

BELMONT COMMUNITY SCHOOL DISTRICT

STUDENT/GUARDIAN HANDBOOK

2023-2024

Phone Numbers

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Administrative Staff

Beau Buchs, Superintendent

Dana Bendorf, 4K-12 Principal

Brandon Wiese, 4K-12 Assistant Principal & Activities Director

Denise Brania, Director of Student Services

Revised May 15, 2023



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May 15, 2023

On behalf of the faculty and staff, I would like to welcome you to Belmont Community Junior High/High School for the coming school year. Belmont Junior High/High School has a history of strong academic programs. We encourage you to take advantage of the tremendous opportunities afforded you. You can benefit from everything the school has to offer by being actively involved in your classes and the additional programs offered. Put in the time and effort to be the best that you can be. We are here to make your years in school as enjoyable, challenging, and successful as possible.

One of our goals at Belmont Community Junior High/High School is for staff members to model and teach students to conduct themselves as good citizens. The characteristics of good school citizenship are regard for the rights and privileges of others; punctuality and regularity; care for the condition and appearance of the building, grounds, and fixtures of the school; and respect for those in authority. We want to be a community of adults and students working together to produce an educational climate we can all be proud of.

The faculty, staff, and administration are looking forward with great optimism to working with you this year and for your entire career as a student at Belmont Community Junior High/High School.

The Belmont Community School District Administration.

Beau Buchs
District Administrator

Dana Bendorf
Principal

Brandon Wiese
Assistant Principal & Activities Director

Denise Brania
Director of Pupil Services

DISTRICT MISSION

Our mission is to prepare students to pursue their aspirations and contribute to the world in partnership with families and the community.

DISTRICT VISION

Belmont's Education Builds Respectable And Valuable Employees

DISTRICT MOTTO

BE BRAVE

DISTRICT VALUES

1. Success, Satisfaction, & Achievement
2. High Quality Instruction
3. Relationships
4. Community Pride

INTRODUCTION

The student handbook is published for the students and parents of the Belmont Community Junior and Senior High School. It is intended to provide information that will be helpful in the pursuit of educational goals and adjustments to the policies and procedures of the Belmont Community School District. These policies and procedures have been established over many years to ensure an atmosphere that is conducive to a proper learning environment. They are regularly reviewed so that they may reflect the expectations of the Board of Education, faculty, and community.

Due to the limitations of this publication, it is not possible to include all of the available information in this handbook. Students with needs not covered in this handbook can receive assistance from any member of the faculty or staff.

Policy #2260 Nondiscrimination and Access to Equal Educational Opportunity

The Belmont Community School Board is committed to providing an equal educational opportunity for all students in the District.

The Board does not discriminate on the basis of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student program and activities. This policy is intended to support and promote nondiscriminatory practices in all District and school activities, particularly in the following areas:

- A. use of objective bases for admission to any school, class, program, or activity;
- B. prohibition of harassment towards students and procedures for the investigation of claims
- C. use of disciplinary authority, including suspension and expulsion authority;
- D. administration of gifts, bequests, scholarships and other aids, benefits, or services to students from private agencies, organizations, or persons;
- E. selection of instructional and library media materials in a nondiscriminatory manner and that reflect the cultural diversity and pluralistic nature of American society;
- F. design and implementation of student evaluation practices, materials, and tools, but not at the exclusion of implementing techniques to meet students' individual needs;

- G. design and configuration of facilities;
- H. opportunity for participation in extra-curricular and co-curricular activities provided that separate programs for male and female students may be available provided comparable activities are made available to all in terms of type, scope, and District support; and
- I. the school lunch program and other school-sponsored food service programs.

PHILOSOPHY

The Belmont Community School District is committed to the ongoing development and maintenance of a quality educational program for all its children of school age with an ever-present awareness of the necessary balance between the quality of education and the cost involved.

In the development and maintenance of this educational program, the Belmont Community School District believes in striving for the following:

- High Academic Standards
- Provision for Individual Difference
- Development of a Positive Self-Image
- Excitement for Learning
- Responsible Citizenship

The student's fullest growth can best come about through effective teaching, the student's efforts, and cooperation of the school, home, and community.

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 Junior/Senior High School are not to be thought of merely as preparation for your years at Junior High and High School, but also for your commitment to good citizenship in adult life.

SCHOOL DAY

The Belmont Junior/Senior High school hours are 8:00 a.m. to 3:30 p.m. Regular attendance is essential for successful progress in your son's or daughter's educational program.

Teachers are in the building and available from 7:45 a.m. to 3:45 p.m. It is best to pre-arrange a meeting time with a teacher, rather than simply dropping in.

The school office is open from 7:30 a.m. to 4:00 p.m. Students are not to be in the building before 7:45 a.m. or after 3:30 p.m. unless they are under direct supervision of a staff member (e.g. receiving extra help before or after-school).

Junior High/High School Daily Bell Schedule

8:00 - 8:44	First Hour	
8:47 - 9:31	Second Hour	
9:34 - 10:18	Third Hour	
10:21 - 11:05	Fourth Hour	
11:08 - 11:52	Fifth Hour	
11:55 - 12:39	Sixth Hour (High School)	11:52 - 12:25 - Junior High Lunch
12:28 - 1:12	Sixth Hour (Junior High)	12:39 - 1:12 - High School Lunch
1:15 - 1:59	Seventh Hour	
2:02 - 2:46	Eighth Hour	
2:49 - 3:30	Ninth Hour (RTI)	

GRADUATION REQUIREMENTS

The following are the requirements necessary to graduate from Belmont High School:

A student will have attended four full years (8 semesters) of high school and participate in Board-approved activities each hour of each school day. Students must pass a civics exam and earn a minimum of 25 credits. A credit is earned for five hours of class each week for 36 weeks.

Required course credits are:

- 4 credits of English
- 3 credits of Social Studies
- 3 credits of Math
- 3 credits of Science
- 1.5 credits of Physical Education
- 1 credit of Health Education
- .5 credit of Personal Finance
- .5 credit of Leadership & Test Prep

The balance of credits needed is to be taken from our elective course offerings.

Band equals 1/2 credit per year (1/4 credit per semester).

Chorus equals 1/2 credit per year (1/4 credit per semester).

The number of credits earned classifies students:

- Freshman 0-6.5 Credits
- Sophomore 6.5-13 Credits
- Junior 13-19.5 Credits
- Senior 19.5 Credits and up

Check with the guidance office for the requirements of schools of higher education.

EARLY GRADUATION

Four (4) years (eight (8) semesters) of high school attendance are normally required for graduation unless early graduation is requested on or before December 1st of the Junior year. The procedure for applying for early graduation is as follows:

1. Present a letter applying for early graduation stating the reason or reasons by the student and parents to the High School Principal on or before December School Board Meeting of the Junior year.
2. Student will supply proof of registration into an institution for post-high school education.
3. The School Board makes the final determination on all recommended applications.
4. If a denial is made, the Superintendent will justify the decision that the School Board made in writing to the student, parent or guardian.

GRADE PROMOTION POLICY

The State of Wisconsin requires a grade 8 to grade 9 promotion policy. No student will be promoted from grade eight to grade nine, unless the student meets the criteria presented below:

CRITERIA FOR PROMOTION

Elementary

Grade Promotion Policy – Policy # 5410 Promotion, Placement and Retention

The State of Wisconsin requires a grade 4 to grade 5 promotion policy. No student will be promoted from grade four to grade five, 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.

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.

For Grade 4 with Special Needs (EEN)

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

Promotion and Retention of Students

Individual consideration is of prime importance in cases of promotion, retention, or acceleration.

Promotion is not automatic at either the elementary school, middle, or high school level.

4 Year-Old Kindergarten through sixth-grade students who are not able to achieve academic success in subject matter areas will be considered prospects for retention. All aspects of the child's growth and development will be considered before a final decision is made. Parents shall be consulted in ample time before the end of the year.

In all cases of promotion, retention, acceleration, and/or graduation requirements (within the legal requirements), the school's decision shall prevail.

Junior High and High School

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.

The student (during 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.

An eighth grade student who has failed a first or second semester class, will be required to attend summer school. Summer school is intended to prepare students for next year's studies. It will not change their grades on their report card. Attending summer school is required and attendance is mandatory. If summer school is not attended, there will be supplemental responsibilities for the returning school year which may include repeating coursework. The duration of summer school will vary per student. Once course work is completed to the supervising teacher's expectations, the student will be dismissed from summer school.

Grade 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.

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 administration early during the second semester and explore the pupil's lack of progress. After there has been a detailed explanation of the child's deficiencies, the administration and teachers must reach a mutual agreement that the child will be retained. If a mutual agreement is not reached, the administration 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.

CLASSES FOR JUNIOR HIGH STUDENTS:

Grade 7	Grade 8
English 7	English 8
Science 7	Science 8
Area Studies 7	History 8
Math 7	Math or Pre-Algebra
Reading 7	Reading 8
Phy. Ed.	Phy. Ed./ Semester of Health
Art	Art
Agriculture	Agriculture
College & Career Readiness	College & Career Readiness

CRITERIA FOR 7th GRADE STUDENTS TO ADVANCE TO ALGEBRA I

A student being considered for 8th grade Algebra must meet 2 of the 3 criteria listed below. The intent of allowing 8th graders to take Algebra is to provide them with the opportunity to take an additional four (4) years of high school math, culminating in Advanced Placement Math courses via classroom instruction or from an Administrator approved online provider.

- A. The student must score in the average of the 85th percentile or better on the identified state assessment and/or district assessment in the area of mathematics over the past two (2) years, based on available data.

- B. The student must be recommended by the 7th grade math teacher. The recommendation is based upon the student's knowledge and skills of the content standards in mathematics demonstrated by his/her performance on tests, projects, and assignments. The student's work skills and work habits including completion rate of assignments, overall grade in the class and class participation are also factors in the teacher's recommendation.
- C. The student must earn an average grade of an A or A- for the school year. The average will be determined by adding all for quarter's percentage grades and dividing them by four.

Once a student has met the qualifications for items A, B, and C above, he/she is identified for selection for placement in 8th-grade Algebra and parents will be notified. Parent permission must be granted in order for the student to be enrolled in the class. Parental support will be essential for student success. Parents may request that their child be eliminated from consideration. This request will be documented.

The administration reserves the right to request that a student retake the district assessment tool during the spring assessment period if the student's results do not appear to follow the student's normal rate of progression and if extenuating circumstances were found to be present.

Student's who are recommended to participate in 8th grade Algebra must have excellent work habits and must display the maturity necessary to deal with an altered schedule, an altered curriculum, attending class with older students at the high school, and a heavier workload.

It is the goal for the student to earn an A or B in Algebra 1, and that the student maintains high standing in other academics. Algebra taken as an 8th grader does not count for high school credit and does not figure in the high school grade point average. Please note that an additional three (3) credits in mathematics must be earned while in high school. If the student successfully completes Algebra I as an 8th grader he/she would enroll in Geometry as a freshman.

A student could be returned to 8th grade math at or before the end of the 1st quarter if the teacher, student and/or the parents have serious concerns.

Administrative discretion may be used in the implementation of this policy to address any extenuating circumstances.

ACADEMIC AND SUPPORT INTERVENTIONS

Student's overall academic performance will be evaluated continually throughout 4K-Sixth grade. Teachers and other related staff will identify students in need of targeted interventions. The criteria used to determine such students may include the following: 1) failing/needs improvement in one or more core subjects; 2) progress monitoring data; 3) poor attendance. Once the determination has been made that a student is not making appropriate academic progress, both the student and parent will receive a notification letter.

ADMISSION PROCEDURE

Children must be at least four (4) years of age or older by September 1 to attend the Belmont Community Elementary School. They must be residents of the Belmont Community School District or have been accepted through the Open Enrollment program.

Children enrolling in 4-year-old kindergarten are required to present a birth certificate indicating their legal age.

State law now requires that a child attend kindergarten before first grade. Exceptions, such as moving from a state that does not require kindergarten attendance, are possible.

Children transferring to the Belmont Community School District from another school are required to present evidence of previous grade placement through a transcript or record submitted by the officials of the previously attended school. This transcript is to become part of the pupil's file.

STUDY HALLS, TEXTS, LIBRARY

Classroom Suggestions

Every Belmont School student will want to do his/her share toward making the class period interesting and worthwhile. Keeping the following suggestions in mind will help you to cooperate with the teacher and with the classmates:

1. Have all necessary materials so that you can begin your lesson at once without delay.
2. Be a constructive part of the activities going on in class and enter into discussions with interest and enthusiasm.
3. Your teacher will dismiss you from class - not the bell.

Study Suggestions

We all fall into habits of study, and since you will want to make real progress while in school, it is important that you develop good study habits. Following are a few suggestions to help you:

1. Make a definite, daily program, having a definite time allotted for each subject. Then concentrate only on that subject.
2. Be sure you understand the requirements of the assignment. Record your assignments in a journal or daily planner.
3. Learn how to use your textbook - the index, footnotes, maps, illustrations, vocabulary, etc.
4. Do your own work. Learn to form your own judgment, to solve your own problems.
5. Apply the facts you are learning to form your own judgment, to solve your own problems.
6. Take an interest in your schoolwork. Talk it over with your teachers, family, and friends.
7. Good work done each day is the preparation for tests.

Study Hall Regulations

All students assigned to a study hall during a given hour must report to the study hall at the beginning of the class period.

1. All students are to be in their assigned seats when the bell stops ringing.
2. Students shall bring necessary books, paper, and pencils to the study hall.
3. **All study halls are to be quiet - no games, cards, etc.**
4. If you have arranged with another instructor to work in his/her room during the study period, take a pass signed by that instructor to the study hall supervisor.

Textbooks

Textbook use is included in the school fees. While this takes care of repairs and maintenance of textbooks, it does not begin to provide for all new books. Every student is to sign his/her name in ink on the nameplate in the front of the book. It is also important that the class and year are given. At the beginning of the year, teachers will evaluate the books and at the close of the year, they will assess fines if the books are damaged beyond normal wear.

The Library

Belmont junior high and high school students have a library well stocked with books for general reading, supplemental reading related to the curriculum, and reference books. In addition, many current magazines and newspapers are available as well as computerized reference sources and access to the Internet. These materials are for you to use, but use with care. The library is primarily used for research and quiet individual study. Students using the library must be considerate of others studying and reading. The primary function of the library is to serve as a place where studying, reading, and research can take place.

Class use: Teachers may request their classes come to the library to work on research and to check out books for reading. Prior notice is helpful, so that students from study hall will be sent to an alternative setting as necessary, depending on class size.

Conduct in the Library

The librarian/study hall supervisor will maintain a quiet study atmosphere. To facilitate this, the librarian/supervisor may move disruptive students to another table where they must study quietly by themselves or remove them from study hall. While working in the library, the following rules apply:

1. Students must ask permission to leave the room.
2. Students with band/chorus lessons may leave as necessary (with study hall supervisor permission.)
3. Books are to be checked out before leaving the room. Students who repeatedly fail to do so are stealing and will be reported.
4. Books are checked out in two week time periods and may be renewed as needed.
5. Reference items may not be checked out and must be used in the room. If you have a question, ask the librarian.
6. Computers are available as an educational service. No games are allowed. Internet surfing time is monitored and limited.
7. Students must do their own work. Cheating on schoolwork, tests, and the computer is not allowed. The librarian will report any and all instances of cheating to the teacher of the subject in which the students were caught cheating and to the principal for disciplinary action.

Overdue/Lost Books

A list of books that are overdue are posted twice a quarter, once at mid-quarter and again at the end of the quarter. Fines will be assigned at the end of the quarter if students have not returned or renewed books. After the fine list is published, students may return books at no charge for two (2) days. After that period, fines will stand even if the books are returned. Fines may also be assigned for damage to library materials. At the end of the school year, books which have not been returned will be considered lost and will be charged accordingly.

GRADING, FINAL EXAMS, GPA AND HONOR ROLL

Students are given grades of A, B, C, D, or F, according to the quality of their work. The numerical equivalents of these grades are listed below. Each student's grade point average is calculated for each semester on the 4-point basis.

To be eligible for the Honor Roll, a student must earn a GPA of:

- 3.90 to 4.00 for Distinguished Honors
- 3.50 to 3.89 for High Honors
- 3.00 to 3.49 for Honors

Final GPA results are truncated to two decimal places for the final GPA. (ex. A 3.478 GPA will be truncated to 3.47) In terms of selecting Salutatorian & Valedictorian, we follow School Board Policy 5451.01 under Academic Excellence Scholarship.

Please Note:

- All courses are used in computing the GPA and Honor Roll.
- All SRTNC courses are used in computing the GPA and Honor Roll
- All Youth Options courses are used in computing the GPA and Honor Roll
- A four (4) year cumulative grade point average of 3.33 will earn gold cords at graduation.
- To earn an academic letter, a student must earn a G.P.A. of 3.5 for a full school year. Gold Bar – 3.90. Silver Bar - 3.50.

Grading and Finals:

All students in grades 9 – 12 will take final exams in all of their classes.

How it works:

1. The score earned is applied, at 20%, to the final semester grade.
2. Semester exams written by students in our special education program will have those exams graded according to their IEP requirements.
3. Exams will be administered over a two-day period at the end of each semester.
4. Odd period classes will be tested the first day. Even period class will be tested on the second day.
5. Students will follow the regular school day bell schedule for both days of finals.
6. This exam policy will help prepare students for high stakes tests such as the ACT and college placement test.

Senior Exemption from final exam policy:

- A. Seniors Only
- B. Second Semester of the senior year only
- C. If a senior earned at least a 90% or above in both the 3rd and 4th quarters of the senior year second semester.
- D. Seniors not exempt may attend only during the hours of their testing
- E. Seniors must stay for the entire testing period

Your semester grades will be calculated as follows:

1 st Quarter	=	40 percent
2 nd Quarter	=	40 percent
Semester Test	=	20 percent

3 rd Quarter	=	40 percent
4 th Quarter	=	40 percent
Semester Test	=	20 percent

Report cards will contain your quarter letter grade for each class, your attendance totals, and your GPA – both current and cumulative. Your class rank may be obtained from the guidance counselor or administration.

MAKE-UP WORK

A student will be allowed the number of days absent for completing work missed. This work should be given to the teacher by the beginning of the class period on the due date. Teachers are to use this as a guide; individual cases should be evaluated and dealt with as such. Teachers will work with the students to encourage completion of the work in a reasonable time to help students successfully pass the class. **It is the responsibility of the student to make up all work missed during the time of absence.**

BELMONT CHAPTER OF THE NATIONAL HONOR SOCIETY

The office compiles a list of all students in grades 10, 11, and 12 who have an overall grade point average of 3.50 on a 4.00-point system. Letter grades are translated into numbers as follows: A = 93-100, A- = 90-92, B+ = 87-89, B = 83-86. This list is compiled at the completion of the **FIRST** semester of each school year.

*** FOR SENIORS ONLY: A list will be compiled at the end of your senior year to determine eligibility.**

As soon as possible after compilation of the above list, the Faculty Council will meet to begin the selection process. To be selected, a student must compile a total of 85 points using the following criteria.

4.00 GPA	=	93-100	A	73 Points
3.67 GPA	=	90-92	A-	71 Points
3.33 GPA	=	87-89	B+	69 Points

3.00 GPA = 83-86 B 67 Points

Service	5-9 Points
Leadership	5-9 Points
Character	5-9 Points
Total Possible Points	100 Points

Service is defined as follows:

1. Willingness to uphold scholarship and maintain a loyal school attitude, participate in some outside activity: Girl Scouts, Boy Scouts, church groups; volunteer services for the aged, poor, disadvantaged; family duties; volunteers dependable and well-organized assistance; is available on his/her own time and is sacrificing.
2. Willingness to render cheerfully and enthusiastically any requested service to the school.
3. Willingness to represent his/her class or school in inter class and interscholastic competition.
4. Readiness to show courtesy by assisting visitors, teachers and students.

Leadership is defined as follows:

1. Resourceful in proposing new problems, applying principles and making suggestions.
2. Demonstrates leadership in promoting school activities.
3. Exercises influence on peers in upholding school ideas.
4. Contributes ideas that improve the civic life of the school.
5. Able to delegate responsibilities.
6. Exemplifies positive qualities.
7. Inspires positive behavior in others.
8. Demonstrates academic initiative.
9. Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
10. Demonstrates leadership in the classroom, at work, and in school activities and is thoroughly dependable in any responsibility he/she accepts.

Character is defined as follows:

1. Takes criticism willingly and accepts recommendations graciously.
2. Constantly exemplifies desirable qualities of personality (cheerfulness, friendliness, poise, stability).
3. Upholds principles of morality and ethics.
4. Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
5. Demonstrates the highest standards of honesty and reliability, shows courtesy, concern, and respect for others.
6. Observes instructions and rules, punctuality, and faithfulness in obligations, both inside and outside of the classroom.
7. Has powers of concentration and sustained attention as shown by perseverance and application to studies.
8. Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
9. Actively helps to rid the school of bad influences or environment.

Under Service, Leadership, and Character: Each student who demonstrates any three (3) of the various traits listed is awarded five (5) points. One additional point will be awarded for each trait beyond the basic three to a maximum of 9 points in each category.

A final word on the Faculty Council: each member of the Council will rank each student. The total of the lowest council member ranking will be disregarded and the remaining three council members will be averaged to reach the total points.

Student Participation - National Honor Society

When all students have been screened, each student will be given an application form to be filled out and submitted to the faculty council. The application form will include the following information about the applicant:

1. co-curricular activities
2. leadership positions
3. service activities
4. other community activities
5. a paragraph explaining why he/she would like to join the National Honor Society

The faculty council will then meet and approve or disapprove the applications. Upon approval, the students will be sent a letter inviting them to an induction ceremony.

Letter will notify all students selected to the National Honor Society. A note of this honor will be recorded in the student's permanent file.

Dismissing Members - National Honor Society

The National Council requires that each member maintain the standards of scholarship, service, leadership, and character that were used as a basis for his/her election.

The Faculty Council has the responsibility for dismissing a member who fails to maintain National Honor Society standards. The national secretary has no jurisdiction in electing or dismissing members. Specific problems, regardless of their gravity, are the responsibility of the Faculty Council.

Once a member has been dismissed, he/she is never again eligible for membership. A former member is not eligible for a National Honor Society Scholarship, and he/she should not retain his/her membership card or emblem. Resignations and dismissals must be noted on the annual report.

CURRICULAR ACTIVITIES

Student Council

The chief purpose of the Student Council is to help promote the general welfare of the school and to work with the faculty and administration in an advisory capacity. Our students elect a small group to represent them, to speak for them, and to provide leadership for them in many school activities. This small group brings to its meeting the ideas and suggestions of the entire student body and takes back to the students the news of what happened in the meetings.

The freshman and sophomore classes shall elect three students to represent them on the Student Council and the junior and senior classes shall elect four students.

When the Student Council elects its officers, they shall elect a president-elect, secretary, and treasurer.

School Trips

When cars are used for trips, each car must be **driven by an adult chaperone**. It is required that any time students leave the school grounds they have written permission from their parents.

Field Trips

If a class or organization is going on a trip and a student has incomplete work or is failing, another teacher can take that student's name off the trip list. Phone calls to parents/guardians will not be allowed. If the form is not signed by a parent/guardian, the student will remain in school.

School To Work/Youth Apprenticeship Expectations

Students enrolled in School to Work or Youth Apprenticeship programs will need to have passing grades during each weekly grade check in order to leave the school building for work. Students also need to be in school on time in order to leave for this program. Additionally, students must follow school rules and regulations. Leaving school grounds for these programs is a privilege.

Bus Capacity

Most of the buses are loaded to capacity and the school's insurance covers the students assigned to that particular bus. If a non-bus student wishes to ride, he/she must present a parental permission request to the office. Permission will be granted provided there is room. If a student wishes to ride another bus, the same procedure must be followed.

School Dance Expectations

1. Students will not be able to leave prior to the end time without the supervisor making verbal contact with the parent for confirmation.
2. Once students leave the building they are not allowed to enter the building. Parents will be contacted immediately by the supervisor.
3. Students are expected to follow all school rules with the exception of using their personal electronic devices.
4. Any violation of school rules will result in immediate dismissal from the event and parents will be contacted immediately by the supervisor.
5. Any inappropriate behavior, as deemed by the supervisor, is grounds for immediate removal from the event. Parents will be contacted by the supervisor.
6. Only students within the age group set forth by the district should attend the dance. Ex: a 7th grader is not allowed to attend high school prom.
7. Attending school dances is a privilege, not a right.

GENERAL POLICIES AND PROCEDURES

Announcements

If you have an announcement to be given, turn it in at the office before 8:00 a.m., in writing. An advisor must sign class and club announcements.

Monetary Collections and Class Funds

The principal and superintendent must approve all fund-raising campaigns. If the principal does not approve fund-raising campaigns, all proceeds will go to the Student Council Fund. Fund-raising approval forms are available in the office.

Medical Services/Insurance

Students should report illness or injuries to their teacher when possible, but, if a serious situation should arise, report directly to the office. The student's parent/guardian, relative, or designee will be notified to assist with appropriate medical decisions. If such a person cannot be contacted by phone, the administration or designee will arrange for transportation to a clinic or hospital for treatment if necessary. Accidents/injuries should be reported to the teacher at the time of occurrence, so that attention may be given to the injury, and an accident report can be filed. Accidents resulting from horseplay or fighting are not covered by insurance. A doctor must see all injuries within 30 days of the injury.

Floats

Work hours will begin after 3:30 p.m. and end at 7:00 p.m., not during school hours. **An advisor or parent must be present while students are working.** Each class will be responsible for the cleaning and returning of all

borrowed equipment. The School and Community Fair Day is a day of school. Turn in a copy of the float theme to school administration (To prevent duplication of ideas.)

Vehicles

Students who drive motor vehicles are to park them on the south side of the school building preferably in the large area south of the gym. Vehicles are not to be used during the school day (including lunch period) unless the pupil's parents personally request use of one parent request day. A permission note must be sent to the office for students to be given permission to leave the building. Students are not to work on their motor vehicles during school time. Cars must be parked in designated/painted stalls. No parking on the grass/dirt around the perimeter of the lot. Parking your vehicle in the school lot is a privilege and not a right. The parking lots are property of this school district. ***This statement is prior notice to you that when law enforcement and/or a law enforcement dog team searches the school's parking lots your car will be part of the legal search area.***

Leaving the Building

A student who wishes to leave the building during the school hours must go to the office for a pass to leave. No teacher can issue a pass or give permission for a student to leave the school or school grounds. To leave school grounds, parent permission is a must. Failure to check out properly will result in an unexcused absence and possible disciplinary action.

Lockers and Desks

A student locker is assigned for student convenience for storage of outer garments and school materials. All lockers and desks are the property of the school and NOT the student's private property. They may be opened and searched by school authorities at any time. This search may include the use of search dogs to aid in the search process. ***THIS STATEMENT IS "PRIOR NOTICE" OF LOCKER, DESK, BOOK BAG, GYM BAG, AND PERSONAL SEARCHES ON SCHOOL PROPERTY. ANY UNAUTHORIZED ITEMS FOUND MAY BE REMOVED.***

The Belmont Community School District assumes no responsibility for items missing from lockers or desks, but will assist students in attempts to recover any missing articles. Students are asked not to bring items to school that pose a particular temptation.

Lockers are assigned. Students must use only the locker assigned to them. After the first day of school ALL locker assignments or changes will be made in the Junior High/High School Office. Materials found in a locker that are not assigned to a student may be taken to the office. If there are any questions with regard to a locker, inquire in the Junior High/High School Office.

Students who damage lockers or desks (or other school property) will be held accountable. Most lockers have combination locks. You may put your own locks on lockers without a combination lock but you MUST give the office a key or the combination to the lock. This includes physical education lockers. Students are not to leave items unattended in the locker rooms. The school will not be responsible for items stolen or missing from a student's locker. Unauthorized locks may be cut off lockers.

Please LOCK YOUR LOCKER, virtually all thefts occurring at Belmont Community Schools are preventable if students lock their school locker as well as secure their belongings in their Physical Education locker.

Lunch Period

There is a closed campus lunch period. All students are required to stay on the school grounds during the lunch period. Students are not to be in the parking lot or in vehicles without permission from the office.

The Belmont Community School District reserves the right to deny an additional meal to a student who pays reduced or full price and who does NOT provide the required payment for that meal.

The Belmont Community School District will allow students to charge their daily meals with the intention to repay the cost as soon as possible. The District may deny further credit for meal accounts over \$25.00

Food Delivery

Food delivery can only be scheduled during the student's assigned lunch hour.

1. Food delivered after the lunch periods will be taken to the office or kitchen refrigerator and can be picked up by the student at the end of the school day.
2. Any food not picked up by 4:00 p.m. will be thrown away.

Food delivery must be prepaid

1. NO cash payments will be accepted at the door.
2. Delivery will be rejected if not paid in full prior to delivery of food.

We will NOT call students out of classrooms for payment.

All food deliveries must be delivered to 646 E. Liberty Street, Belmont, WI 53510 with delivery instructions to leave at the front vestibule doors on designated delivery tables.

1. Delivery personnel will not be allowed in the main office area or commons.

Students need to receive permission from the main office to enter the vestibule area to pick up their food delivery.

Students are not permitted to resell any food items.

Failure to follow outside food delivery regulations will result in loss of privilege.

After Hours Events

Dances and other after school events shall be approved by the Principal or Superintendent. Two advisors must also be present. Students who attend dances must be in the building by 9:00 p.m. No admittance after 9:00 p.m. Anyone who leaves the building will not be allowed to return.

Students attending 9-12 dances can invite one non-school person, with pre-approval from both students' school administration. Junior high dances include only Belmont Junior High students (unless otherwise approved by the administration). Prom will be for students in 9th grade or older. High school dances are for 9th grade or older.

Work

No student will be excused from any classes to work without prior parent request (email, phone call or handwritten note).

Progress Reports

All students and parents have the ability to check grades at any time through the student management system, Skyward. Progress reports containing Ds or Fs will be mailed and/or emailed home to the parent(s) as deemed necessary.

Registration Fee

The registration fee that is charged to each high school student (9-12 grades) entitles the student to attend all home events (not tournaments). Book rent is also included in the registration fee. The fee does not include workbooks, notebooks, band, etc., and other specific course costs.

Use of the Building Other Than During School Hours

Clubs or organizations may use the school building. An advisor must be present. Also, a member of the faculty may secure permission for building use. That faculty member must be there to supervise the group. Building use forms are available in the school office. Permission for use will be granted on a first-come-first-served basis.

Senior Trip Planning Guide

1. Plan the trip over a weekend using up to three school days if at all possible.
2. Paying for the trip – No more than 10% upfront out-of-pocket cost to the student (90% of cost from class fund)
3. Deadline: By November 1, 80% of fundraising is complete. Senior spaghetti supper and 50/50 raffles may occur after November 1.
4. Before any contracts are signed, or down payments are issued, a signed letter of commitment from a parent and a staff member, approved by the administration, to serve as chaperones, must be turned into the class advisor chairperson.
5. Two paid chaperones will be allowed to supervise the trip.

AP Exam Fee

The AP exam from the College Board is optional. If a student in the class wishes to take the AP Exam, the student will be required to pay the testing fee, before the exam is ordered. NOTE: Financial assistance is available to help pay the fee for this exam. See an administrator or the guidance counselor for details.

Guidance Services

A student may visit the guidance office, by appointment, during study hall. Emergency visits are excused only if there is an extraordinary reason and the counselor excuses them from class.

Internet Usage– See Policy # 7540.03 Student Technology Acceptable Use and Safety

DRILLS AND ALERTS

The student's safety and welfare are major concerns. Therefore, emergency drills are conducted throughout the school year. Fire drills are held monthly at unannounced times during the year to train students to move out of the building quickly and orderly. The fire signal is one continuous blast of the siren. Students are instructed to leave the building in an orderly manner to the nearest exit and continue on a safe distance from the building. Instructions for leaving each room are posted in that room.

Remember: leave personal items, refrain from talking, walk quickly-do not run. The first person out of each door should hold doors open and see that they are closed after the last person is out. Wait outside until the signal is given to re-enter the building.

Also, at least once during the year, a tornado drill is conducted. This is usually scheduled in April, which is Tornado Awareness Month. Directions and instructions for tornado drill and/or tornado warnings are posted in all classrooms.

Two other drills that occur during the school year are Hold Drills and Lockdown Drills. Hold drills are used when we need to maintain zero hallway traffic due to a non-threatening situation in a hallway. Teachers continue to teach during a hold drill and students are relatively unaffected. Lockdown Drills are used to prepare students and staff in dealing with a threat to the building. During a Lockdown Drill, all students and staff go to a secure area. Traditional learning is interrupted during a Lockdown Drill.

Fire Drills

When alarms sound:

1. Teacher directs the class to the proper exit.
2. Students must move promptly and quickly.
3. Teacher checks the room to see that all students are out - then closes the door.
4. Students should move at least 50 feet away from exits as they emerge from the building. Students are not to stop at lockers for any reason.

Where to go:

1. Rooms 142, 143, 242, and 243 -- Move to your left and exit through the outside doors and go into the parking lot.
2. Rooms 140, 141, 240, and 241 -- Move to your right and exit through the outside doors and down the hill.
3. P. E. - Exit gym doors in lower gym. Exit the doors by the Elementary Office exit if in the upper gym.
4. Library - Exit the main entrance and move into the parking lot.
5. Science Rooms, Special Ed., Art -- Exit the doors by the Art Room and move to the football field.
6. Health Room -- Exit the doors by the Health Room and move to the football field.
7. Rooms 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 13, 24, 27, 29, 30 -- Exit the doors by Elementary Office entrance - move to the parking lot.
8. Rooms 12, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23 -- Exit the doors by Rooms 11 and 12 and move to the practice field.
9. Rooms 28, 33, 36 and Ag -- Exit the doors by Room 19 and move to the practice field.

Storm Drills and Alerts

Students will go to the locker rooms when there is a storm drill or an actual storm alert. Students in rooms 140, 141, 142, 143, 240, 241, 242, 243 will go to the girl's locker room. Teachers working in rooms 240 and 241 will move their students to the nearest locker room. Everyone will be notified of a drill or actual alert by the tornado alarm sound over the P.A. system. Students will proceed to the nearest locker room. All teachers will supervise the locker rooms. All students and teachers are to remain in these areas until the drill or the alert is over. Use the hallways to enter the locker room.

Crisis Preparedness

Crisis and emergencies happen suddenly and frequently without much warning. The best preparation for them is to be ready to make the decisions necessary to ensure that students and staff are safe and properly protected.

In a crisis, the staff should be prepared for:

1. Confusion and ambiguity - Information will not always be available.
2. Flexible responses, depending on the circumstances.
3. Pressure.
4. The best defense in a crisis is preparation and understanding conceptually what must be done.

Staff Response Guidelines

Emergency Drills will be conducted monthly.

If a person is injured:

1. CALL 911.
2. CALL THE OFFICE.

BUS RULES AND INFORMATION

Rules

1. **Be on time for the bus.** Students must board the bus at designated stops, or at the school they are attending.

2. **The bus driver is in charge.** School bus passengers shall comply with any lawful order given by the driver in carrying out the driver's responsibility of transporting passenger safety. The school bus driver has a legal responsibility to maintain order on the bus.
3. **Respect others on the bus.** Passengers shall exhibit good conduct and be polite while on the school bus. They will respect the rights, property, and safety of other passengers. This means no pushing, shoving, running, hitting, kicking, fighting, or being loud. The same rules of conduct that apply in a classroom apply on the school bus.
4. **Profane or abusive language or gestures will not be tolerated.**
5. **Passengers must remain in their seats at all times until their designation is reached.** Passengers shall face forward with feet on the floor. Passengers are not allowed to stand on the seat. Moving from seat to seat is not allowed without driver permission. The bus driver may assign seats.
6. **The aisle on the bus must remain clear at all times.** Anything brought aboard the bus must fit into and be kept in the student's backpack or enclosed bag. This includes articles such as class projects, balls etc. Musical instruments and other equipment must be held on the passenger's lap or capable of being stored under the seat to be allowed on the bus. No pets, insects, bugs, or critters of any kind. Music devices, skateboards, glass containers, and other sharp objects are not allowed on the bus. Any exceptions to the above list will require prior approval from the building principal.
7. **Tobacco, alcohol, or other harmful substances are not allowed on the bus.**
8. **Do not eat food or candy, or chew gum on the bus.** Eating and drinking are allowed only on field trips or extra-curricular activities. No glass containers are allowed.
9. **Do not throw anything on the bus, or out the window.**
10. **Destruction to any part of the bus is prohibited.** Passengers causing destruction shall be liable for the cost of all labor and materials to return the destroyed area to a like-new condition, may be charged with vandalism, and may result in automatic suspension of busing privileges.
11. **Students will enter and exit the bus through the front service door only.** The rear emergency door of the bus is to be used in emergencies. Any passengers who use the emergency door for a purpose other than an emergency will automatically forfeit the right to ride a school bus at any time in the future.
12. **The bus driver will determine if the bus windows may be opened.**
13. **On field trips or extra-curricular activities, all bus rules still apply.** Chaperone and coaches are to sit among the students and assist the driver in maintaining order and discipline.

Please remember, the school bus driver has the responsibility to transport passengers safely. These bus rules are designed to allow all children to be transported in a safe and orderly manner.

Field Trips

1. The above rules and regulations will apply to any trip under school sponsorship.
2. Pupils shall respect the wishes of the chaperones appointed by the school officials to accompany the bus riders.

Bus Transportation for Extra-Curricular Activities

When the students are riding on a school bus to away events and a student or a group of students engage in an activity that could endanger the health and welfare of other students the chaperones shall instruct the bus driver to stop the bus. At this point, the chaperones shall find out who was causing the problem. If the student or students involved do not admit to the problem, the bus chaperone shall instruct the bus driver to proceed as planned. On the next school day, the chaperones shall inform an administrator of the problem and who was involved. There shall then be a meeting with the administrator, chaperone, and student(s) who were involved to discuss the problem. After listening to both sides of the problem, the administrator shall inform the students if found guilty:

1. 1st offense - Student(s) cannot ride a bus to away events for three (3) weeks.
2. 2nd offense - Student(s) cannot ride the bus to away events for three (3) months.
3. 3rd offense - Student(s) cannot ride the bus to any more away events.

Any student who rides to an away event will return on the bus. Otherwise, they must follow the same procedure as outlined for athletes.

At the high school, a telephone will be provided for students to call home. The bus chaperones will stay a maximum of thirty (30) minutes with the students at the high school.

The Belmont Community Board of Education has the authority to revise the policy at any time in the best interest of operating the Belmont Community School District.

ABSENCES AND ATTENDANCE

Under state law, all children between five and eighteen years of age must attend school full-time until the end of the term, quarter or semester in which they become eighteen years of age unless they have graduated or have a legal excuse. Students are not allowed to miss more than 10 days per school year or 5 days per semester without the absences being exempted. Any part of the day is considered a full day according to Sec. 119.15 and 118.16(4), Wisconsin Statutes. Additionally, any student with an unexcused absence will automatically be considered truant.

If your child is ill, please call the school office at (608) 762-5131 before 8:30 a.m. each day your child is absent to report the reason for the absence. The office is open at 7:30 am. Calls can be placed earlier and messages left on the answering machine. **Parents also have the option to submit an absence via Skyward, our student management system.**

A student who leaves school due to illness will not be permitted to participate in any activity that evening.

Teachers will take attendance at the beginning of every period. 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 required before a student leaves school grounds.

A student will be considered tardy up to 8:30 a.m. After 8:30 a.m, the student's record will show an absence for the time they are absent but when tracking truancy, it will be counted as a full day.

If a student becomes ill while in school, they should inform their classroom teacher who will notify the office. The teacher will excuse the student to the office, at which time a determination will be made to allow them to contact a parent/guardian or remain at school.

The following describes the three categories of absences for attendance purposes:

Excused Absences

An excused absence is an absence that is a result of some type of medical, legal, religious, or other circumstance approved by an administrator or with appropriate documentation. The excused absence does not count as one of the total number of allowed days considered allowable under compulsory attendance laws. All excused absences must have a written letter or note from a doctor, court, or appropriate official related to the situation.

The following will be considered excused absences with appropriate documentation.

1. Illness (temporarily not in proper physical or mental condition) will be excused with parent notification prior to 8:30 am, will count as a parent request day, and will count towards the allotted 5 days per semester.
2. Death in the family/attend funeral services will be excused with appropriate documentation.
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 **will** require the parent or guardian of the child to obtain a written statement of appointment from said professional. Without a written documentation of a medical appointment, the days absent will count toward a student's ten (10) full or partial parent request days for the school year (five (5) per semester).
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. Parent or Guardian Requested Absence: A student may be absent from school five (5) full or partial days per semester or ten (10) full or partial school days per year as a result of a parent/guardian request (WI State Statute 118.15(3)(C))
7. Unique circumstances will be considered on a prior approval basis.

Unexcused Absences

An unexcused absence is defined as any absence of part or all of one or more days from school during which the school attendance office, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student. It also means intermittent attendance carried on or defeating the intent of Wis. Stats. 118.15. A student who is absent from school without an acceptable excuse for part or all of five (5) days a semester, and ten (10) days a year meets the criteria as a habitual truant. When a student meets the criteria, notification will be sent to the parent. Additionally, the school district may initiate legal proceedings related to truancy and referral may be submitted to the Belmont Police Department. School officials assess each case and determine the most appropriate way to address the truancy problem.

Pre-Planned Absences Authorized Solely by Parent/Guardian (Vacation)

The Belmont Junior/Senior High School is aware of the importance of vacationing as a family and the educational values of traveling, however, Wisconsin Act 239 states that students can only miss a maximum of ten (10) days per school year (five (5) per semester).

Parents are urged to take vacations during school holidays/summer. If school year vacation time is unavoidable, please inform the office and the building principal to inform them of your upcoming trip and contact the classroom teacher to work out the best way for your child to complete any missed work. In order to avoid truancy issues, pre-approval from the building principal is strongly recommended. Students will need to complete a "Pre-Planned Absence Form" prior to their departure.

Leaving School Grounds for an Appointment

Students requiring early dismissal for doctor's appointment, family reasons, etc. must have a parent/guardian call the school office or email the office personnel at office@belmont.k12.wi.us). Parents may also submit the request through Skyward, our student management system in order for the student to be issued a pass to leave school. Excuses for early dismissal should state the student's full name, reason for early dismissal, the time the student will leave school, and indicate if the student will be returning to school. Once an excused absence is granted, the student must check out in the School office (elementary side) when leaving and check in to the office upon their return. Students will still enter and exit the District Office entrance and will be directed to the school office. Parents do not need to come into school to pick up students.

Tardiness

A tardy to school is arriving between 8:01 a.m. and 8:30 a.m. Students arriving tardy to school must stop in the office for an admit slip. If a student is in the building but late to class without a pass from another staff member, the student will be marked unexcused tardy. Repetitive tardiness throughout the day/or a specific class establishing a pattern of behavior will be considered insubordination.

Attendance Of Adult Students Adult

Belmont students (18 years old and above) are not exempt from any of the attendance rules. Attendance expectations do not change when a student turns 18. An adult student form is available in the office for students

who are 18 years old. The form requires signature from student and parent/guardian. Adult students are responsible for excusing their absences from school, and should follow the same procedures as parents excusing minor-aged students. Students 18 years old and above who have unexcused absences will be assigned a ½ day in-school suspension per absence.

Student Expectations Regarding Absences

All students with excused and unexcused absences shall be allowed to make up work missed under the following guidelines:

It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.

1. Students who miss classes for reasons that are determined to be excused and unexcused shall be given the opportunity, whenever possible, to make up for missed work when they return to school.
2. Teachers shall be asked to grant the number of days absent-for make-up time for work assigned during the absence(s). Long-term assignments will be due at a time determined by the teacher.
3. Examinations missed during an excused absence shall be permitted to be taken at a time mutually agreed upon by the student and the teacher.
4. As provided in Wisconsin Statutes 118.16(1)(m), 118.16 (4)(b), and 120.13, students with suspensions shall be permitted to take any exams, tests, or complete any coursework missed during that period of suspension. Work must be made up on the first day of return from suspension.

TRUANCY

"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](#).

"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.

"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 handbook.

Truancy Procedures

1. TRUANCY
 - a. The first occurrence of truancy (unexcused absence) during a semester will result in detention for those who no longer qualify under truancy law. Also, the Belmont Police Department (or Sheriff's department) will be notified for their records.
 - b. The second occurrence of truancy (unexcused absence) during a semester will result in detention for those who no longer qualify under truancy law and the Belmont Police Department (or Sheriff's Department) will be notified that a second offense has occurred. This may result in an investigation by the Belmont Police or Sheriff's Department, which may lead to the issuing of a truancy ticket.

2. HABITUAL TRUANCY

If the truancy becomes habitual, 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 Juvenile Court Intake department that they are beginning this process. This process may result in the following options:

- a. Resolution of the problem.
- b. 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
- c. Notifying the Lafayette County Juvenile 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 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. The principal will notify the parent (s) when the child is approaching five (5) days of excused absences. On the student's 5th day of excused absence, per semester, the administration may make arrangements to meet with the truant child and the parent(s). If arranged, 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).
- b. If the child is truant after a 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.

4. OTHER INFORMATION

- a. The District Attorney will address S.S. 118.15(2)(a) (penalties for parents) 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.
- b. 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.

HOMEWORK PICK-UP GUIDELINES

Parents can pick up homework for students who are absent at the end of the day, provided the parent informs the school office by 10:00 a.m. that day.

CLOSED CAMPUS

All 7-12 students are expected to remain on campus throughout the scheduled school day. This includes lunch hour for all students. No student is to leave the building during school hours for any reason without first receiving permission from the office. Leaving school without permission is classified as truancy. A teacher may not grant permission for a student to leave school. If a student cuts class*, and do not leave the school grounds, their first offense will bring a detention. Subsequent offenses will be dealt with using in-school and out-of-school suspensions of appropriate duration. If a student cuts a class or classes, and leaves the school grounds, attendance will be recorded as unexcused and the student will be considered truant. **Cutting a class means that a student, after reporting for school, fails to report for a significant portion of a class on that day.*

STUDENT CONDUCT

Students at the Belmont Community School District have a right to an education; therefore, everyone is expected to behave in a manner that is appropriate to the learning environment. Behavior that disrupts the orderly operation of the school, or interferes with the students' right to an education, will not be tolerated. Specific rules for student behavior have been developed and some of them are contained in this handbook. However, student conduct must be primarily guided by a respect for the rights and needs of others. Students are expected to behave in a manner that is a positive reflection on themselves, the school and the community. All school activities, home or away, come under the jurisdiction and control of school officials, and as such, students are subject to all school rules and regulations when participating in, or attending such activities.

In order to maintain a positive school environment, it is necessary to enforce school rules and policies. This is accomplished in a number of ways, including, but not limited to: verbal reminders or reprimands, extra duties, letters and phone calls to parents, conferences with parents, detention, suspension, contact with outside agencies (police, human services, etc.), and in certain situations - expulsion. The list below is not intended to be an exhaustive list of all potential student conduct rules. Student conduct requirements may also be found in, but not limited to, the law, in board policy, throughout this handbook, and in other expectations established by administrations and staff.

DISCIPLINE

All administrators, teachers, paraprofessionals, food services personnel, janitors, clerical staff and bus drivers have full authority to enforce the rules of the school on all school property. The school has developed reasonable rules of conduct for students to follow. Each student will be informed of the school rules at the beginning of each school year. Students have the responsibility to know and obey these rules and regulations. By working together, we can use our time for academics instead of behavior problems.

The discipline policy is in effect when students are on school property, buses, participating at school sponsored co-curricular activities, sporting events, field trips, or at a neighboring school. Please remember that you are representing the Belmont Community School District at all school functions home or away.

Removal of Students from Class

The Belmont Community School District allows the opportunity for all students to attend school free of unwarranted distraction and disruption. Such behavior, while not necessarily so serious as to warrant suspension or expulsion, can be destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity (short-term removal). In other circumstances, the student's conduct may warrant long-term removal from the class. Short or long-term removal serves the multiple purposes of eliminating the disruption and of reinforcing the district's strong commitment to an appropriate educational environment. A student may be removed from class for conduct or behavior that violates the behavioral rules and expectations outlined in this handbook is disruptive, dangerous or unruly, or which interferes with the ability of the teacher to teach effectively.

A teacher may remove a student from class if he/she is dangerous, disruptive or uses unruly behavior that interferes with the ability of the teacher to teach effectively.

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 Dean of Students and inform the same of the reason(s) for the student's removal from class. A written explanation (e-mail) of the reason(s) shall be given to the Principal within twenty-four (24) hours of the student's removal from class. **The student and teacher will contact the parent/guardian of the removal.**

The Principal or Assistant 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 administration determine the appropriate discipline and placement for the student.

The administration 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 Belmont Community 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 administration shall place a student who has been removed from a class by a teacher in one of the following alternative settings:

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.

1. Another class in the school or another appropriate place in the school.
2. Another instructional setting.
3. 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 administration determines that readmission to the class is best or only alternative.

Detention

A detention period will be held from 3:30 p.m. - 4:00 p.m. or from 7:30 a.m. - 8:00 a.m. on days designated by the faculty or administration. Detention will be under the supervision of faculty members, administration, or designee.

Rules for detention are:

1. Students are required to bring "school work" with them to study for the designated detention time.
2. Students who arrive late or are disruptive will be asked to leave, and will not be given credit for detention makeup for that day, and will be assigned an additional detention.
3. A student who skips an assigned detention period will be on in-school suspension the following day.

Assignment Procedure:

1. The administrator, or designee, shall be in charge of assigning students to detention for disciplinary action.
2. Teachers have the authority to require students to report to them. ~~rather than regular detention.~~
3. Parents will be notified, by the teacher, administrator or designee, when a student is assigned a detention.

In-School Suspension

Students may be placed on in-school suspension for any reason that they may be suspended from school. A student may be suspended in school for a period of up to three (3) days depending on the severity of the case.

During an in-school suspension, a student will be under supervision at all times including lunch and washroom breaks. Students will not be allowed to attend classes, but must obtain work and materials from their teachers. If a student does not have school work to do, he/she will be given work to do.

Any absence from the suspension will not cancel it, but only delay it until the first day the student is present.

Students assigned an in-school suspension will be in the suspension from 8:00 a.m. until the end of the school day (this includes the lunch hour). Students will report to the office at 8:00 a.m. and will go to their teachers to get assignments for the day. By 8:10 a.m., the students must return to the office.

In the suspension area, the following rules apply:

1. No talking in the suspension area.
2. Sleeping is not tolerated in the suspension area.
3. Restroom and drinking fountain breaks are at the discretion of the supervisor.
4. Students are not allowed to leave the suspension area without the consent of the supervisor.

5. No electronic devices unless permission is granted by administration.
6. No writing or marking school property.
7. No eating or drinking except during lunchtime.
8. Students are expected to complete regular class assignments or other assignments given by the supervisor during this time.

Failure to follow these rules may result in an out-of-school suspension.

Out-of-School Suspensions

Students may be out-of-school suspended for one to five (5) days for non-compliance with the school rules, or conduct which endangers the property, health, or safety of others. Students and parents will be informed of the reason for the suspension. At that point, the student becomes the responsibility of the parent. The student must leave the building and school grounds. Students are ineligible for any extracurricular activities for the duration of the suspension. When the student returns for readmission, they must be accompanied by a parent.

After three (3) out-of-school suspensions for reasons other than tardiness or absenteeism, it will be necessary for the student and his/her parents or guardians to appear at a conference with the Principal and teachers. A subsequent out-of-school suspension may result in a recommendation to the Board of Education that the student be expelled from the Belmont Community School District.

An out of school suspension will require a parent/guardian meeting/contact with the Principal before the student is allowed back in the classroom. This meeting can occur anytime during the suspension period. If a meeting does not occur, the student will remain in In-School Suspension until a re-admit meeting occurs.

Expulsion

The Belmont Community Board of Education may expel a student from school when it finds the student guilty of repeated refusal or neglect to obey school rules or regulations; or finds that the student engaged in conduct while at school, or while under the supervision of a school authority, which endangers the property, health, or safety of others; or finds that a student while not at school or under supervision of a school authority engaged in conduct which endangered property, health, or safety of others at school or under the supervision of a school authority; or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property using explosives; and is satisfied the interest of the school demands the student's expulsion.

The Board may expel a student for conduct while not at school or not under the supervision of a school authority which endangered property, health or safety of any employee or school board members;* and repeatedly engaging in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or an activity supervised by a school authority, and such conduct does not constitute grounds for expulsion as listed above. Also, a student shall be expelled from school for not less than one year in accordance with the law, when it finds a student while at school or under supervision of a school authority possessed a firearm. *Conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

Grievance Procedure:

Any student or group of students who think the Student Handbook 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 (5) 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 Superintendent. The Superintendent will set the meeting time and place. Faculty members or parents may be present at the appeal session.

Parent/Guardian Notification

As soon as practical (usually within twenty-four (24) hours of the removal from class) the Principal or Assistant 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 two (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 administration 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 a 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 Belmont Community School District policies and legal requirements. Disciplinary action may include detention after school, suspension (in-school or out-of-school) or expulsion from school.

BULLYING

The Belmont Community School District shall strive to provide a safe, secure, and respectful learning environment for all students in school buildings, on school buses, and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on the bullies, the victims and the bystanders. The district will consistently and vigorously address bullying so that there is no disruption to the learning environment and learning process,

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased or used by the school district. Educational environments include, but are not limited to, every activity under school supervision.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age, national origin, race, ethnicity, religion, gender, gender identity, physical attributes, physical or mental ability or disability, and social, economic, or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the Internet (also known as cyber bullying))
4. Between students and students, students and adults, or adults and adults.

It is the responsibility of all school members, students, and concerned individuals who observe or become aware of acts of bullying to report these acts confidentially to a school staff member or administrator designated by the Board of Education to be a recipient of such reports. All such reports, either verbal or in writing are to be taken seriously and a clear account of the incident is to be documented. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

An investigation to determine the facts will take place in a timely manner to verify the validity and the seriousness of the report. Affected parents and /or guardians will be notified that a report has been made. The district shall keep the complaint confidential to the extent permitted by law for both the accused and the accuser.

If it is determined that students participated in bullying behavior in violation of the policy, the administration may take disciplinary action including suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

Students found in violation of the Bullying Policy #5517.01 may be referred to pupil services staff for counseling or other educational programming designed to prevent repetitive bullying behavior. Employees found to have participated in bullying behavior, or having become aware that bullying was taking place and failed to report the behavior are considered to be in violation of the prohibition expressed by the policy. They may be subject to disciplinary action consistent with established policy or practice.

The policy will be distributed annually to all students enrolled in the school district, parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy to any person upon request.

Records will be maintained on the number and types of reports made and sanctions imposed for incidents found to be in violation of the bullying policy.

Bullying Intervention Steps:

Step 1: When appropriate and safe, students utilize refusal skills and voices to student who is bullying to stop. Remember, you always have the right to report bullying to adults.

Step 2: Student who is bullying is reported.

1. Student has not stopped bullying after being told to stop.
2. Physical violence or threat has occurred
3. Bystander witnesses unsafe situation

Threats of violence will immediately be reported to the Principal.

When appropriate, the Counselor will meet separately with students to determine a plan of action for the student victim. The Counselor will also discuss the elimination of bullying with student who is bullying. In the event bullying is not eliminated, a harassment/bullying form will be completed by the student being bullied; with support from the Counselor.

Step 3: Harassment form is completed by the student victim. Referral is made to the Principal for Disciplinary action. Disciplinary action is at the discretion of the Principal but may include: verbal warning, detention, In-school suspension, Out-of-School suspension, expulsion.

At any time, depending on the severity and nature of the act, law enforcement, social services and other school interventions may be made.

DRESS AND GROOMING

The Belmont Community School Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Accordingly, the District Administrator or his/her designee shall establish such grooming guidelines as are necessary to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes. Such guidelines shall prohibit student dress or grooming practices which:

- A. present a hazard to the health or safety of the student himself/herself or to others in the school, including by way of communicating threats of harm or depictions of harmful conduct directed at others;
- B. interfere with school work, create disorder, or disrupt the educational program, including dress that promotes or depicts illegal activity, such as illegal drug use, underage alcohol consumption, or similar activities.

Such guidelines shall also apply to the dress requirements for members of the athletic teams, bands, and other school groups when representing the District at a public event. Where appropriate, a uniform or specific dress requirement shall be used for students when representing the District as described.

In enforcing the dress code, the following procedures shall be used:

- A. the Principal shall serve as the initial arbiter of student dress and grooming in their building;
- B. before taking action to enforce dress code requirements, including by requiring that a student remove, cover, or otherwise conceal the item or depiction at issue, the principal shall determine whether the item constitutes protected speech in so far as the item independently makes a statement of a discernable nature to the observer by depiction, words, or combination of the two that does not require separate explanation;
- C. instruct staff members to demonstrate, by example and precept, personal neatness, cleanliness, propriety, modesty, and good sense in attire and appearance.

Expressive dress may not be protected speech if it involves:

- A. Obscenity
- B. Language or depictions intended to incite violence or foment hatred of others

Dress that is protected speech may still be prohibited if it is likely to cause a substantial disruption to the educational environment. This may include dress that includes the use of vulgarity, discriminatory language including racial or ethnic slurs, negative stereotypes, violence, or other communication when the clear intent is to invoke strong reactions in observers so as to impair the ability of teachers and/or students to engage in educational pursuit.

No protected speech may be prohibited on the basis of disagreement by District officials with the specific point of view expressed if the topic is otherwise permitted (e.g. permitting depictions of support for one political party, but prohibiting depictions of support for the other).

Students who violate the foregoing rules will not be admitted to class and may be subject to additional consequences.

If the clothing cannot be removed or concealed, the student may be sent home after contact is made with the student's parent/guardian.

Students may not carry a backpack, purse, bag, satchel, etc. during the school day unless approved by Administration. Blankets are not allowed to be used while at school as this is a school safety concern.

Phones, Cameras, & Electronic Devices are prohibited in locker rooms and restrooms per state law.

DISCIPLINE CODE VIOLATIONS (non-exhaustive list)

The Administration reserves the right to increase or decrease the suggested consequences based on specific circumstances. The Administration reserves the right to punish students for improper conduct that is not included on this list.

100 Level Offenses – Discipline code definitions

101. Dress Code: Students must dress and be groomed in a manner that is compatible with the learning environment that neither creates a health or safety issue for the student, nor distracts or disrupts others in the learning environment.

102. Loitering: Being present in any school building at a time or in a manner not usual or permitted, included restricted times and locations.

103. Littering: Throwing or leaving waste, trash, debris or other litter on school property.
104. Trespassing: Being present on school premises without permission from school authority, or refusing to comply with the directive of a staff member to leave school premises.
105. Insubordination: Refusing to comply with a directive of any school personnel.
106. Unexcused Tardiness: Being late for school or class without an acceptable excuse.
107. Absenteeism/Truancy: Being absent from school, for a partial or full day, without an acceptable excuse (10 minutes or more)
108. Possession of Electronic device: Cell phone, iPod, mp3 player, etc.: must not be a distraction, must be out of sight and not heard once school is in session. Teachers will determine how and when school issued electronic devices can or will be utilized within the classroom. Staff members will address issues as appropriate using classroom interventions. *High school students may be allowed to use their phones during lunch time ONLY in the cafeteria or commons. School administration has the right to allow students to use phones as deemed necessary.*
109. Endangering Health and Safety of any student or staff member on school property: Examples including but not limited to – throwing objects such as snowballs, use of a laser pointer, rocks, rough horseplay, tripping, pushing etc.
110. Interfering with the Educational Process: Conduct which substantially interferes with the educational process.
111. Public Display of Affection: Hugging, kissing, intimate bodily contact – to be assessed at staff discretion.
112. Inappropriate Language: Obscene, vulgar, profane language (verbally or in writing), obscene gestures or conduct, not directed at anyone on school property.
113. Failure to Serve Detention: After two days of opportunity to serve detention, the student did not serve.
114. Possession or use of any tobacco product or related item such as a lighter, E-cigarette, or hookah devices.
115. Theft: The act of taking or concealing the property of another person on purpose, without that person's permission. (Less than \$10 in value)
116. Failure to complete ISS: Student was removed from ISS for failure to comply with all In School Suspension expectations.
117. Inappropriate Use of a School Issued Electronic Device: (1) visiting chat rooms, chat groups, bulletin boards, or playing games without prior consent of a staff member; (2) playing music or other audible sounds without the sounds having specific educational purpose related to the assignment that has been given to the student.

200 Level Serious Offenses – Discipline code definitions

201. Use of Profanity or obscene gestures: Using vulgar, profane or obscene language, either verbally or in writing, or making obscene gestures directed toward school staff or other students.
202. False alarms or reports: Providing false information when warning about a possible bomb, fire, or other acts that endangers the health or safety of others, or falsely reporting incidents or making false accusations or giving false information to or about school personnel, this includes any false 911 calls.
203. Possession of fireworks or other explosive devices.
204. The intentional act, either verbally, in writing, or by gesture, or threatening to harm the well-being, health or safety of another student.
205. Possession of a look-alike handgun, or rifle, other than a BB gun or pellet gun.
206. Possession of objects that may be used as a weapon: the possession of an object that may be used as a weapon and the threat to use it as a weapon, attempt to use it as a weapon, the intent to use it as a weapon, or the actual use of the object as a weapon.
207. Possession of ammunition, mace, pepper spray, smoke bombs or other non-educationally related dangerous substances.
208. Threatening to harm staff or other adults: The intentional act, either verbally, in writing, or by gesture of threatening to harm the well-being, health, or safety of a staff member or other adult volunteer involved in supervising a school sponsored activity.
209. Gang activity that disrupts school -including gang graffiti: Antisocial group conduct that involves threats, force or extortion of another student, staff member or visitor. Participation in non-violent gang, cult or other

group activity that disrupts school – using gang symbols or writings, wearing gang colors, writing graffiti, flashing gang signs, proclaiming or encouraging gang affiliation, etc.)

210. Electronic Device Internet Misconduct (1) viewing, exploring or printing of pornographic, obscene or otherwise inappropriate material; (2) taking photos of anyone with the explicit purpose to post to social media in order to tarnish their reputation.

211. Electronic Device/Computer Hacking: Unauthorized entry or use of the computer system, including all hardware, software, and any of the system component parts.

212. Disrespect: Insult, call names, dishonor, or in any manner abuse, verbally or in writing, any staff or student within the district.

213. Forgery, Cheating, Plagiarism: 1) Writing the name of another person or altering the name, date, grade, pass or permit of another. 2) Attempting to obtain answers or data dishonestly. 3) To copy the ideas and writings of another and claim them as your own without mentioning the name of the individual who provided the writing or ideas that you copied.

214. Student Harassment: Engaging in any type of conduct that would substantially interfere with a student's school performance or create an intimidating, hostile or offensive school environment.

215. Racial Harassment: Engaging in any type of racially-oriented conduct that would substantially interfere with a student's school performance or create an intimidating, hostile or offensive school environment.

216. Sexual Harassment: Engaging in unwelcome physical contact, request or demands of sexual favors, verbal abuse, or displaying of sexual, graphic or illicit materials that would unreasonably interfere with another's ability to learn or function in the school environment.

217. Bullying: Anyone intentionally, repeatedly and over a period of time inflicts or threatens to inflict physical or emotional injury or discomfort upon any person's body, feelings or possessions. This type of intimidation may be subtle, but will not be tolerated.

218. Sexual Assault: The intentional and non-consensual inappropriate touching of another, either directly or through clothing, if done for the purpose of sexually degrading the touched person, or arousing or satisfying the person doing the touching.

219. Participating in Sexual Activity: A consensual sexual act - (i.e. petting or fondling either through clothing or direct contact, simulated act of sexual intercourse etc.

220. Possession/or Observing of Pornographic Material: Pornographic materials include writings and visual images of a sexual nature that have no bearing upon the learning that occurs as part of the school district curriculum.

221. Gambling: Playing any game of chance or skill for money or other items of value.

222. Disorderly Conduct: Engaging in violent, abusive, profane, spitting, boisterous, unreasonably loud otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance (examples such as physical confrontation but no punches thrown – pushing shoving, kicking, grabbing in anger, in a violent nature causing a disturbance in public setting).

223. Repeated refusal to obey school rules: Four or more non-violent violations of the student code within the same school year.

224. Theft: The act of taking or concealing the property of another person on purpose, without that person's permission (\$10 dollars in value and above)

225. Possession of stolen property: Possessing or wearing items that belong to another person, organization or school system without the consent of the rightful owner.

226. Vandalism: The intentional destruction of, or tampering with, property belonging to others.

227. Inciting Violence: By words (taunting or baiting) or acts and deeds that give encouragement to others to fight, protest, demonstrate, or otherwise disrupt the school.

228. Physical attack on a student who does not defend himself/herself physically.

229. Fighting: Aggressive, hostile, physical bodily contact between two or more students.

300 Level Zero Tolerance

301. Intentionally setting a fire.

302. Setting off fireworks or other explosive devices.

303. Possession of a knife or other cutting instrument of three inches or more in length with a locking blade.

304. Bomb related: (1) making a bomb threat, or threatening to set off another form of an explosive device (other than fireworks); (2) possession of a bomb or explosive device (other than fireworks); (3) setting off of a bomb or explosive device (other than fireworks).
305. The intentional act of physically making aggressive contact (e.g., push, shove, punch, kick, bite, slap, or any other form or inappropriate physical aggressive contact) with a school district employee or visitor.
306. Two incidents of fighting or other acts of physical violence during the same school year.
307. Major Sexual Assault involving penetration or the use of a weapon, force, threat, or coercion.
308. Participation in sexual intercourse and/or other acts of sexual gratification.
309. Engaging in physically violent gang and/or cult or anti-social group behavior, directed against students, staff or others at school, or away from school, but while under the supervision of school authority.
310. Possession of any type of Firearm, BB gun, or pellet gun.
311. Possession of drug paraphernalia – any legitimate equipment, product, or material that is modified for making, using or concealing illegal drugs.
312. Possession of an imitation controlled substance or illegal drug.
313. Possession of a controlled substance (not prescribed for the possessing student), illegal drug, or being under the influence of the controlled substance (including alcohol).
314. Participating in a transaction involving controlled substances, illegal drugs or alcoholic beverages
315. Possession of a controlled substance, illegal drug with the intent to deliver to another.
316. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell alcohol, controlled substances, designer drugs or drug
317. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell a look alike or counterfeit drugs or prescription drugs
318. Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell over the counter drugs.

100 Level Offenses

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 nd Offense Administrative Interventions	3rd Offense Administrative Interventions
101	Dress Code	Classroom Level intervention	Notify parent Ask student to change	Notify parent Ask student to change After School Detention – 1 day ISS	Notify parent Ask student to change 1-2 Days ISS/OSS *Further Violations will be written up as Insubordination
102	Loitering	Classroom Level Intervention	Conference with student – possible After School Detention	Notify Parent Detention after School	1-2 days ISS/OSS Conference with Parent/guardian
103	Littering	Classroom Level Intervention	Student assigned Clean up Duty	Notify Parent Detention after School	Notify Parent 1-2 days ISS/OSS
104	Trespassing	Classroom Level Intervention	Limit Building Access/meeting with parent/guardian Police Contact	1-2 days ISS/OSS Police Contact	2-3 days ISS/OSS Police Contact
105	Insubordination	Classroom Level Intervention	1 class period – 2 days ISS	1-2 days ISS/OSS	2-3 days OSS *Further incidents may be considered Code 223
106	Unexcused Tardiness *Refer to Truancy procedures	Classroom Level Intervention Verbal Warning	15 Minute Detention Unable to leave for YA/STW	30 Minute Detention Unable to leave for YA/STW	Detention - ISS Unable to leave for YA/STW
107	Absenteeism/Truancy *Refer to Truancy procedures	N/A	N/A	N/A	N/A
108	Possession of Electronic Device	Classroom Level Intervention	A teacher or other employee will direct the student to place the device in a designated classroom location to be turned into the office by the teacher. It may be picked up by the student in the office at the end of the school day. The teacher or other employee will make an effort to contact the student's parent to inform them of this occurrence.	The device will not be on the premises or will be secured in the office during the school day for three (3) consecutive school days. (Parent(s) will be notified and a parent conference will be scheduled.) If brought into the school, the student must check the device into the office before the first bell for those three (3) days and may pick it up at the end of each school day.	The device will not be on the premises or will be secured in the office during the school day for five (5) or more consecutive school days and the student may be assigned detention both at the discretion of administration. (Parent(s) will be notified and a parent conference will be scheduled.)*Further incidents may be considered #223 Repeated Refusal to Obey Rules
109	Endangering Health/or Safety	Classroom Level Intervention	1 class period -2 days ISS	.5-2 days ISS/OSS	2 days OSS May recommend expulsion
110	Interfering with the Educational Process	Classroom Level Intervention	1 class period – 2 days ISS	.5-2 days ISS/OSS	2 days ISS/OSS May recommend expulsion
111	Public Display of Affection	Classroom Level Intervention	After School Detention Notify Parent/Guardian	After School Detention - 1 Day ISS	1 – 2 days ISS *Further Incident may be considered insubordination
112	Inappropriate Language	Classroom Level Intervention	After School Detention Notify Parent/Guardian	After School Detention Detentions - 1 Day ISS	1 – 2 days ISS *Further Incident may be considered Code 201
113	Failure to Serve Detention	Classroom Level Intervention	After School Detention Notify Parent/Guardian	1 Day of ISS	1 Day ISS Further Incidents may result in 1 day OSS and be considered Insubordination
114	Possession/Use of Tobacco products or related item	N/A	1 day of ISS Notify Parent/Guardian Police contact	1-2 days of ISS/OSS Police contact	2-3 days ISS/OSS *Further Incidents may be considered #223 Repeated Refusal to obey rules Police Contact
115	Theft (less than \$10)	N/A	Restitution and After School	Restitution	Restitution

			Detention	1-2 days ISS/OSS Police Contact	1-3 days OSS Police Contact
116	Failure to complete ISS	N/A	3 Day OSS	3Day OSS	3- 5 Day OSS *will be considered repeated refusal to follow school rules
117	Inappropriate Use of a School Issued Electronic Device	Classroom Level Intervention	Notify Parent/Guardian	After School Detention	Deny access for 1-4 weeks

200 Level: Very Serious Offense

Code	Violation	Classroom Level Interventions	1st Offense Administrative Interventions	2 nd Offense Administrative Interventions	3rd Offense Administrative Interventions
201	Profanity or Obscene Gestures	Classroom Level Intervention	1-3 Days ISS/OSS	1-5 Days OSS May Recommend Expulsion	1-5 Days OSS May Recommend Expulsion
202	False Alarm or Report	N/A	3-5 Days OSS Recommend for Expulsion Possible Police contact	3-5 Days OSS Recommend for Expulsion Possible Police Contact	5 Days OSS Recommend for Expulsion Possible Police Contact
203	Possession of Fireworks	N/A	Up to 5 days OSS Recommend for Expulsion Possible Police contact	Up to 5 days OSS Recommend for Expulsion Possible Police contact	Up to 5 days OSS Recommend for Expulsion Possible Police contact
204	Threatens to harm other students	N/A	1-2 days ISS/OSS Possible referral to Police	2-3 days OSS Referral to Police May recommend for Expulsion	1-5 days OSS Referral to Police Recommend for Expulsion
205	Possession of a look-a-like handgun or rifle other than a BB or pellet gun.	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
206	Possession of objects that may be used as a weapon	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
207	Possession of ammunition, mace, pepper spray, etc...	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
208	Threatening to harm Staff	N/A	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact	1-5 days OSS May recommend for Expulsion Police Contact
209	Gang activity that disrupts school – including graffiti	N/A	1-3 days OSS Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact	5 days OSS May Recommend for Expulsion Police Contact
210	Electronic Device Internet Misconduct	N/A	1 day ISS Deny access for 1 week	1-2 days ISS/OSS Deny Access for a Month	Repeated or Severe 2 days OSS Deny access 9 weeks Possible referral to law enforcement
211	Electronic Device/Computer Hacking	N/A	2-3 days OSS Police Contact	3-5 days OSS Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
212	Disrespect	Classroom Level Intervention	1-2 days ISS/OSS	2-3 days ISS/OSS	3-5 days ISS/OSS May Recommend for Expulsion
213	Forgery, Cheating.	Classroom Level	1-2 days ISS/OSS	2-3 days ISS/OSS	3-5 days ISS/OSS

	Plagiarism	Intervention			
214	Student Harassment	N/A	1-2 days OSS	2-3 days OSS	3-5 days OSS May Recommend for Expulsion
215	Racial Harassment	N/A	1-2 days OSS	2-3 days OSS	3-5 days OSS May Recommend for Expulsion
216	Sexual Harassment	N/A	1-2 days OSS	2-3 days OSS May recommend for Expulsion Police Contact	5 days OSS May Recommend for Expulsion Police Contact
217	Bullying	N/A	1-2 days OSS	2-3 days OSS	5 days OSS May Recommend for Expulsion Police Contact
218	Sexual Assault	N/A	3-5 days OSS Police Contact May Recommend for Expulsion	5 days OSS Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
219	Participating in Sexual Activity	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
220	Possession of Pornographic Materials	N/A	1-2 days OSS	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
221	Gambling	N/A	1-2 days OSS	2-3 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
222	Disorderly Conduct	N/A	1-2 days OSS Police Contact	2-3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact
223	Repeated refusal to obey rules	N/A	2-3 days OSS	3-4 days OSS	3-5 days OSS May Recommend for Expulsion
224	Theft (\$10 or more)	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact
225	Possession of stolen property	N/A	1-2 days OSS Police Contact	2-3 days OSS May Recommend for Expulsion Police Contact	3-5 days OSS May Recommend for Expulsion Police Contact
226	Vandalism	N/A	2-3 days OSS Restitution Police Contact	3-5 days OSS Restitution Police Contact	5 days OSS Restitution May Recommend for Expulsion Police Contact
227	Inciting Violence	N/A	1-2 days OSS Police Contact	2-3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact
228	Physical attack on a student who does not defend himself/herself	N/A	3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact
229	Fighting	N/A	3 days OSS Police Contact	5 days OSS May Recommend for Expulsion Police Contact	5 days OSS Recommend for Expulsion Police Contact

300 Level: Zero Tolerance					
Code	Violation	Classroom Level Interventions	Administrative Intervention 1 st Offense	Administrative Intervention 2 nd Offense	Administrative Intervention 3 rd Offense
301	Intentionally setting a fire	N/A	5 days OSS Recommend for Expulsion Police Contact		
302	Setting off fireworks or other explosives	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion /Police Contact	Recommend for Expulsion Police Contact	
303	Possession of knife or other cutting instrument	N/A	5 days OSS Recommend for Expulsion Police Contact		
304	Possession of bomb or explosive device or bomb threat or setting of an explosive device	N/A	5 days OSS Recommend for Expulsion Police Contact		
305	Intentional physical aggressive contact with an adult	N/A	5 days OSS Recommend for Expulsion Police Contact		
306	Two Incidents of fighting or other acts of physical violence during the same school year.	N/A	5 days OSS Recommend for Expulsion Police Contact		
307	Major Sexual Assault	N/A	5 days OSS Recommend for Expulsion Police Contact		
308	Participation in sexual intercourse and /or other acts of sexual gratification	N/A	5 days OSS Recommend for Expulsion Police Contact		
309	Physically Violent Gang Behavior	N/A	5 days OSS Recommend for Expulsion Police Contact		
310	Possession of any type of Firearm, BB gun, or pellet gun	N/A	5 days OSS Recommend for Expulsion Police Contact		
311	Possession, of any Drug Paraphernalia	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact AODA Assessment	Recommend for Expulsion Police Contact	
312	Possession of imitation controlled substances or illegal drugs	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact	Recommend for Expulsion Police Contact	

313	Possession of controlled substances, illegal drug or alcoholic beverage or under the influence	N/A	5 days OSS/pre-expulsion agreement May Recommend for Expulsion Police Contact AODA Assessment	Recommend for Expulsion Police Contact	
314	Participating in a transaction involving controlled substances, illegal drugs or alcoholic beverages	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
315	Possession of a controlled substance, illegal drug with the intent to deliver to another	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
316	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell alcohol, controlled substances, or drugs	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
317	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell a look alike or counterfeit drugs or prescription drugs	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		
318	Dispensing, distributing, transferring, manufacturing, selling or possession with intent to sell over the counter drugs.	N/A	5 days OSS Recommend for Expulsion Police Contact AODA Assessment		

BELL AND LUNCH SCHEDULES**JUNIOR HIGH AND HIGH SCHOOL BELL SCHEDULE**

8:00 - 8:44	First Hour	
8:47 - 9:31	Second Hour	
9:34 - 10:18	Third Hour	
10:21 - 11:05	Fourth Hour	
11:08 - 11:52	Fifth Hour	
11:55 - 12:39	Sixth Hour (High School)	11:52 - 12:25 - Junior High Lunch
12:28 - 1:12	Sixth Hour (Junior High)	12:39 - 1:12 - High School Lunch
1:15 - 1:59	Seventh Hour	
2:02 - 2:46	Eighth Hour	
2:49 - 3:30	Ninth Hour (RTI)	

EARLY RELEASE SCHEDULE

8:00 - 8:28	First Hour	
8:31 - 8:59	Second Hour	
9:02 - 9:30	Third Hour	
9:33 - 10:01	Fourth Hour	
10:04 - 10:32	Fifth Hour	
10:35 - 11:03	Sixth Hour	
11:06 - 11:34	Seventh Hour	
11:37 - 12:05	Eighth Hour (High School)	Junior High Lunch
12:08 - 12:36	Eighth Hour (Junior High)	High School Lunch
12:39 - 1:00	Ninth Hour (RTI)	

LATE START SCHEDULE

10:00 - 10:30	First Hour	
10:33 - 11:03	Second Hour	
11:06 - 11:36	Third Hour	
11:39 - 12:09	Fourth Hour	
12:12 - 12:42	Fifth Hour (High School)	Junior High Lunch
12:45 - 1:15	Fifth Hour (Junior High)	High School Lunch
1:18 - 1:48	Sixth Hour	
1:51 - 2:21	Seventh Hour	
2:24 - 2:54	Eighth Hour	
2:57 - 3:30	Ninth Hour (RTI)	

LUNCH SCHEDULE

<u>Regular School Day</u>		<u>Early Release Day</u>		<u>Late Start Day</u>	
4K AM	10:45 AM	4K AM	10:45 AM	4K AM	10:45 AM
K	10:55 AM	K	10:55 AM	K	10:55 AM
1	11:00 AM	1	11:00 AM	1	11:00 AM
2	11:05 AM	2	11:05 AM	2	11:05 AM
3	11:10 AM	3	11:10 AM	3	11:10 AM
4	11:15 AM	4	11:15 AM	4	11:15 AM
5	11:20 AM	5	11:20 AM	5	11:20 AM
6-8	11:52-12:25	6-8	11:37-12:05	6-8	12:12-12:42
9-12	12:39-1:12	9-12	12:08-12:36	9-12	12:45-1:15

Pledge

We the students of the Belmont Community School District agree to join together to stamp out bullying at our school.

We believe that everybody should enjoy our school equally, and feel safe, secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion and nationality.

Bullying can be pushing, shoving, hitting, spitting, as well as name calling, picking on, making fun of, laughing at, and excluding someone. Bullying is aggressive, intentional or deliberately hostile behavior by a student(s) toward another student(s). Bullying consists of deliberately hurtful behavior. It can take many forms and can occur in any setting.

Bullying can include, but is not limited to, intimidation such as name calling or threatening; social alienation such as shunning or spreading rumors; written notes, phone calls or electronic messages that are offensive, hurtful, annoying or worrying; or physical aggression such as assaults on a student or attacks on a student's property. Victims of bullying behavior are often unable to defend themselves. Bullying causes pain and stress to victims and is never justified or excusable as "kids being kids," "just teasing" or any other rationalization. The victim is never responsible for being a target of bullying.

By signing this pledge, we the students agree to:

1. Value student differences and treat others with respect.
2. Not become involved in bullying incidents or be a bully.
3. Be aware of the school's policies and support system with regard to bullying.
4. Report honestly and immediately all incidents of bullying to a faculty member.
5. Be alert in places around the school where there is less adult supervision such as bathrooms, corridors, and stairwells.
6. Support students who have been or are subjected to bullying.
7. Talk to teachers and parents about concerns and issues regarding bullying.
8. Work with other students and faculty, to help the school deal with bullying effectively.
9. Encourage teachers to discuss bullying issues in the classroom.
10. Provide a good role model for younger students and support them if bullying occurs.
11. Participate fully and contribute to assemblies dealing with bullying.

I acknowledge that whether I am being a bully or see someone being bullied, if I don't report or stop the bullying, I am just as guilty.

Name

Date

STUDENT/GUARDIAN:

***Parents, please READ the pages preceding this form. PLEASE READ THE FOLLOWING PAGE, SIGN THIS FORM, AND THEN RETURN THIS FORM TO THE OFFICE. THANK YOU!

This page must be returned to the high school office before your child can access the computer network or participate in any school sponsored practice or event (athletic, musical, etc.) **The Belmont Community School Junior High/High School Handbook is available at www.belmont.k12.wi.us or you may pick up a copy from the High School office.**

We, the parent(s) or guardian(s) of _____, have thoroughly read and understand the policies and procedures set forth by the Board of Education of the Belmont Community School District as stated in this Student/Parent Handbook. We give our child(ren) permission to participate under the conditions listed. We agree to assume full responsibility for all equipment/supplies issued to our child and to pay for any and all such equipment/supplies that may be lost, misplaced, or damaged through carelessness or intent. We give coaches/advisors or EMTs permission to give first aid and call for emergency treatment, if necessary. We also extend permission to the attending physician (if needed) to give first aid and emergency treatment to our child should he/she require such assistance.

Signed: _____

Parent(s) or Guardian(s)	Date
_____	_____
Student	Date
_____	_____
Student (if more than one student attending)	Date
_____	_____
Student (if more than one student attending)	Date
_____	_____
Student (if more than one student attending)	Date

Note: Signing this form means you have read this handbook, either online at www.belmont.k12.wi.us or in hard copy and that you and your son/daughter agree to the terms stated within.