

**ATTENDANCE POLICY  
AND  
STUDENT CODE OF  
CLASSROOM CONDUCT  
FOR  
PK-GRADE 5**

**2016-2017**

**BELMONT COMMUNITY SCHOOL DISTRICT  
BELMONT, WISCONSIN 53510**

## **SECTION 1 – INTRODUCTION**

### **1.01 INTRODUCTION**

The purpose of this handbook is to clarify and create areas of understanding between parents, teachers, pupils, and school officials. All are vitally interested in the educational and social development of the children of our community. This development is the joint responsibility of the home, school, and community. Our youth must be instructed and guided in the process of “growing up”. The process of “growing up” doesn’t mean growing older. The home, school, and community must all contribute to the educational process of our youth.

The school of today is attempting to meet the challenge of adult life by providing such instruction and guidance as will develop well trained, socially adjusted individuals who will be able to think clearly, act cooperatively, and live democratically in a modern society.

The Belmont School District does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, or handicap.

### **1.02 SCHOOL CITIZENSHIP**

Our school is a community with the students as its citizens. Each member, as part of the community, has the same responsibilities toward it that he/she has toward his/her town, state or country.

Your school years at Belmont are not to be thought of merely as preparation for citizenship in adult life; rather, they are to be lived now.

### **1.03 PURPOSE OF OUR SCHOOL**

The Belmont School District exists for you and many other young people. If you enter school with a spirit of loyalty and seriousness of purpose and are willing to cooperate with fellow students and teachers you will gain much from your school experiences. Here are some of the ways in which your school should help you.

1. To learn to improve and maintain your health.
2. To learn how to communicate with others at a high level.
3. To learn how to attain a sound emotional and social adjustment.
4. To learn how to think through various kinds of problems and situations.
5. To learn how to do your part as an active and intelligent citizen.
6. To learn how to participate in or to appreciate the fine arts.
7. To learn more of the world about you.
8. To learn more of the values of life and be respectful of other persons’ values.
9. To guide you toward a successful solution of your personal problems.
10. To help you choose, and prepare you for a vocation.
11. **To guide you toward making adult choices in an adult world.**

### **1.04 SCHOOL SPIRIT AT BELMONT**

In addition to the serious purposes outlined above, we believe that you should have fun in school. There are many things designed for just this purpose. We encourage you to learn how to properly mix the two (work and play) so that you gain the most from your school days. A person really proves his/her school spirit by his/her interest in all activities of school and of fellow students. That includes all extra-curricular activities as well as the day-to-day work of the regular school curriculum.

Needless to say, the students with real school spirit will obey the rules and regulations that are laid down for all phases of school life.

## 1.05 SCHOOL POLICY

1. It is the policy of the Board of Education that regular schoolwork must be considered as the most important function of the school. The Board of Education has established a policy dealing with standards of work that must be maintained by those who represent the school in "extra-curricular" activities. Failure to meet those standards disqualifies a student from participation in those activities.
2. There is only one excuse for absence from school which is recognized by law, and that is SICKNESS.
3. Unexcused absences will result in a zero grade score for the day missed.
4. Physical education is a state requirement. You must take physical education class unless you have an excuse from a doctor. This excuse must be dated as to when you can return to PE class.
5. Students who fail to cooperate with the instructors or principal and who refuse to comply with the common rules of the school could be suspended from the school system for a period of time up to five days. However, the student will be given due process (a hearing).
6. Parents are invited to attend all school activities. Also, parents are invited to visit school at any time. Arrangements should be made ahead of time with office personnel. **All visitors must sign in at the main office.** Friends, relatives or former students may not visit campus during school days, including after school hours except for activities open to the public OR when they have a genuine need to conduct school business. The principal or designee may grant exceptions to this policy.
7. Students have a right to an education and this district intends to protect that right through the maintenance of an uninterrupted education program. Disorder and disruption of the school process will not be tolerated and persons attempting such actions will be held accountable. All necessary steps will be taken to protect students, district personnel, and property.
8. It is the policy of the Board of Education to ask the assistance of the Law Enforcement Agencies, namely the County Sheriff and Belmont Police whenever disturbance interrupts regular school activities. Uniformed police will be present when and where necessary to insure the safety and welfare of each student at school. Students involved in school disruptions, vandalism, violence, or other illegal acts will be subject to suspension or expulsion.
9. The Board of Education asks that each student, each teacher, and each parent assume personal responsibility to encourage sober civil relationships so that young men and women may pursue their education and develop the knowledge, understanding, and tolerance necessary in today's society.

## 1.06 CODE OF STUDENT RESPONSIBILITIES (DISCIPLINE)

### I. School and Class Attendance:

#### A. Truancy, class cutting, or leaving the building without permission:

POLICY - State law requires regular attendance at school unless a student has an excused absence. Attendance and tardy regulations are printed in Section 2 in this handbook.

ACTION - Depending upon the nature of the violation, students who fail to comply with any component of this handbook are subject to:

1. Verbal or written reprimand, or detention, or restricted privileges (in-school suspension). A warning may be issued.

2. For serious or continuing offenses, students are subject to:
  - a. Suspension (in-school or out-of-school)
  - b. Parent conference for readmission (if out-of-school)
  - c. Restitution must be made for any damage committed.
3. For severe and/or repetitious acts, removal from school by expulsion.
4. If the case warrants, legal authorities will be notified (theft, illegal acts, harassment, physical/verbal abuse).

**Discipline can start on any step (1-4) depending on severity.**

- B. Students not at assigned places at the proper time:  
 POLICY - Students are expected to get to school on time and also get from one class to another without being tardy. Also, students are not to be out of an assigned class.  
 ACTION - Consequences are the same as Section I, part A.

**II. Personal and Property Rights (Discipline)**

- A. Threats (physical or verbal), extortion, or violence to persons in school or at school-sponsored functions will not be tolerated:  
 POLICY – Incidents of physical assault or verbal intimidations are not acceptable at school or at school-sponsored functions.  
 ACTION - Consequences are the same as Section I, part A.
- B. Acts which are disruptive to the operation of school or school-sponsored functions:  
 POLICY - No student or group of students may restrict another person's freedom to properly utilize school facilities and programs.  
 ACTION - Consequences are the same as Section I, part A.
- C. Stealing, Destroying, or Defacing school or personal property (including all safety equipment and fire alarms):  
 POLICY - No person may steal, deface, or destroy another person's property or public property. Included here is falsely using fire alarm equipment.  
 ACTION - Consequences are the same as Section I, part A.
- D. Verbal abuse of school personnel and students:  
 POLICY - Courteous behavior is expected of both students and school personnel. Obscene language or defiance of school personnel is not permitted.  
 ACTION - Consequences are the same as Section I, part A.
- E. Student Lockers:  
 POLICY - the school, for the convenience of the student and for storing school related material, provides a student locker. The combination locker assigned to a student is the property of the Belmont Community School District. Do not tell anyone else your locker combination. Do not switch lockers with another student. The office personnel will put any messages for you on the outside of your locker.  
 ACTION - School district personnel may check the locker of a student when the risk or hazard to property or persons exists. Pre-announced general locker checks may be conducted during vacation periods. School personnel may take possession of any item whose presence in a locker may violate a part of the code. In addition, in instances where the administration has reason to believe the locker contains some items that are in violation of this code, the administration can check the locker in the presence of a witness. Consequences are the same as Section I, part A.

**III. Dress and Appearance**

- A. Inadequate personal cleanliness:  
 POLICY - A reasonable cleanliness of person and wearing apparel is expected.  
 ACTION - Depending upon the nature of the violation, students who fail to comply are subject to:

1. Individual counseling.
2. Student may be sent home to change before returning to school.
3. Conference with parent, as necessary.
4. Repeated offenses, consequences are the same as Section I, part A.

B. Footwear:

POLICY - Shoes, sandals, or boots must be worn in the building, except in the gym or theatrical productions as appropriate. Safety or special-purpose equipment must be worn when required.

ACTION - Consequences are the same as Section I, part A.

C. Dress Code effective 1/5/2004

POLICY - Students attending Belmont Community School shall be expected to dress and groom themselves in an appropriate manner. Students will not be allowed to wear clothing that is considered distracting, inappropriate, indecent, or unsafe. Any type of attire that attracts undue attention to the wearer and causes a disturbance or distraction will be considered unacceptable. The following is a **sample** of clothing that is unacceptable:

- No clothing that depicts, suggests, or advertises alcohol, drugs, nudity, or sex will be allowed.
- No clothing that shows cleavage or any other part of the breast will be allowed. The “armpit rule” will *serve as a guide* for enforcement. Tops must be no lower in front than the tops of the armpits.
- No clothing that exposes the midriff will be allowed. The bottom of the shirt shall touch the top of the pants, shorts, skirt, etc.
- Undergarments are NOT to be visible. (The term undergarment includes both underwear and brassiere parts) The body part(s) that the undergarment is designed to cover is NOT to be visible.
- No clothing allowing excessive leg to show will be allowed. When standing, with arms resting at the sides, legs must be covered to the longest fingertip of the wearer.
- Pants, shorts, or any garment rolled down at the waist are not permitted.
- Ripped, punctured or torn clothing is not permitted.
- Earphones, or headphones are not permitted.

ACTION –(Enforcement)

This Dress Code will be in effect on school days from 8:00 am until 3:30 pm

1. 1<sup>st</sup> offense: The student will be asked to fix the problem him/herself or the student will be offered a change of clothes.
2. 2<sup>nd</sup> offense: The student will be asked to fix the problem her/himself or the student will be offered a change of clothes AND a written notice will be sent to parent(s).
3. Repeated offenses beyond 2<sup>nd</sup> offense, consequences are the same as Section I, part A.

D. Hats, Coats, Hoods

POLICY – Hats, coats, or hoods are not to be worn in school. Store outdoor gear in your school locker.

(NOTE: If you are chilled, wear a sweater or sweatshirt in the classroom.)

ACTION – The students will be required to store outdoor gear in the school locker provided. Repeated offenses, consequences are the same as Section I, part A.

E. **CELL PHONES/PAGERS/MP3 PLAYERS/GAMING DEVICES (Gameboys, Nintendo DS, etc.)**

**POLICY – CELLULAR PHONES AND OTHER ELECTRONIC SIGNALING DEVICES BY STUDENTS ARE NOT PERMITTED TO BE USED ON SCHOOL PROPERTY DURING THE SCHOOL DAY.**

**ACTION – Consequences are as follows:**

**1<sup>ST</sup> OFFENSE:** Teacher will confiscate the device. The student may pick it up from the office at the end of the school day.

**2<sup>ND</sup> OFFENSE:** Teacher will confiscate the device. The student may pick it up from the office at the end of the school day after one week (seven days.) A parent/guardian may pick up the phone in the office within the seven days.

**3<sup>RD</sup> OFFENSE:** The Teacher will confiscate the device. The device will be released to the student's parent/guardian in a student, parent, and principal meeting.

**IV. Illegal Substances and Dangerous Drugs:**

A. Tobacco:

**POLICY -** Use of tobacco endangers health. It is a hazard to safety in school buildings. It is also a violation of Wisconsin State Law (120.12-20). A student may not use tobacco (in any form) in any school building, on school grounds, or at any school-sponsored function.

**ACTION -** Students who fail to comply are subject to:

1. Automatic suspension (in-school or out-of-school) from school.
2. Notification of police
3. Parent conference for readmission.

B. Drug and Chemical Abuse:

**POLICY -** The use or possession of drugs is illegal and is a health and safety hazard. This means the use or possession of drugs, chemicals, or paraphernalia that Wisconsin Statutes define as illegal. No student may be in school, on school grounds, or at any school-sponsored function while under the influence or in possession of illegal drugs or chemicals.

**ACTION -** Students who fail to comply are subject to:

1. Automatic suspension from school.
2. Notification of police.
3. Parent conference for readmission or possible consideration of the student for expulsion.

C. Alcoholic Beverages:

**POLICY –** A student may not have an alcoholic beverage in his or her possession or be under its influence in any manner while in school, on school grounds, or at any school-sponsored function.

**ACTION –** Students who fail to comply are subject to:

1. Automatic 3 days suspension from school.
2. Notification of police.
3. Parent conference for readmission or possible consideration of the student for expulsion.

Note: Refer to Section 11

D. Students who have experimented with but are not presently under the influence of drugs or alcohol should seek help:

**POLICY -** It is school board policy to insure that students seeking help can get it.

ACTION - The student should talk to a school staff member who, in turn, will make a referral to a rehabilitative agency rather than a law enforcement agency.

#### V. Miscellaneous:

##### A. Forgery:

POLICY - No student is permitted to forge the signature of a parent, school personnel, another student, or any other party.

ACTION - Consequences are the same as Section I, Part A.

##### B. Gambling:

POLICY - No gambling is permitted in school, on school grounds, or at any school-sponsored function.

ACTION - Consequences are the same as Section I, Part A

##### C. Pornography/Inappropriate magazines

POLICY – No offensive or otherwise inappropriate printed material, or **electronic pornography**, is allowed, or may be accessed, in school.

ACTION - Consequences are the same as Section I, Part A

##### D. Dangerous weapons and explosives:

POLICY - No one may have any kind of weapon or explosive, including firecrackers, in school, on school grounds, or at any school-sponsored function. No one is permitted to use any article as a weapon to threaten or to injure another person.

ACTION - Students who fail to comply are subject to:

1. Automatic suspension from school.
2. Notification of police.
3. Parent conference for readmission or possible consideration of the student for expulsion.

##### E. School Aged Parents:

POLICY - The Belmont School District follows the guidelines established in Wisconsin Statutes 115.91 and P.L. 94-142 regarding school aged parents.

##### F. Automobiles, snowmobiles, and other motorized vehicles:

POLICY - The Board of Education and the school's administration reserve the right to make all regulations governing the use of automobiles, snowmobiles, and any other motorized vehicles by students. The school district provides bus transportation to and from school and encourages students to use this service. The school district does not condone student driving anytime during the course of the school day. **Parking in the school parking lot is a privilege, not a right.**

ACTION -- A student who fails to comply with administrative regulations are subject to Section I, Part A.

**Student's privilege to park in the parking lot may be rescinded.**

##### G. Study Halls and Library:

POLICY - The Board of Education and the school's administration reserve the right to make all regulations governing the use of study halls and the library.

ACTION - Consequences are the same as Section I, Part A.

##### H. Student clubs and organizations:

POLICY - Student clubs and organizations are recognized as a valuable part of the total educational program. Their formation and activities are encouraged. To form school-sponsored clubs or organizations, the following guidelines must be met:

- Must have a designated faculty advisor.
- A charter, constitution, or list of bylaws must be written.
- Final approval of the club or organization and its charter must be made by the school's administration.

## **VI. Grievance Procedure:**

### **A. Challenge the application of this Code:**

**POLICY** - Any student or group of students who think the code has been wrongly interpreted as applied to them should request a meeting time and place with the school principal in order to discuss a grievance. One faculty member of the student's choice or his/her parents may be present at such a meeting. Any grievance not brought before the principal within five school days after the occurrence of the event on which it is based, shall be considered waived. A student has the right to appeal the decision of the principal to the school superintendent. The school superintendent will set the meeting time and place. Faculty members or parents may be present at the appeal session.

### **B. Grievances against other students:**

**POLICY** - A student may file a grievance against other students for a violation of this code if he witnesses property damage or harm or is a victim of them.  
**ACTION** - Violators will be subject to a warning or action under Section I, Part A.

## **VII. Scope of Code:**

**POLICY** - This code applies to all students in Belmont Junior and Senior High School. The principal may establish and publish regulations or procedures that are not inconsistent with the provisions of the code.

## **1.09 CODE OF STUDENT CLASSROOM CONDUCT**

### **FOREWORD**

The School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and students to participate in learning activities. Students are also expected to abide by all rules of behavior established by the Board of Education, administration, and their classroom teachers.

Student behavior that is dangerous, disruptive, or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established school district policy as outline in this handbook.

### **STUDENT REMOVAL FROM CLASS**

A teacher may remove a student from class for the following reasons:

A student may be removed if he/she is dangerous, disruptive or uses unruly behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes but is not limited to the following:

- Possession or use of a weapon or other item that might cause bodily harm to people in the classroom or building.
- Being under the influence of alcohol or other controlled substances in violation of school district policies.
- Obstruction of classroom activities or other intentional acts to attempt to prevent the teacher from exercising his/her assigned duties.
- Dressing or grooming in a manner that presents a danger to health or safety, or causes interference with work or creates classroom disorder.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions, or violation of classroom rules.
- Throwing objects in the classroom.
- Fighting, taunting, intimidation, sexual harassment, or other hostile behavior toward others.
- Threats to a staff member or student.



- Vulgarity, swearing or use of profanity.
- Any type of gang related activities.
- Racial, ethnic, religious, or sexual orientation slurs.
- Excessive or disruptive talking.
- Interfering with another student's rights to learn.
- Willful damage to school district property.
- Defiance of authority

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by State and Federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the Principal (or designee) and inform same of the reason(s) for the student's removal from class. A written explanation (Behavior Referral Form) of the reason(s) shall be given to the Principal within 24 hours of the student's removal from class. **The teacher will contact the parent/guardian of the removal.**

The Principal shall inform the student of the reason(s) for removal from class and shall allow the student the opportunity to present his/her version of the situation. Only then shall the Principal determine the appropriate discipline and placement for the student.

#### Placement in an Alternative Setting

When making alternative placement decisions, the Principal shall consider the following factors:

- The reason for removal.
- The severity of the offense.
- The type of placement options available for the student and any limitations on such a placement.
- The estimated length of time of placement.
- The student's individual needs and interests.
- Whether the student has been removed from a teacher's class in the past.
- The relationship of the placement to any disciplinary action.

The Principal may consult with other appropriate school personnel and/or the student's parent(s)/legal guardian as deemed necessary when making or evaluating placement decisions.

All placement decisions shall be made consistent with school district policies and in accordance with State and Federal laws and regulations.

An Alternative educational placement must provide the removed student access to materials that coincide with the school's regular curriculum. The classroom teacher will be responsible for accumulating classroom work for the removed student to ensure the student's educational needs are met.

The parent(s)/guardian of the student shall be notified of a student's placement in an alternative setting. The Principal shall place a student who has been removed from a class by a teacher in one of the following alternative settings:

1. An alternative education program approved by the school district. State law defines this as an instructional program approved by the Board of Education that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
2. Another class in the school or another appropriate place in the school.
3. Another instructional setting.
4. The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the Principal

determines that readmission to the class is best or only alternative.

#### Parent/Guardian Notification

As soon as practical (usually within 24 hours of the removal from class) the Principal shall inform the student's parent(s)/guardian about the student's removal and alternative placement. The notice may be made by telephone. Written notice shall be sent within 2 school days following the removal. Such written notice shall specify the class from which the student was removed, the reasons as stated by the teacher, the alternative placement and duration. The Principal shall keep written records regarding unsuccessful attempts to contact the parent(s)/guardian.

If the removal from class and change in educational placement involves a student with disability, parent(s)/guardian notification shall be made congruent with State and Federal laws and regulations.

If the student removed from class is also subject to disciplinary action for the particular classroom conduct, the student's parent(s)/guardian shall also be notified of the disciplinary action in accordance with school district policies and legal requirements. Disciplinary action may include detention after school, suspension (in-school or out-of-school) or expulsion from school.

## **SECTION 2 – BELMONT COMMUNITY SCHOOL DISTRICT** **STUDENT ATTENDANCE POLICY**

2.01 Wisconsin State Law requires that every school board shall establish a written attendance policy specifying the reasons for which pupils may be permitted to be absent from a public school under s. 118.15 and shall require the teachers employed in the school district to submit to the school attendance officer daily attendance reports on all pupils under their charge.

### **2.02 TYPES OF ABSENCES**

#### **I. BOARD APPROVED EXCUSED ABSENCE**

A child is required to be in school every day school is open for instruction unless the student is permitted to be absent for one of the following Board approved acceptable excuses:

1. Illness (temporarily not in proper physical or mental condition) will be excused. **When a student's absence continues for three consecutive days or more than 10 total days, the principal may require a statement from a physician or health officer certifying the cause of the absence.**
2. Death in the family/attend funeral services will be excused
3. Church attendance will be excused if there is only one service scheduled. If there is a service at night, the student will not be excused from school.
4. Medical, dental, or other valid professional appointments. The school attendance officer (principal) **may** request the parent or guardian of the child to obtain a written statement of appointment from said professional.
5. Field trips that are part of a curriculum and extracurricular activities planned during school hours will be excused. [Field trips are not considered "absences from school."]
6. Unique circumstances will be considered on a prior approval basis.

## II. PARENT OR GUARDIAN REQUESTED ABSENCE

A student may be absent from school ten (10) school days per year as a result of a parental/guardian request. As per Statute 118.15(3)(c)

“...Any child excused **in writing** by his or her parent or guardian **before** the absence. The school board shall require a child excused under this paragraph to complete any course work missed during the absence. **A child may not be excused for more than 10 days in a school year under this paragraph.**”

## III. UNEXCUSED ABSENCE

Trips and appointments as described above not approved in advance, **parent requests in excess of ten days**, and any other situation not specifically covered herein are considered unexcused absences. Unexcused absences are documented as outlined in the Lafayette County Truancy Criteria and State Statute 118.16.

### 2.03 ATTENDANCE POLICY: PROCEDURES, DEFINITIONS, AND ENFORCEMENT

School attendance is really an important matter. Experience has proven that a student who is in school every day is a happy and successful student. Plan, therefore, to be in school every day except in emergencies. Regular attendance pays lifetime dividends.

An excused absence does affect perfect attendance.

#### I. BOARD APPROVED EXCUSED ABSENCE

##### 1. ILLNESS

**Each day** that a student is ill, and will be absent from school for that reason,

A. his/her parent/guardian must call the school at 762-5131 **prior to 8:30 a.m.** **If no call is received, the absence will be recorded as unexcused.** **If we have not received a call by 8:30 a.m. we will call the parent at home or at work (THE ABSENCE IS STILL UNEXCUSED.)**

The following information must be included in the phone call:

- The caller must identify his/her relationship to the student.
- The caller must indicate the exact date of the absence.
- The caller must indicate the reason for the absence.
- Lacking such call, the absence will be counted as **unexcused** and the student will receive a zero in all classes missed.

B. **send a note with the student to be delivered to the office upon returning to school.** At the time of student's return, the (6<sup>th</sup> – 12<sup>th</sup> grade) student will be issued a “make-up report and admit to class” form which is to be filled out by the student and his or her teachers then returned to the office to be checked off. If the form is not checked off the principal will meet with the student and may issue a detention to allow time to properly fill out the make-up work report form.

**\*If a student is absent all day due to illness he/she will not be allowed to attend any school sponsored activities later that same evening.**

All students who come to school after the beginning of first period must report in at the office before going to their class. Passes for late arrival to school are to be obtained from the office at this time.

Any student leaving the building must check out in the school office before leaving. Parental permission is a must before a student leaves school grounds.

A student will be considered tardy up to **8:15 a.m.** After 8:15 a.m. the student's record will show an absence for at least ½ day. If a student is absent for two (2) or more scheduled periods, he/she is considered absent for 1/2 day (i.e. 1:30-3:07.)

In all cases when the pupil is to be out of school due to extended illness, operations, communicable diseases, etc., the school must be notified. **Any student who is out of school more than five consecutive days due to extended illness must have an excuse signed by the doctor to be readmitted.**

## 2. DEATH IN THE FAMILY/ATTEND FUNERAL SERVICES

When a student is to be absent for this reason:

A. his/her parent/guardian must call the school at 762-5131 **prior to 8:30 a.m.** **If no call is received, the absence will be recorded as unexcused.** Because of the nature of this type of situation the Principal may use appropriate discretion in allowing late notification. **If we have not received a call by 8:30 a.m. we will call the parent at home or at work (THE ABSENCE IS STILL UNEXCUSED.)**

The following information must be included in the phone call:

- The caller must identify his/her relationship to the student.
- The caller must indicate the exact date of the absence.
- The caller must indicate the reason for the absence.
- Lacking such call, the absence will be counted as **unexcused** and the student will receive a zero in all classes missed.

## 3. CHURCH ATTENDANCE

The student must turn in an "attendance form" or a written note from the parents to the school office. The student must check out at the office before leaving the building and check in at the office upon returning to school.

## 4. MEDICAL APPOINTMENTS

The student must turn in an "attendance form" or a written note from the parents to the school office. The student must check out at the office before leaving the building and check in at the office upon returning to school.

## II. PARENT OR GUARDIAN REQUESTED ABSENCE

**The student must turn in an "attendance form" or a written note from the parents to the school office IN ADVANCE of the planned absence.** The student must check out at the office before leaving the building and check in at the office upon returning to school. Please note that **PARENT OR GUARDIAN REQUESTED ABSENCE MUST BE IN WRITING AND IN ADVANCE.**

### III. UNEXCUSED ABSENCE

#### A. DEFINITIONS

1. "Truancy" means any absence of part or all of one or more days from school during which the school attendance officer, principal, office, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15.
2. "Habitual truant" means a pupil who is absent from school without an acceptable excuse under sub. (4) and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.
3. "Acceptable excuse" shall mean an excuse defined in sections 118.15 and 118.16(4) of the Wisconsin Statutes.
5. "Excused Absence" is a written verification submitted by the parent, guardian, or legal custodian to the principal or his designee in advance of the absence or prior to re-admittance stating the reason for the absence. The absence will be excused if it falls under the guidelines set forth in this policy.

#### B. PROCEDURES

##### 1. TRUANCY

- A. The first occurrence of truancy during a semester will result in one day of in-school suspension. Also, the Belmont Police Department (or Sheriff department) will be notified for their records.
- B. The second occurrence of truancy during a semester will result in one day of in-school suspension and the Belmont Police department (of Sheriff department) will be notified that a second offense has occurred. This will result in an investigation by the Belmont Police or Sheriff, which may lead to the issuing of a truancy ticket.

##### 2. HABITUAL TRUANT

- A. If the truancy becomes habitual as defined in part I.2 above, the appropriate school officials (principal, school psychologist, school guidance counselor, special education teacher) shall begin preparing proceedings against the truant to fulfill the requirements of Section 118.15 of WIS STAT. The school will notify the parents and the Lafayette County Juvenal Court Intake department that they are beginning this process and will institute and document the following steps:
  - I. Meet or attempt to meet with the child's parent(s) or guardian to discuss the child's truancy.
  - II. Provide an opportunity for educational counseling to the child to review curriculum to consider if a curriculum change would resolve the truancy problem.
  - III. Evaluate, or attempt to evaluate, the child to determine if a learning problem may be the cause of the child's truancy, and take steps to overcome the learning problem.
  - IV. Conduct, or attempt to conduct, an evaluation to determine whether social problems may be a cause of the truancy, and if so, take appropriate action or make appropriate referrals.
- B. This process may result in the following options:
  - I. Resolution of the problem.
  - II. Notifying the City Police or Sheriff Department of the habitual truant and request that the student and/or parent be cited for an Ordinance violation

III. Notifying the Lafayette County Juvenal Court Intake Department of the habitual truant and requesting the Juvenile Court Intake Worker to start services to the child and family. If the services are unsuccessful, the process of a JIPS petition under S.S. 938.16(6) will be initiated. The Juvenile Court Intake Worker is responsible to keep the school informed of the process.

### 3. NOTIFICATION

- A. The principal or the designee will contact the parent(s) of an unexcused student the morning of each unexcused absence. The parent(s) will be asked to bring the child to school. On the student's 5<sup>th</sup> day of unexcused absence, the principal will make arrangements to meet with the truant child and the parent(s) as outlined in II.2 (A)(I) above. This will be a mandated meeting to discuss the seriousness of the problem and what will happen next. Hopefully, the problem will be corrected. If not, the school will prepare the documentation needed as outlined in WIS STAT. 118.16(5) and section II.2 (A)(I) of this policy.
- B. If the child is truant after this meeting has occurred, the case will be referred to Lafayette County Juvenile Court Intake. A family assessment will be done and services offered on an informal basis.
- C. The District Attorney will address S.S. 118.15(2)(a) (penalties for parent) and/or Lafayette County ordinances Section 7.06. The Juvenile Court Intake Worker may take the juvenile into court under Child in Need of Protection Services, S.S. 938.13.
- D. Specific documentation and the completion of the required referral form are mandatory before any legal action can be taken. This statute does not stipulate quantitative data; but the more evidence presented in court, the more likely equitable consequences. It is of utmost importance that all phone calls, letters, referrals, etc. are recorded and meetings are documented in the Truancy Record.

#### 2.04 TARDINESS

Excuses for tardiness are to be obtained from the office when a student first arrives at the building.

A student will be considered tardy up to 8:15 a.m. After 8:15 a.m. the student's record will show an absence for at least ½ day.

## SECTION 3 – Grade Promotion and Retention REQUIREMENTS

### 3.02 GRADE PROMOTION POLICY

The State of Wisconsin requires a grade 8 to grade 9 (and grade 4 to 5) promotion policy. No student will be promoted from grade four to grade five, or from grade eight to grade nine, unless the student meets the criteria presented below:

#### CRITERIA FOR PROMOTION

Promotion/retention determinations are based on multiple criteria. Factors considered are grades, teacher recommendations, attendance and other district assessments. Students must receive a passing grade in all subject areas. Students that do not receive a passing grade may be required to take summer school classes to meet the required performance level.

1. The student (during grade four or grade eight) receives a passing final grade in all subject areas or maintains an overall grade point average of at least 2.0 on a 4-point scale covering all subject areas.

## 2. Grade Four

The student receives the recommendation of his/her classroom teacher. When making such a recommendation the teacher must consider the academic abilities of the student and the likelihood that the student will be successful in grade five. The teacher is encouraged to confer with the student's previous teachers, and confer with the parent(s) or guardian of the student and take into consideration their attitude toward the promotion or retention of the student.

## Grade Eight

The student receives the recommendation of the junior high school faculty as demonstrated by a simple majority vote of the teachers who have taught the student during grades 7 and 8. In considering their recommendation, the faculty must assess the student's readiness to be successful in his/her high school studies. The faculty may confer with the parent(s) or guardian of the student and may take into consideration their attitude toward the promotion or retention of the student.

### For Grade 4 and 8 Students with Special Needs (EEN)

The student has progressed toward his/her educational goals as specified in the student's Individual Education Plan (IEP) and receives the recommendation of the student's IEP team.

## 3. Promotion and Retention of Students

Promotion, retention, and repeating required classes shall be based on considering the best interest and needs of the individual student. Parent/Guardian input will be included throughout the process.

If a child is going to be retained in a class, the teacher must meet with the principal early during the 2<sup>nd</sup> semester and explore the pupil's lack of progress. After there has been a detailed explanation of the child's deficiencies, the principal and teacher must reach a mutual agreement that the child will be retained. If a mutual agreement is not reached, the principal will make the final decision. If a child is going to be retained, the teacher will meet with the parents and discuss in detail why the child is to be retained.

## Handbook Highlights OR Changes 2016-2017

### 3.02 GRADE PROMOTION POLICY

The State of Wisconsin requires a grade 8 to grade 9 (and grade 4 to 5) promotion policy. No student will be promoted from grade four to grade five, or from grade eight to grade nine, unless the student meets the two criteria presented below:

#### CRITERIA FOR PROMOTION

Promotion/retention determinations are based on multiple criteria. Factors considered are grades, teacher recommendations, attendance and other district assessments. Students must receive a passing grade in all subject areas. Students that do not receive a passing grade may be required to take summer school classes to meet the required performance level.

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## PARENTS

This page must be returned to the school office by September 6, 2017.

**The Belmont Community School handbook is available at [www.belmont.k12.wi.us](http://www.belmont.k12.wi.us) or you may pick up a copy from the High School office.**

We, the parents or guardians of \_\_\_\_\_

have thoroughly read and understand the policies and procedures set forth by the

Belmont School Board as stated in the Handbook.

**SIGNATURE OF BOTH PARENTS IS REQUESTED:**

Signed:

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent or Guardian

\_\_\_\_\_  
Date

***Note: Signing this form means you have read the handbook, either online at [www.belmont.k12.wi.us](http://www.belmont.k12.wi.us) or in hard copy and that you and your son/daughter understand the terms stated within.***