutual agreement between the district and a family to bring the food service account up to date. The agreement is in writing and signed by a responsible parent or guardian and a school administration or food service director. 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 priced meals program.

Account Balances

- A parent or guardian may restrict a student from making additional purchases by contacting the Food Service Department. There are three types of restrictions that can be set up in the computer system:
 - Complete block: No charges will 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 stating his or her restrictions. The cashier can bypass this message and continue to charge the account with purchases.

* Please note that although a student may have a level of block on his or her account, if he or she gets 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.
- 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 during a school year will cause the family to be placed on a cash-only basis for the rest 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 component 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 items, bottled drinks or additional entrees. These items will be charged individually.

Creation Station

Creation station lunch is customizable, such as the pasta bar or made to order sub bar, and is offered twice a week. All lunch meals are reimbursable and available to paid and free-and-reduced students.

Second Meals/Double Entrées

- 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 are to be no competitive sales in the cafeteria while breakfast and lunch are being served.

Prices

Hot lunch \$3.20

Creation station meal \$3.50

Milk will increase to \$0.45 per carton.

References:

School Board Policy [8531](#)

School Board Policy [8500](#)

Belleville Middle and High Schools Staff

Name	Title	Email
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