

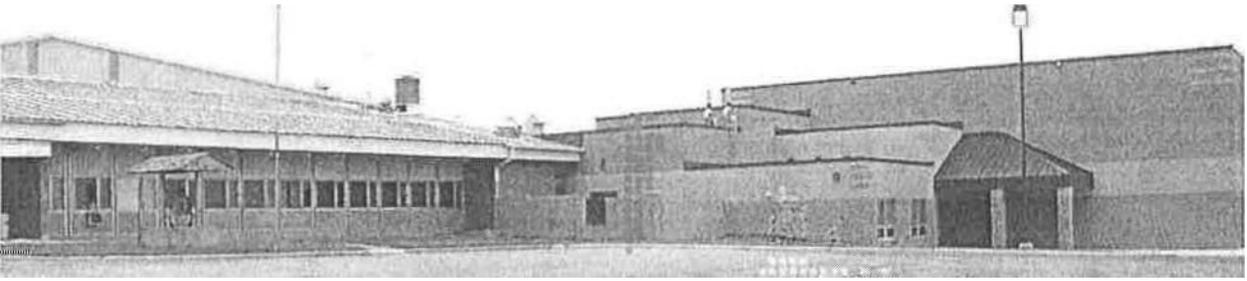
**BELMONT JR. & SR. HIGH SCHOOL
GRADES 7-12**

2019-2020

**STUDENT/PARENT
HANDBOOK**

Revised July, 2019

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



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July 2019

Dear Students and Parents:

Welcome to Belmont Community School District. This handbook reflects the goals of our district and is based on state and federal laws. It is reviewed yearly in order to continually reflect the expectations of the Board of Education, faculty, and community.

This handbook should assist you in learning about your school. It provides you information on school services, student expectations, rules and regulations. We invite you, as parents, to review this handbook with your child/children. If you have any questions regarding the content, please contact a school official. We believe in our students. Parents and students are special, and it is our intention to serve you to the best of our ability.

Best wishes for a challenging and rewarding year.

The Belmont Community School District Administration,

Christy Larson
Superintendent

Rich Moyer
Principal

Jeff Crase
Dean of Students

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SECTION 1 – INTRODUCTION

1.01 INTRODUCTION

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

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

In accordance with Title IX of the Educational Amendments of 1972, Section 504 of the Vocational Rehabilitation Act of 1973, and Title VI and VII of the Civil Rights Act of 1964, Belmont Community School District does not discriminate on the basis of handicap, sex, race, color, religion, or national origin in their educational programs, activities, admission procedures, or employment practices.

1.02 SCHOOL CITIZENSHIP

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

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

1.03 PURPOSE OF OUR SCHOOL

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

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

1.04 SCHOOL SPIRIT AT BELMONT

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

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

1.05 SCHOOL POLICY

1. It is the policy of the Board of Education that regular schoolwork must be considered as the most important function of the school. The Board of Education has established a policy dealing with standards of work that must be maintained by those who represent the school in “extra-curricular” activities. Failure to meet those standards disqualifies a student from participation in those activities.

2. A child is required to be in school every day school is open for instruction unless the student is permitted to be absent for one of the following acceptable excuses approved by the Board of Education:
 1. Illness (temporarily not in proper physical or mental condition) will be excused with a doctor's note and/or a parent/guardian request day. **When a student's absence continues for three consecutive days or more than 10 total days, the administration will require a statement from a physician or health officer certifying the cause of the absence.**
 2. Death in the family/attend funeral services will be excused
 3. Church attendance will be excused if there is only one service scheduled. If there is a service at night, the student will not be excused from school.
 4. Medical, dental, or other valid professional appointments. The school attendance officer will require the parent or guardian of the child to obtain a written statement of appointment from said professional.
 5. Field trips that are part of a curriculum and extracurricular activities planned during school hours will be excused. [Field trips are not considered "absences from school."]
 6. Unique circumstances will be considered on a prior approval basis.
3. Unexcused absences will result in a zero grade score for the day missed.
4. Physical education is a state requirement. You must take physical education class unless you have an excuse from a doctor. This excuse must be dated as to when you can return to PE class.
5. Students who fail to cooperate with the instructors or principal and who refuse to comply with the common rules of the school could be suspended from the school system for a period of time up to five days. However, the student will be given due process (a hearing).
6. Parents are invited to attend all school activities. Also, parents are invited to visit the school at any time. Arrangements should be made ahead of time with office personnel. **All visitors must sign in at the main office.** Friends, relatives or former students may not visit campus during school days, including after school hours except for activities open to the public OR when they have a genuine need to conduct school business. The administration or designee may grant exceptions to this policy.
7. Students have a right to an education and this district intends to protect that right through the maintenance of an uninterrupted education program. Disorder and disruption of the school process will not be tolerated and persons attempting such actions will be held accountable. All necessary steps will be taken to protect students, district personnel, and property.
8. It is the policy of the Board of Education to ask the assistance of the Law Enforcement Agencies, namely the County Sheriff and Belmont Police whenever disturbance interrupts regular school activities. Uniformed police will be present when and where necessary to insure the safety and welfare of each student at school. Students involved in school disruptions, vandalism, violence, or other illegal acts will be subject to suspension or expulsion.
9. The Board of Education asks that each student, each teacher, and each parent assume personal responsibility to encourage sober civil relationships so that young men and women may pursue their education and develop the knowledge, understanding, and tolerance necessary in today's society.

1.06 CODE OF STUDENTS' RIGHTS AND RESPONSIBILITIES

As citizens of the school community, students have rights and responsibilities adopted with the idea that every individual has rights *and* responsibilities in respect to other individuals. A student's exercise of rights and privileges in the school setting will be protected at all times. No right, however, is absolute. The freedom to exercise one's right ceases when that exercise unduly infringes upon the rights of others. The purpose of this code, then, is not only to protect the rights of the individual, but also to protect the entire student body.

- | | |
|---|--|
| 1. Because it is my right to have free speech, assembly, press and religion | It is my duty to allow others to have the same privilege. |
| 2. Because it is my right to act that with freedom ... | It is my duty to conduct myself so I will not interfere with others. |
| 3. Because it is my right to participate in school activities | It is my duty to do my best in these activities and to uphold the name of the school at all times. |
| 4. Because it is my right to use school and public property | It is my duty to accept the responsibility of preserving these rights. |
| 5. Because it is my right to act in ways that promote my dignity and self-respect | It is my duty to insure others' rights are not violated in the process. |
| 6. Because it is my right to be treated with respect | It is my duty to show respect to all members of our school and community. |
| 7. Because it is my right to elect student representatives to govern the student body | It is my duty to elect those who can lead us wisely and to give them my full cooperation. |
| 8. Because it is my right to ask for information... | It is my duty to actively participate in the school community and share my knowledge. |
| 9. Because it is my right to make for mistakes... | It is my duty to accept responsibility them and learn from them. |
| 10. Because it is my right to enjoy all of these rights., | It is my duty to take on the responsibility of preserving these rights. |

I. School and Class Attendance:

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

POLICY - State law requires regular attendance at school unless a student has an excused absence.

Attendance and tardy regulations are printed in Section 2 in this handbook.

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

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

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

B. Students not at assigned places at the proper time:

POLICY - Students are expected to get to school on time and also get from one class to another

without being tardy. Also, students are not to be out of an assigned class.

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

II. Personal and Property Rights (Discipline)

A. Threats (physical or verbal), extortion, or violence to persons in school or at school-sponsored functions will not be tolerated:

POLICY – Incidents of physical assault or verbal intimidations are not acceptable at school or at school sponsored functions.

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

B. Acts which are disruptive to the operation of school or school-sponsored functions:

POLICY - No student or group of students may restrict another person's freedom to properly utilize school facilities and programs.

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

C. Stealing, Destroying, or Defacing school or personal property (including all safety equipment and fire alarms):

POLICY - No person may steal, deface, or destroy another person's property or public property. Included here is falsely using fire alarm equipment.

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

D. Verbal abuse of school personnel and students:

POLICY - Courteous behavior is expected of both students and school personnel. Obscene language or defiance of school personnel is not permitted.

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

E. Student Lockers:

POLICY - the school, for the convenience of the student and for storing school related material, provides a student locker. The combination locker assigned to a student is the property of the Belmont Community School District. Do not tell anyone else your locker combination. Do not switch lockers with another student. The office personnel will put any messages for you on the outside of your locker.

ACTION - School district personnel may check the locker of a student when the risk or hazard to property or persons exists. Pre-announced general locker checks may be conducted during vacation periods.

School personnel may take possession of any item whose presence in a locker may violate a part of the code. In addition, in instances where the administration has reason to believe the locker contains some items that are in violation of this code, the administration can check the locker in the presence of a witness. Consequences are the same as Section I, part A.

III. Dress and Appearance

A. Inadequate personal cleanliness:

POLICY - A reasonable cleanliness of person and wearing apparel is expected.

ACTION - Depending upon the nature of the violation, students who fail to comply are subject to:

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

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

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

B. Dress Code effective

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

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

ACTION –(Enforcement)

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

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

D. Hats, Coats, Hoods

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

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

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

E. CELL PHONES/ELECTRONIC DEVICES

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

MUST BE PLACED IN THE “CELL PHONE BOX” UPON ENTERING A TEACHER’S CLASSROOM.

ACTION – Consequences are as follows:

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

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

3RD OFFENSE: The Teacher will confiscate the device. The device will be released to the student’s parent/guardian in a student, parent, and administrator meeting.

In addition, the use of any electronic device including cell phones is prohibited at all times in school bathrooms, locker rooms or other dressing areas. Electronic devices with photographic capabilities shall not be used to photograph other students or staff without permission and shall not be used to photograph any items that are, or may be considered confidential (e.g. Testing materials).

Persons violating the “Privacy in Locker Room” policy shall be subject to appropriate disciplinary action and/or penalties under state law.

IV. Illegal Substances and Dangerous Drugs, and Prescription/Non-Prescription Medication:

A. Tobacco/Tobacco Like Products:

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

ACTION - Students who fail to comply are subject to:

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

B. Drug and Chemical Abuse:

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

ACTION - Students who fail to comply are subject to:

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

B. Alcoholic Beverages:

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

ACTION – Students who fail to comply are subject to:

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

Note: Refer to Section 11

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

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

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

D. Medication

POLICY – School personnel are not allowed to dispense prescription medication at school unless a “Medication Permission Request Form” is completed and signed by the parent/guardian **and** the physician and is on file at school. If non-prescription medication is to be given at school, please fill out the top portion of the form and deliver it to school with the medication (in its original packaging) to be given. Students are not to administer their own medication, nor be in possession of such medication.

ACTION – Students who fail to comply are subject to: Consequences are the same as Section I, part A.

V. Miscellaneous:

A. Forgery:

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

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

B. Gambling:

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

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

C. Pornography/Inappropriate magazines

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

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

D. Dangerous weapons and explosives:

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

ACTION - Students who fail to comply are subject to:

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

E. School Aged Parents:

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

F. Automobiles, snowmobiles, and other motorized vehicles:

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

ACTION – A student who fails to comply with administrative regulations are subject to Section I, Part A. Student's privilege to park in the parking lot may be rescinded.

G. Study Halls and Library:

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

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

H. Student clubs and organizations:

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

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

VI. Grievance Procedure:

A. Challenge the application of this Code:

POLICY - Any student or group of students who think the code has been wrongly interpreted as applied to them should request a meeting time and place with the school principal in order to discuss a grievance.

One faculty member of the student's choice or his/her parents may be present at such a meeting. Any grievance not brought before the principal within five school days after the occurrence of the event on which it is based, shall be considered waived. A student has the right to appeal the decision of the principal to the school superintendent. The school superintendent will set the meeting time and place. Faculty

members or parents may be present at the appeal session.

B. Grievances against other students:

POLICY - A student may file a grievance against other students for a violation of this code if he witnesses property damage or harm or is a victim of them.

ACTION - Violators will be subject to a warning or action under Section I, Part A.

VII. Scope of Code:

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

1.09 CODE OF STUDENT CLASSROOM CONDUCT

FOREWORD

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

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

STUDENT REMOVAL FROM CLASS

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

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

- Possession or use of a weapon or other item that might cause bodily harm to people in the classroom or building.
- Being under the influence of alcohol or other controlled substances in violation of school district policies.
- Obstruction of classroom activities or other intentional acts to attempt to prevent the teacher from exercising his/her assigned duties.
- Dressing or grooming in a manner that presents a danger to health or safety, or causes interference with work or creates classroom disorder.
- Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions, or violation of classroom rules.
- Throwing objects in the classroom.
- Fighting, taunting, intimidation, sexual harassment, or other hostile behavior toward others.
- Threats to a staff member or student.
- Vulgarity, swearing or use of profanity.
- Any type of gang related activities.
- Racial, ethnic, religious, or sexual orientation slurs.
- Excessive or disruptive talking.
- Interfering with another student's rights to learn.
- Willful damage to school district property.
- Defiance of authority

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

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

The administration 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.

Placement in an Alternative Setting

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

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

The 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 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:

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

Parent/Guardian Notification

As soon as practical (usually within 24 hours of the removal from class) the classroom teacher or the administration shall inform the student's parent(s)/guardian about the student's removal and alternative placement. The notice may be made by telephone.

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 school district policies and legal requirements. Disciplinary action may include detention after school, suspension (in-school or out-of-school) or expulsion from school.

SECTION 2 – BELMONT COMMUNITY SCHOOL DISTRICT STUDENT ATTENDANCE POLICY

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

2.02 TYPES OF ABSENCES

I. BOARD APPROVED EXCUSED ABSENCE

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

1. Illness (temporarily not in proper physical or mental condition) will be excused with parent notification. **When a student's absence continues for three consecutive days or more than 10 total days, the administration will require a statement from a physician or health officer certifying the cause of the absence. Without a valid note from a medical professional appointment, the days absent will count towards a student's 10 total parent request days for the school year.**
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 10 parent request days for the school year.
5. Field trips that are part of a curriculum and extracurricular activities planned during school hours will be excused. [Field trips are not considered "absences from school."]
6. Unique circumstances will be considered on a prior approval basis.

II. PARENT OR GUARDIAN REQUESTED ABSENCE: A student may be absent from school five school days per semester ten (10) school days per year as a result of a parental/guardian request. As per Statute 118.15(3)(c)

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

III. UNEXCUSED ABSENCE

Trips and appointments as described above not approved in advance, parent requests in excess of 10 days per school year, and any other situation not specifically covered herein are considered unexcused absences. Unexcused absences are documented as outlined in the Lafayette County Truancy Criteria and State Statute 118.16.

2.03 ATTENDANCE POLICY: PROCEDURES, DEFINITIONS, AND ENFORCEMENT

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

An excused absence does affect perfect attendance.

I. BOARD APPROVED EXCUSED ABSENCE

1. ILLNESS

Each day that a student is ill, and will be absent from school for that reason, will count against his/her ten (10) parent request days per school year unless the student has a medical, dental or other professional appointment note for the days absent.

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

The following information must be included in the phone call:

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

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

A student must be in school 1/2 day (minimum of 4 out of 8 class periods: 11:00 a.m. on regular and late start days, and by 10:00 a.m. on early release days) to participate in extra/co-curricular activities. Unexcused 1/2 days absence are not accepted. Funerals and Approved planned absences presented in writing are exceptions, and at the discretion of the administration. Students must turn in a note from a parent or guardian to the office or administration at least 2 days before their scheduled appointment. A bell schedule has been included within this handbook.

Teachers will take roll call 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 a must before a student leaves school grounds.

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

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

2. DEATH IN THE FAMILY/ATTEND FUNERAL SERVICES

When a student is to be absent for this reason:

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

The following information must be included in the phone call:

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

3. CHURCH ATTENDANCE

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

4. MEDICAL APPOINTMENTS

The student must turn in a written note from the parents to the school office. The student must check out at the office

before leaving the building and check in at the office upon returning to school.

II. PARENT OR GUARDIAN REQUESTED ABSENCE

The student must turn in a written note/email/phone call **FROM THE PARENT/GUARDIAN TO THE SCHOOL OFFICE IN ADVANCE OF THE PLANNED ABSENCE**. The student must check out at the office before leaving the building and check in at the office upon returning to school.

III. UNEXCUSED ABSENCE

A. DEFINITIONS

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

B. PROCEDURES

1. TRUANCY

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

2. HABITUAL TRUANT

- A. If the truancy becomes habitual as defined in part I.2 above, the appropriate school officials (principal, school psychologist, school guidance counselor, special education teacher) shall begin preparing proceedings against the truant to fulfill the requirements of Section 118.15 of WIS STAT. The school will notify the parents and the Lafayette County Juvenile Court Intake department that they are beginning this process and will institute and document the following steps:
 - I. Meet or attempt to meet with the child's parent(s) or guardian to discuss the child's truancy.
 - II. Provide an opportunity for educational counseling to the child to review curriculum to consider if curriculum change would resolve the truancy problem.
 - III. Evaluate, or attempt to evaluate, the child to determine if a learning problem may be the cause of the child's truancy, and take steps to overcome the learning problem.
 - IV. Conduct, or attempt to conduct, an evaluation to determine whether social problems may be a cause of the truancy, and if so, take appropriate action or make appropriate referrals.
- B. This process may result in the following options:
 - I. Resolution of the problem.
 - II. Notifying the City Police or Sheriff Department of the habitual truant and request that the student and/or parent be cited for an Ordinance violation
 - III. Notifying the Lafayette County 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 administration 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. On the student's 5th day of unexcused absence, per semester, the administration will make arrangements to meet with the truant child and the parent(s) as outlined in II.2 (A)(I) above. This will be a mandated meeting to discuss the seriousness of the problem and what will happen next. Hopefully, the problem will be corrected. If not, the school will prepare the documentation needed as outlined in WIS STAT. 118.16(5) and section II.2 (A)(I) of this policy.
- B. If the child is truant after this meeting has occurred, the case will be referred to Lafayette County Juvenile Court Intake. A family assessment will be done and services offered on an informal basis.
- C. The District Attorney will address S.S. 118.15(2)(a) (penalties for parent) and/or Lafayette County ordinances Section 7.06. The Juvenile Court Intake Worker may take the juvenile into court under Child in Need of Protection Services, S.S. 938.13.
- D. Specific documentation and the completion of the required referral form are mandatory before any legal action can be taken. This statute does not stipulate quantitative data; but the more evidence presented in court, the more likely equitable consequences. It is of utmost importance that all phone calls, letters, referrals, etc. are recorded and meetings are documented in the Truancy Record.

2.04 TARDINESS

Teachers will take roll call at the beginning of every class. Excuses for tardiness are to be obtained from the office when a student first arrives at the building. If a student leaves a class late, he/she should ask that teacher for a tardy pass for the next class. The teacher whose class the student is leaving may designate it excused or unexcused according to the merits of the situation.

SECTION 3 – GRADUATION REQUIREMENTS

3.01 BASIS OF ACCREDITING, CLASSIFICATION, GRADUATION, and PROMOTION

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

To graduate from the Belmont Community School District, 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
- 1 credit of Personal Finance

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.

3.02 GRADE PROMOTION POLICY

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

CRITERIA FOR PROMOTION

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

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

Grade Four

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

Junior High (Grades 7-8)

A 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 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 teachers expectations, the student will be dismissed from summer school.

Grade 4 and 8 Students with Special Needs (EEN)

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

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 2nd 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.

3.03 CLASSES FOR JUNIOR HIGH STUDENTS:

<u>Grade 7</u>	<u>Grade 8</u>
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
Spanish	Spanish
Art	Artt
Projects Galore	Agriculture

SECTION 4 - STUDY HALLS, TEXTS, LIBRARY, GRADES, HONORS

4.01 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.

4.02 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.

4.03 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.

4.04 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.

4.05 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.

Videotapes: Students may not take video machines without a pass from a teacher.

Discipline: The librarian/study hall supervisor will maintain a quiet study atmosphere. To facilitate this, the librarian/supervisor may:

1. Move disruptive students to another table where they must study quietly by themselves.
2. Remove them from study hall. If students are removed from study hall, they are subject to consequences as defined in Section I, Part A.

4.06 LIBRARY RULES

1. Students must ask permission to leave the room.
2. No phone calls are to be made by students from the library.

3. Students with band/chorus lessons may leave as necessary (with study hall supervisor permission.)
4. Books are to be checked out before leaving the room. Students who repeatedly fail to do so are stealing and will be reported.
5. Books are checked out in two week time periods and may be renewed as needed.
6. Reference items may not be checked out and must be used in the room. If you have a question, ask the librarian.
7. Computers are available as an educational service. No games are allowed. Internet surfing time is monitored and limited.
8. 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.

4.07 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.

THE ACCELERATED READER PROGRAM

Reading Promotion: The library promotes the skill of reading through the use of the Accelerated Reader Program. Books are assigned a point value based on reading level and length. Points are earned by passing a computerized test on a book. Students learn to read for detail and vocabulary comprehension as well as coming into contact with many books. Currently, the library has close to 3,000 quizzes on books of all reading levels. Rewards and parties for students are funded through the Library Book Fair.

4.08	Percent Grade	Letter Grade	<u>One Credit</u> Classes	<u>½ credit classes</u> Band, Chorus, PE for one semester	<u>¼ credit classes</u> Tutoring, Driver’s Ed.
	93-100	A	4.00	2.00	1.0000
	90-92	A-	3.67	1.83	0.9175
	87-89	B+	3.33	1.66	0.8325
	83-86	B	3.00	1.50	0.7500
	80-82	B-	2.67	1.34	0.6675
	77-79	C+	2.33	1.16	0.5825
	73-76	C	2.00	1.00	0.5000
	70-72	C-	1.67	0.84	0.4175
	67-69	D+	1.33	0.66	0.3325
	63-66	D	1.00	0.50	0.2500
	60-62	D-	0.67	0.33	0.1675
	59 and below	F	0.00	0.00	0.00
	I - Incomplete				

4.09 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
- **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:

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

How it works:

- The score earned is applied, at 20%, to the final semester grade.
- Semester exams written by students in our special education program will have those exams graded according to their IEP requirements.
- Exams will be administered over a two-day period at the end of each semester.
- Odd period classes will be tested the first day. Even period class will be tested on the second day.
- There will be a 10-minute break between classes with 35 minutes for lunch.
- This exam policy will help prepare students for high stakes tests such as the ACT and college placement test.
- NOTE Senior Exemption from final exam policy:
 - Seniors Only
 - Second Semester of the senior year only
 - If a senior earned at least a 90% or above in both the 3rd and 4th quarters of the senior year second semester.
 - Seniors not exempt may attend only during the hours of their testing
 - Seniors must stay for the entire testing period

Your semester grades will be calculated as follows:

1st quarter =	40 percent
2nd quarter =	40 percent
Semester test =	20 percent
3rd quarter =	40 percent
4th 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.

4.10 MAKE-UP WORK

A student will be allowed one day plus 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.**

4.11 BELMONT CHAPTER OF THE NATIONAL HONOR SOCIETY

1. 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.**

1. 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
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Service is defined as follows:

- 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.
- Willingness to render cheerfully and enthusiastically any requested service to the school.
- Willingness to represent his/her class or school in inter class and interscholastic competition.
- Readiness to show courtesy by assisting visitors, teachers and students.

Leadership is defined as follows:

- Is resourceful in proposing new problems, applying principles and making suggestions.
- Demonstrates leadership in promoting school activities.
- Exercises influence on peers in upholding school ideas.
- Contributes ideas that improve the civic life of the school.
- Is able to delegate responsibilities.
- Exemplifies positive qualities.
- Inspires positive behavior in others.
- Demonstrates academic initiative.
- Successfully holds school offices or positions of responsibility, conducts business efficiently and effectively, and is reliable and dependable without prodding.
- 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:

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

2. Under Service, Leadership, and Character: Each student who demonstrates any three of the various traits listed is awarded 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.

4.12 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:

- co-curricular activities
- leadership positions
- service activities
- other community activities
- 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.

4.13 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.

SECTION 5 – CO- AND EXTRACURRICULAR ACTIVITIES

This includes clubs, organizations, forensics, plays, pep band, swing choir, jazz band, cheerleading, field trips, etc. If a participant breaks the Code of Conduct, the participant would miss activities as described in the Co- and Extracurricular Activities Code (Section 6 of this handbook).

5.01 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 two students to represent them on the Student Council and the junior and senior classes shall elect three students.

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

5.02 SCHOOL TRIPS

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

5.03 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.

5.04 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.

SECTION 6 - CO AND EXTRA CURRICULAR PARTICIPATION CODE

6.01 INTRODUCTION

The purpose of a Code of Conduct is to clarify and create areas of understanding between the coaching staff of Belmont Jr. and Sr. High parents, school officials, and all students involved with extracurricular activities and athletics. The coaching staff believes that our athletes, cheerleaders, managers, mascots and members are part of a group of PRIVILEGED people. These students are admired by the entire community and especially by its youth. His or her actions have great influence on the lives of younger people. Consequently, stringent rules of behavior must apply to them. This handbook should be followed in order for the student to become a better individual and athlete. All co-curricular and extracurricular activities are defined as activities sponsored by the school. A student does not receive a grade in any co or extracurricular activity.

6.02 OBJECTIVES OF BELMONT'S CO AND EXTRA CURRICULAR PROGRAM

Our athletic program intends:

1. To give students an early understanding that participation in athletics as a representative of our school is a privilege and, as such, carries responsibilities with it.
2. To provide disciplinary training, which teaches obedience, loyalty, self-discipline, team play, personal pride, respect for the rights of others and the will to win.
3. To promote health and physical fitness.
4. To provide opportunities for lasting friendships, both with teammates and opponents.
5. To provide an opportunity to exemplify fair play and good sportsmanship which is vital to good citizenship.
6. To develop physical and mental skills.
7. To teach the value of responsibility which results from participation in athletics and from accepting consequences for rule violations.

6.03 CHEERLEADERS, MANAGERS, OR MASCOTS IN EXTRA CURRICULAR ACTIVITIES

Students who are representing the school as cheerleaders, mascots, or managers are subject to the same rules and regulations as those participating in interscholastic sports. The morals of the team and school are greatly influenced by the attitude and spirit of the cheerleaders, mascots, participants in extra-curricular activities, and managers.

6.04 TRAVEL REGULATIONS

A student subject to this code who travels to an out-of-town event with the school team must return with his or her team. In special cases, a parent may sign-out their child **after** a contest is completed. The Head Coach will have a sign out sheet for parental signature after the contest. It is expected that students will then ride home with his/her parent. This practice will be allowed on a limited basis. Students are **NOT** permitted to drive themselves to any school-sponsored event in which they are to participate.

6.05 ELIGIBILITY REQUIREMENTS TO PARTICIPATE IN CO AND EXTRA CURRICULAR ACTIVITIES

A student must maintain a minimum standard of work in order to participate in co and extracurricular activities. The student must do passing work in all courses. Incompletes will be considered as failing (“F”) if the work is not made up after 10 days. This pertains to all extra-curricular activities, sports, intramural, forensics, class plays, and cheerleading, etc.

Eligibility is determined on a weekly basis, beginning on the 3rd Wednesday of each quarter. If a student becomes ineligible, he or she will have grades reviewed after 1 week to determine possible reinstatement of eligibility. If a student becomes ineligible (failing one or more courses), or is receiving a D in any course, the student is placed on a “watch list”. The students with an F have one week (“One Week Notice”) to earn a passing grade.

All students earning a D- or F are placed on Academic Probation list. Those students with an F have one week (“One Week Notice”) to earn a passing grade in that class and all others or he/she becomes ineligible. Grades are due to the administrator by 3:00 p.m. Wednesday. Parent/Guardian letters go out Thursday. The following Wednesday, another eligibility list published and if a student who was on the “one week notice” list the previous week is still earning an F in that class or any other, he/she immediately becomes ineligible for all school activities, including sports. This ineligibility lasts until the following Wednesday when another list is published. When a student becomes academically ineligible, coaches have agreed that a student will miss practices to raise their failing grade.

Belmont Community School District will follow the WIAA minimum eligibility requirement. The 2019-2020 4th Quarter grades will determine eligibility for students entering 9th, 10th, 11th & 12th grade in the Fall of 2020.

1. A student must meet school, DPI, and WIAA requirements defining a full-time student and have received no failing grade in the most recent grade-reporting period. A senior who has acquired all necessary credits toward graduation is not exempt from this rule.
2. Quarterly and/or Semester eligibility or ineligibility periods begin the day report cards are run.
3. A student will lose co-curricular eligibility if he or she is not doing passing work in the latest grade-reporting period and shall remain ineligible until he or she is again doing passing work in all his/her classes, but not for less than three weeks (**15 consecutive school attendance days and nights**). A co-curricular participant who is ineligible for academic reasons for a minimum of 15 school days may not return to competition/performance until the next school day following the 15-day ineligibility period (*the 16th school day*).
4. The ineligibility period at the beginning of the school year for students who lose eligibility based upon their second semester or fourth quarter grades will be **21 consecutive calendar days** beginning with the date of the earliest allowed competition or one third of the maximum number of games/meets allowed (as set by the WIAA) or activity. These dates will vary from sport to sport, and from activity to activity.
5. The most recent quarter grade is used to determine eligibility. However, the semester grade is used for the grade evaluation period if the semester grade is a failure. Any second semester failure will result in the athlete being ineligible in the following school year (except for any senior who will be ineligible immediately).
6. An ineligible student (for academic reasons) may practice his/her co-curricular activity or practice with a team, but may not participate in competitions or performances.
7. **Regaining academic eligibility:** Upon completion of the ineligibility period, the student will regain eligibility if he/she **is doing passing work in all classes**. At the end of the 15th day of ineligibility (or 21st day at the beginning of the school year) if the student **is not doing passing work in any class** at the end of the 15th day of ineligibility (or 21st day at the beginning of the school year), he/she will be ineligible until he/she is passing all classes at the next grade check date. **NOTE: Please be aware that this also applies to students who have a**

failing grade at the end of the first semester or second quarter and who are planning on participating in spring sports or activities that begin prior to the beginning of the next grading period.

8. A student may erase ineligibility status related to the last grade-reporting period through summer school courses (including correspondence courses) at the same or some other school, provided:
 - The student's school gives credit toward graduation requirements for such courses and counts them in rank-in-class standings, and
 - The student successfully completes not less than the same number of courses that caused the ineligibility.

Junior High Eligibility:

If a student is failing at the end of the quarter they will be ineligible for a period of 3 weeks. If the student is still failing they would remain ineligible.

Fall eligibility will be determined by 4th quarter grades. If a student has received an F in 4th Quarter they will be ineligible for 3 weeks from the first practice of their respective fall season.

6.06 CODE OF CONDUCT

Training rules are a matter of self-discipline. The best performance an individual is capable of producing comes only after the body and mind have been conditioned through a regular training routine. The following training rules are the major rules that are endorsed by the WIAA and enforced by the school. These rules are in effect for the student's entire career, including summers. The coaches may also wish to add additional rules that participants must follow in order to stay eligible.

1. Use or consumption of tobacco/nicotine, alcohol, or controlled substances in any form is prohibited.
2. Possession (whether on one's person or in one's clothing, locker, car, equipment, or personal affects), purchase, sale, procurement, or handling of any tobacco/nicotine products, alcohol, controlled substances or paraphernalia in any form is prohibited.
3. Theft, serious misdemeanors, disorderly conduct, felonies, or willful damage to person or property is prohibited.
4. Any conduct on or off the field of play (in or out of school) that is contrary to generally recognized standards for high school interscholastic participants is prohibited.
5. All alleged Code of Conduct violations must be turned in to the administration. If a violation occurs and the student must appear in court, we **may** have to wait for the results of the action of the court before we can have the person appear before the extracurricular Board.
6. Students are expected to attend school the day after participating in an event. The students will be allowed two (2) times for missing part of or all day of school after an event, per sport season. The third time will be a missed contest.

6.07 CONSEQUENCES FOR VIOLATION OF THE CODE OF CONDUCT

Violations will be separated into two categories: Major violations and Minor violations. Each will have specific discipline procedures. A major violation is considered more severe than a minor violation. Two minor violations will equal one major violation and will be disciplined as a major violation. The accumulation of six minor violations will result in suspension from all co and extracurricular activity. (refer to third major violation)

Examples of a MAJOR violation include: (NOTE This list is only a sample and not all inclusive)

- Consumption, possession or sale of alcohol, tobacco/nicotine products, any controlled substance or paraphernalia.
- Being in the presence of anyone who has illegal possession or illegal use of alcohol, tobacco/nicotine products, any controlled substance or paraphernalia.
- Theft, felony acts, serious misdemeanors, disorderly conduct, damage to personal property
- Student use of any electronic device including cell phones in school bathrooms, locker rooms or other dressing areas.

Examples of MINOR violations include: (NOTE This list is only a sample and not all inclusive)

- Conduct unbecoming of a student (including student handbook violations)
- Disrespect for a teacher, coach, administrator, a staff member, another student
- Cheating on tests or major projects
- Multiple school disciplinary referrals
- Cutting class, habitual truancy or tardiness

Obviously, not every possible situation can be listed here. If something occurs that is not listed and the administration feels action needs to be taken, the occurrence will be classified as either major or minor and disciplinary action will be enforced.

First Violation of any provision of this Code:

- MAJOR VIOLATION – When a major violation is committed the student will be suspended from participation for 30% of the activity or activities she or he is currently in. When the total suspension time is calculated, the result will be rounded up to reflect only complete event suspensions. Suspension time will carry over into the next activity the student joins even if that next activity is next school year. A mathematical calculation will be performed to determine the proper number of events to be carried over from one season to the next. This is necessary because different seasons have different numbers of events.
- MINOR VIOLATION – When a minor violation is committed the student will be suspended from participation for 10% of the activity or activities she or he is currently in. When the total suspension time is calculated, the result will be rounded up to reflect only complete event suspensions. Suspension time will carry over into the next activity the student joins even if that next activity is next school year. (Two similar minor violations will be considered a major violation.)
- A suspended student is required to participate in practices/rehearsals and attend events from which he or she is suspended to regain eligibility after time is served.

Second Violation of any provision of this Code:

- MAJOR VIOLATION – The disciplinary action resulting from a second major violation occurring during a high school career will be a 60% suspension time from all activities. If the participant is caught consuming alcohol, we (the co and extracurricular activities board) will recommend professional AOD assessment and treatment be sought.
- MINOR VIOLATION – A second minor violation similar in nature to the first will be treated as a first major violation. If a person accumulates 4 unrelated minor violations, the fourth violation will be treated as a second major violation.
- All suspension time is carried over into the next activity and/or next school year. A mathematical calculation will be performed to determine the proper number of events to be carried over from one season to the next. This is necessary because different seasons have different numbers of events.
- A suspended student is required to participate in practices/rehearsals and attend events from which he or she is suspended to regain eligibility after time is served.

Third Violation of any provision of this Code:

- MAJOR VIOLATION – The participant will be suspended for the remainder of his/her high school career.
- MINOR VIOLATION – A third minor violation similar in nature to the first will be treated as a second major violation. If a person accumulates 6 unrelated minor violations, the sixth violation will be treated as a third major violation.

In addition, a student cannot hold a leadership position/office or receive awards of distinction for the season of infraction or serve on homecoming or prom court, during the year of the suspension.

The Co and extra-curricular Board shall be composed of: 3 coach(s) or advisor(s) not currently involved with the student(s) seeking the appeal, the athletic/activities director, and the Principal. This Board will be newly assembled for each case to be heard. If a major problem occurs, the superintendent may be asked to sit in on the meeting. The Principal shall appoint coach's/advisor's to fill positions on the Board. If the Principal and AD are the same person, the Superintendent shall appoint two coaches of his/her choice to serve on the Board.

The extracurricular activities board (or administration) reserves the right to act as necessary upon any unforeseen situations that occur.

Post-season games will be served as part of any suspension.

6.08 ATTENDANCE REQUIREMENTS

1. A student absent from school, class, or study hall without a satisfactory excuse may not participate in a contest or practice on that day. In case of extenuating circumstances and/or acceptable parental excuses in writing prior to the absence may be cleared by the administration.
2. **A student must be in school 1/2 day (minimum of 4 out of 8 class periods: 11:00 a.m. on regular and late start days, and by 10:00 a.m. on early release days) to participate in extra/co-curricular activities and activities. Unexcused 1/2 days absence are not accepted. Funerals and Pre-Approved planned absences presented in writing prior to the absence are exceptions, and at the discretion of the administration. Students must turn in an attendance form or a**

note from a parent or guardian to the office or administrator at least 2 days before their scheduled appointment. A bell schedule has been included within this handbook.

3. **A student who leaves school due to illness will not be permitted to participate in any activity that evening.**
4. Be aware: Poor attendance is a detriment when being considered for scholarships or future employment. Prospective employers do check attendance records.

6.09 GENERAL PROVISIONS

1. A student who is suspended from one squad for a disciplinary reason shall not be eligible to compete in another sport for that particular season. However, any student who is cut may compete in another sport during that particular season. A suspended student is required to begin the sport on the WIAA approved start date and complete the entire season through the WIAA tournament series to have the suspension fulfilled. However, any student who is cut may compete in another sport during that particular season.
2. Student – Athletes are not allowed to begin the season in one sport and then join another sport after the WIAA approved start date.
3. An athlete must attend and be on time for all practices unless prior notice has been given to the coach.
4. The use of profanity is prohibited.
5. Curfew policy, appearance and other areas of athletic conduct will be left up to the discretion of the coach.
6. The athletes must follow all W.I.A.A. rules in addition to the rules listed in this section.
7. Any conduct not befitting an athlete will subject the athlete to disciplinary action by the coach.
8. All monetary obligations must be taken care of before a student can participate in activities (including practices) of the next quarter if the activity/trip(s) are extra and non-classroom related. Examples: class trip(s), organizational trip(s), and athletics.
9. All equipment and uniforms from a previous sport must be returned before an athlete can be issued any equipment or uniforms for another sport or practice for another sport.
10. A person cannot participate in any extracurricular sports activity if they have a medical (doctor's) excuse, parent note, or a note from the Athletic Trainer to sit out of Physical Education class.

6.10 ATHLETIC INJURIES

Any student who is injured during an athletic practice or contest will report the injury to the coach at once. If the injury is serious enough to require the service of a doctor or dentist, the student will report to the coach of the sport before going for medical aid, if possible. Or, if there is an emergency, report to the coach of the sport on returning to school and returning to practice.

6.11 GOOD SPORTSMANSHIP

GOOD SPORTSMANSHIP may be an overworked expression, but GOOD SPORTSMANSHIP is the key to success. GOOD SPORTSMANSHIP does not mean just how one celebrates after a victory or absorbs defeat into the system. GOOD SPORTSMANSHIP relates to the manner in which a person has conducted himself or herself throughout the event – this includes both players and spectators.

Because GOOD SPORTSMANSHIP always rates priority over winning, and because losing is a lesson which must be learned early in life, we must believe that fair play and ethics are part of winning and losing; graciousness and humility always characterized a winner and that pride and honor do not desert a good loser.

6.12 CHEATING

Any student who is caught cheating shall be punished by the teacher, the Extra-Curricular Code (**a minor violation**), and the Student/Parent Handbook. Teachers need to turn in all cheating situations. Discipline will start with any step (1-4) depending on severity (Section 1.08-I. A of the Student/Parent Handbook).

SECTION 7 - PROCEDURES RELATED TO APPEAL OF DISCIPLINARY ACTION TAKEN UNDER THE CO AND EXTRACURRICULAR ACTIVITIES CODE OF BELMONT HIGH SCHOOL

If a student is accused of violating this Code or is suspected of violating this Code and that student files an appeal, the following procedure will be followed.

- 1) The administration will seek a resolution to the situation.
- 2) The Extracurricular Activities Board will meet with the participant and discuss the facts, circumstances and alleged violation(s). Whether the student admits or denies the violation, the Extracurricular Activities Board will weigh the evidence that is available to them, vote by secret ballot, and then apply the consequences as decided upon by the extracurricular activities Board. A letter will be sent to the student's parents by the administration indicating the action taken and details of the code violation.

The steps outlined hereafter are the procedure for a participant or his/her parents to follow in appealing decisions relating to discipline taken under this code.

1. A written appeal request must be submitted to the administration within five (5) school days from the time of notification to the parents and students of the discipline imposed. The appeal must state the reason(s) for appealing.
2. After a written appeal, has been received, the administration will, within three (3) school days of receiving the written appeal, resolve the situation with the parent(s) and student or set a date for a hearing. Such date will not be later than five (5) school days after the receipt of the written request for a hearing. Present at the hearing, in addition to the Athletic Director, Principal and/or Superintendent of the school, and other members of the Extracurricular Activities Board (members are newly selected before each hearing), shall be the student and parents or parents' representative, and, if a rule relating to a specific activity is involved, the head coach of the sport or advisor of the activity.

At the hearing:

- A. The participant will be provided with an opportunity to testify and present other evidence on his/her behalf.
- B. The participant will have the opportunity to confront any accusers whose information may have been used as evidence in the initial suspension. If said accusers cannot be present within the timelines above, the hearing will be adjourned for a reasonable time to enable them to be present if appellant requests.
- C. After all evidence has been presented, the Extracurricular Board will vote, by secret ballot, to determine if the person is guilty or not.
- D. After the voting, the decision of the Board will be put in writing and a copy will be mailed to the student and his/her parents.

SECTION 8 - STATE TOURNAMENTS

Parents and students are responsible for student behavior at tournaments when Belmont is not competing. The school or school personnel are not responsible for transportation to or from the tournament site. The school or school personnel are not responsible for students while they are attending tournaments that Belmont is not competing in.

NOTE: This day is a parent requested absence day, is still counted as a missed day of school, and goes against a perfect attendance record. Because it is considered an excused absence, schoolwork can be made up and counted toward the student's grade

SECTION 9 - POLICIES AND PROCEDURES

9.01 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.

9.02 MONETARY COLLECTIONS AND CLASS FUNDS

The principal 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 from the office.

9.03 TREATS

No food or drink, other than water or a sports drink, is allowed in the classroom or gym unless it is a rare special occasion. Food and drink in the hall is not allowed. Food and drink is allowed in the commons area. No glass containers of any kind are allowed in the building or on the school grounds.

9.04 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 district office or administration. 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.

9.05 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.)

9.06 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 new 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. **DO NOT PARK** around the island. 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.**

9.07 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.

9.08 REMOVED FROM CLASS

If a student is removed from a class, study hall, or the library, the student, in most cases, will be issued a detention by the administration, for missing class time due to the removal. A notice will be sent to the parent(s) and a conference with the parent and teacher may be requested to help avoid the same problem in the future.

9.09 DRUG PARAPHERNALIA, CELL PHONES AND ELECTRONIC DEVICES

State law (statute 118.258) requires that each school board shall adopt rules prohibiting a pupil from using or possessing an electronic pager or any other type of 2-way communication device while on premises owned, rented by, or under the control of a public school. The rules may allow for the use or possession of such a device by a pupil if the School Board or its designee determines that the device is used or possessed for a medical, school, educational, vocational or other legitimate use. The School Board shall provide each pupil with a copy of these rules annually and shall submit a copy of the rules to the State Superintendent whenever the rules are first adopted or amended. The law provides that no person shall use, or possess, with the sole intent to use, drug paraphernalia for purposes prohibited by the controlled substance law. "Drug paraphernalia" is extensively defined under the law. The law authorized municipal ordinances to prohibit certain conduct related to drug paraphernalia. The law requires UW and VTAE campuses to adopt rules providing nonacademic misconduct disciplinary sanctions for students engaging in certain controlled substance violations.

9.10 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 aide 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. See 1.08, II. E.

The Belmont 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. These include MP3 players, electronic devices, money, and other such items. (It is strongly suggested that you leave personal entertainment devices such as MP3 players, gaming devices, etc. at home – they do not belong in school, nor are they allowed on school property during the school day.)

Lockers are assigned. Students must use only the locker assigned them. After the first day of school ALL locker assignments or changes will be made in the middle/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 middle/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 Phy. Ed. locker.

9.11 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

Lunch line service will be done with the idea of first-come-first-served. No student may cut in front of another student just because he/she is an upperclassman.

9.12 AFTER HOURS EVENTS

Dances, etc. shall be approved by the administration. 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.

9.13 RELATIONSHIPS

To promote the social growth of the students, the Belmont High School sponsors dances and extra-curricular activities. The School will not tolerate forms of petting, such as kissing, fondling, or any inappropriate touching* on the school grounds, in school, on the school bus, or at a school affair.

*Inappropriate refers to the touching of the private parts of another person or attracting undue attention by behavior.

9.14 WORK

No student will be excused from any classes to work without prior parent request (email, phone call or handwritten note) as outlined in section 2.03.II.

9.15 HALL TRAFFIC

In passing down a corridor or stairway, always keep to the right as much as possible. Running or horseplay is absolutely prohibited.

9.16 THE TELEPHONE

Students will not be called out of class for telephone messages except in cases of emergencies. Only business calls or messages from parents will be given to students. The telephones in each classroom may **NOT** be used by students unless in an emergency. The telephone in the office should be used only on a limited basis, and students must ask permission to use the phone. The phone in the office is a courtesy and is intended so that students may call on business, or reach their parents by phone – it is not intended for social conversations. The office personnel has the right to limit the use of the office phone.

9.17 DETENTION

1. A detention period will be held from 3:30 – 4:00 P.M. on Mondays through Thursdays under the supervision of faculty members, administration or designee.
2. Rules for detention are:
 - Students will not be allowed to bring coats, candy, pop, or other refreshments to the assigned detention area.
 - Students will not be allowed to talk or sleep during the detention session.
 - Students are not allowed passes to other areas or allowed to leave early unless the administrator grants permission.
 - Students are required to bring “school work” with them to study for the designated detention time.
 - 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.
 - A student who skips an assigned detention period will be on in-school suspension the following day.
3. Assignment Procedure:
 - The administrator, or designee, shall be in charge of assigning students to detention for disciplinary action.
 - Teachers have the authority to require students to report to them rather than regular detention.
4. A partial list of reasons to be assigned general detention or suspension includes (list is not all inclusive):
 - School truancy
 - Unexcused tardiness (late to school or late to class)
 - Class truancy
 - Any attendance violation
 - Hall pass violation
 - Disruptive behavior
 - Lack of academic progress
 - Insubordination
 - Using profanity
 - Tobacco use or possession (also referral to law enforcement)
 - Tampering with safety equipment including pulling false fire alarms.
 - Any violation of school practices and procedures (at school or at school activities.)
5. Parents will be notified, by the teacher, administrator or designee, when a student is assigned a detention.
6. The makeup procedure is:
 - Students will be assigned a specific detention date. Parents/Guardians will be notified of the date.
 - Detentions may accumulate to a maximum of three (3) during any week. Any detentions beyond this maximum could result in a school suspension.
 - A student who skips an assigned detention period will be on in-school suspension the following day.

Note: Teachers have the authority to assign students to detentions under their direct supervision rather than assign to the general detention.

9.18 BEHAVIOR IN THE GYM

You will be expected to conduct yourselves like ladies and gentlemen at all times. Belmont School Rules are expected (and directed by the WIAA article IX) to be followed by students at all times.

Regular shoes will be allowed for dancing; other activities will require gym shoes. If a question occurs, contact an administrator.

9.19 PROGRESS REPORTS

All students in grades 7-12 will receive a progress report in each of his/her classes at about the midpoint of each nine (9) week period. These reports must be taken home so your parents can see them. Progress reports containing Ds or Fs will be mailed home to the parent(s).

9.20 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.

9.21 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 high school office. Permission for use will be granted on a first-come-first-served basis.

9.22 LITTLE THINGS THAT COUNT (Hats, Coats, Courtesy, Friendliness)

Hats and coats are to be removed in the building from the time the student enters the building to the time the student leaves the building. Students may walk directly to their locker and then take the hat and coat off. Remove your hat and stand at attention during the National Anthem. Courtesy is the mark of a wholesome person toward others. Many times you are judged by the respect you show toward your parents, teachers, elders and your peer group. Friendliness is the basis of getting along with others.

9.23 DANGEROUS WEAPONS IN SCHOOL

It is the policy of the Belmont Community School District to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To aid in reaching that goal, the district shall enforce a policy that no person shall unlawfully possess, use, or store a dangerous weapon on the school premises, school buses, or at any school-related or school sponsored event.

A dangerous weapon is defined by state law and is any object that, by its design, can cause bodily harm or property damage (ammunition and explosives are included within the weapons category.) Also, don't bring pocket knives, matches or lighters to school.

Any person suspecting or observing another person in possession of a dangerous weapon with intent to use should exercise careful judgment and extreme caution to determine whether that person will voluntarily surrender the weapon to school personnel. If cooperation in surrendering the weapon is not deemed evident, the suspect should be kept under surveillance until law enforcement personnel arrive.

Students in possession, storing, or using a dangerous weapon shall be subject to disciplinary action including, but not limited to, the District reporting the offense to parents/guardians and law enforcement authorities, and consideration of suspension (out-of-school and/or in-school) and recommendation for expulsion from school to the Board of Education. (SPECIAL NOTE: In cases involving a gun, the offender will be expelled from the regular in-school education program by the Board Of Education for a period not less than one year. The District Administrator has the discretion to modify the expulsion requirement for the offender on a case-by-case basis.)

Employees violating this policy shall be disciplined (up to and including termination of employment) and be referred to law enforcement officials. Any person violating this policy shall be referred to law enforcement officials.

Referral to law enforcement officials for possible prosecution under state laws, Belmont Community Ordinances, or federal laws relating to possession of firearms or other dangerous weapons.

9.24 LASERS

The Belmont Community School District has adopted the "No Laser" policy. The laser, if pointed directly into the eye, may cause serious eye damage. Therefore, laser pointers will not be allowed on Belmont Community School District Property. The lasers will be confiscated and discipline will start with any step (1-4) depending on severity (Section 1.08 I-A of the Student/Parent Handbook).

9.25 CHEATING

Any student who is caught cheating shall be punished by the teacher and/or, the Extra-Curricular Code, and the Student/Parent Handbook. Teachers need to turn in all cheating situations. Discipline will start with any step (1-4) depending on severity (Section 1.08 I-A of the Student/Parent Handbook see page 2). (on a semester final: A zero is given and the final must be taken over.)

9.26 PLAGIARISM

Plagiarism is defined as the unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one's own original work. Plagiarism is a violation of the Student Code of Conduct and will result in a zero for the assignment.

9.27 SNOWBALLS

Throwing snowballs can cause harm. Do not throw snowballs while on school grounds. Students who throw snowballs are subject to actions under section I, part A.

9.28 SENIOR TRIP PLANNING GUIDELINES

- **Plan the trip over a weekend using up to three school days**
- **Paying for the trip – No more than 10% upfront out-of-pocket cost to the student (90% of cost from class fund)**
- **Deadline: By November 1, 80% of fundraising is complete. Senior spaghetti supper and 50/50 raffles may occur after November 1.**
- **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.**
- **Two paid chaperones will be allowed to supervise the trip.**

9.29 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.

9.30 INTERNET USAGE - COMPUTER NETWORK ACCEPTABLE USE POLICY

Belmont Community School District provides access to computer network resources, including the Internet, for staff and students to enhance the curriculum and learning opportunities. Belmont Community School District has established the Computer Network Acceptable Use Policy to ensure appropriate use of this resource, which is a privilege, as students and staff perform research while accessing global information, and/or perform research and collaborate with others in educational projects.

It is impossible to control all of the materials found on the Internet. Students may have access to materials that are illegal, defamatory, inaccurate, or potentially objectionable to some people. Belmont Community School District believes, however, that the educationally appropriate information and interaction available on the worldwide network outweigh the possibility that users may procure materials that are not consistent with the educational goals of the District.

Privileges: Users should be aware that the use of the computer network is a privilege and is not guaranteed private. This privilege may be restricted or canceled at any time for use not consistent with the educational goals of Belmont Community School District's System operators will have access to all user accounts, including email. Messages relating to, or in support of, illegal activities will be reported to the proper authorities.

User Expectations: All users should be aware that the inappropriate use of electronic information resources could be a violation of local, state, and federal laws. Violations can lead to prosecution. Unacceptable use of the network will result in the suspension or revocation of network access, appropriate disciplinary use, and/or legal action. Any damage caused by unacceptable use will be repaired at the violator's expense. When using the computer network, users are expected to abide by the policies established by Belmont Community School District, which include, but are not limited to:

- Maintain a secret password and not allow others to use it;
- Respect the rights and privacy of others by not accessing an account other than their own or changing computer files that do not belong to the user;

- Respect network security and integrity of files and programs (no hacking);
- Use the network, network equipment, and computer equipment in a way that will not cause damage to computer equipment or disrupt the use of the network by other users, in doing the same;
- Do not bring in personal software on USB Flash Drives, or attempt to load programs on school computer equipment;
- Use the Internet to research assigned classroom projects, not to access materials (or show others how to do the same) that are inconsistent with the school's code of conduct or the district's educational goals;
- Do not reveal personal addresses, phone numbers, personal financial information, email address, or other personal information for themselves, students or staff;
- Respect and uphold copyright laws and all other applicable laws or regulations, not illegally transfer software or create/distribute a computer virus;
- Respect copyright laws by not downloading copyrighted programs or materials, except where credit has been given or obtained;
- Use the Internet to send electronic mail (email), when authorized by system operators, to other users in polite and non-abusive language;
- Do not subscribe to Internet services, including email and paging, or participate in chat groups, recreational on-line games, gambling, or similar activities;
- Follow all regulations posted in the computer lab or other room where computers are in use;
- Follow the directions of the person in charge of the computer lab or other room where computers are in use;
- Do not use the Internet for commercial use or illegal purposes; and
- All technological products created using school equipment or for school assignments remain the property of the school unless releases approved by the Belmont Community School District's Board of Education.

Consequences: Consequences for students violating provisions of the Computer Network Acceptable Use Policy are cumulative and are as follows:

- 1st offense: Minimum two-week (school week) loss of network privileges, administrator and parents are notified. Can be carried over to the next school year.
- 2nd offense: Minimum thirty (30) school day loss of network privileges, administrator and parents are notified. Can be carried over to the next school year.
- 3rd offense: Minimum one-quarter loss of network privileges and parents are notified. The technology coordinator and administrator will determine exact length. Can be carried over to the next school year.

Student Consent and Parent Denial: Since students may have access to material, which is beyond the District's control, a parent or guardian must agree that his/her child(ren) can have individual access to the computer network and/or the Internet. Unless permission is specifically denied by contacting an authorized representative (principal, superintendent, secretary, or technology coordinator) of the Belmont Community School District, approval is assumed to be granted by returning a signed student handbook parental form.

9.31 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.

9.32 BULLYING POLICY

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,

Prohibition

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.

Definition

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.

Procedure for Reporting; Retaliation

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.

Procedure for Investigating Reports of Bullying

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.

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

SECTION 10 – PHILOSOPHY OF THE STUDENT ASSISTANCE PROGRAM

The Belmont School District recognizes that the use of alcohol and other drugs, and the problems associated with it, are becoming increasingly commonplace in our society. The school district recognizes that, in many instances, a person's misuse or abuse of alcohol and other drugs can lead to the illness of alcoholism and other chemical dependencies. However, if the use is identified early and treated appropriately, treatment is usually more successful.

10.01 POLICY ON STUDENT ALCOHOL AND OTHER DRUG ABUSE

The Belmont Community School District recognizes that students often need education and assistance because a person significant to them is affected with chemical dependency or because they require support in their own decisions not to use or abuse other drugs. Since chemical dependency is frequently preceded by the abuse of alcohol and other drugs, the school system wishes to provide education and assistance to any student displaying the signs of such harmful involvement. The Belmont Community School District recognizes that chemical use may evolve into chemical dependency, a serious illness, and can be successfully treated if identified early, if appropriate referral to community agencies is made, and if adequate support is afforded those who are in the process of recovery.

It should be understood by parents, students, and staff that school officials will vigorously enforce all violations of school rules and regulations or state and federal laws. The student's rights and responsibilities outlined by the Belmont Community School District will be adhered to as the standard administrative practice regarding student discipline and student's rights.

Thus, the Belmont Community School District establishes a program to provide education, assistance, and support for students affected by chemical dependency or other alcohol and drug abuse-related problems, along with the following guidelines:

1. The possession, manufacture, use, delivery, or sale of alcoholic beverages or controlled substances by students in school or at school-sponsored events, is expressly forbidden.
 - a. **FIRST OFFENSE:** The student will be suspended for three school days. The building administrator may hold suspension in abeyance if the student seeks professional counseling for help with their problem.

- b. SECOND OFFENSE: The student will be suspended for three school days. Upon returning to school, the student must attend counseling sessions.
 - c. THIRD OFFENSE: A recommendation for expulsion will be made to the Board of Education. The student must complete an outside treatment program before he/she is readmitted to school.
2. The main responsibility for operating the program will be in the hands of an administrator (or his/her designee) who will interpret the district's policy to students, staff, parents, and the community
 3. An essential feature of the program is that students, along with their families, are encouraged to contact staff persons regarding problems with alcohol and other drugs, with the assurance that such contacts will be handled confidentially.
 4. In general, students who refer themselves (or if a concerned person refers another person) and seek treatment may be given special consideration.
 5. Students may be referred for help by school staff, other students, parents, or community agencies (i.e. clergy, law enforcement, etc.). Staff members are expected to refer any student who:
 - a. exhibits a definite or repeated pattern of decline in their school performance, which may be alcohol or drug-related, and/or
 - b. manifests any signs, symptoms, or indications of a chemical problem.
 6. Any student judged by the administrator to be a possible danger to him/herself or to others may be excluded from school until a professional evaluation is obtained. In cases of extended absence, assignments will be provided or homebound instruction initiated.
 7. When a referral is made, district personnel may consult with the student and contact other staff members in an attempt to assess the nature and scope of the student's problem.
 8. On the basis of his/her assignment, the resource person may recommend one or more of the following courses of action:
 - a. No reason for immediate concern; no chemical problem.
 - b. Referral to other resources.
 - c. Continued one-to-one involvement with the counselor or other staff.
 - d. Continued involvement with a counselor and group experiences.
 - e. Referral for outside evaluation.
 - f. Inpatient treatment.
 - g. Outpatient treatment.
 - h. Involvement in AA, Alanon, Alateen.
 9. At all times, it is the prerogative of the student and families to accept referral to a counselor or to other outside assistance, or to reject it. Regardless of whether a student accepts or rejects assistance, it still remains his/her responsibility to maintain satisfactory or acceptable levels of performance and conduct, or face such legitimate disciplinary action as may be corrective and warranted.
 10. If a student accepts referral and/or treatment, that fact will be regarded as it would for any illness, with respect to benefits and privileges. So long as a student is involved with the program, and is making satisfactory progress, there is no reason why he/she may not remain in school.
 11. No records of a student's participation in the program will become a part of the permanent record. The fact of a student's participation in the program, including conversations he/she may have with staff members will be held strictly confidential, as required by federal confidentiality regulations and Wisconsin Statute (e.g., 118.25, 118.26).
 12. The awareness and support of parents for a student affected by alcohol and other drug abuse and chemical dependency is extremely important. However, where either students or parents do not wish to cooperate in making needed assistance available, the student's status in school may have to be re-evaluated, taking into account the best interests of the student, the nature of the problem, and the health, safety, welfare, educational opportunity, and the rights of other students and staff.
 13. It is against school policy for anyone - student or staff - in school, on school grounds or at school-sponsored activities, to be under the influence of alcohol or other mood-altering drugs, except as outlined in number fourteen.
 14. Prescription medications are to be construed as exceptions to this policy when used by the individual for whom they were prescribed, and in the manner and amount prescribed.
 15. It shall be the responsibility of the administrator and/or his/her designee to develop procedures consistent with this policy, and to provide the necessary orientation and training and staff persons. The administrator-designee and the counselor for the school will evaluate the progress of the program and its effectiveness, and make annual reports and recommendations.

SECTION 11 - STORM DRILLS AND ALERTS

11.01 FIRE DRILLS

When alarms sound:

1. Teacher directs class to 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.
5. Students are not to stop at lockers for any reason.

Where to go:

Rooms 142, 143, 242, and 243 -- Move to your left and exit through the outside doors and go into the parking lot.

Rooms 140, 141, 240, and 241 -- Move to your right and exit through the outside doors and down the hill. P.

E. - Exit gym doors in lower gym. Exit the doors by the Elementary Library exit if in the upper gym.

Library - Exit the main entrance and move into the parking lot.

Science Rooms, Math, Art -- Exit the doors by the Art Room and move to the football field.

Business, Computer Room -- Exit the doors by the Computer Room and move to the football field.

Rooms 6A/B, 5, 3, 2, 1, Elementary Library 15 and 16 -- Exit the doors by elementary library entrance - move to the parking lot.

Rooms 7, 8, 9, 10, 11, 12 -- Exit the doors by Rooms 11 and 12 and move to the practice field.

Rooms 17, 18, 19A/B, Band and Ag -- Exit the doors by Room 19 and move to the practice field.

11.02 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. Elementary students and teachers should walk along the wall inside the gym toward the locker room to avoid the possible broken glass from the cafeteria area.

11.03 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:

- Confusion and ambiguity - Information will not always be available.
- Flexible responses, depending on the circumstances.
- Pressure.
- These factors will be our companions in the immediacy of a crisis situation.
- In addition, the media will be present. They have the capability to communicate fast and sometimes radio and television will broadcast information (not always accurate). Classrooms have radios and TV's. Determine whether they should be turned off because of security, panic or sensitivity (sometimes victims and their status are relayed over the air)
- 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.

SECTION 12 - BUS RIDER RULES

12.01 GENERAL

1. Parents and pupils must realize that school bus transportation is a privilege, not a right.

2. Be informed that misbehavior of any kind will not be tolerated. Pupils who misbehave can be suspended from school and can be denied the privilege of riding on the bus.
3. The Driver is the authority on the bus. He/she has the right to assign seats in an effort to provide safe passage for all students.
4. The driver is to report all safety and behavior violations to the principal for disciplinary action.

12.02 PUPIL AND PARENT RESPONSIBILITIES

1. Pupils will ride on assigned buses. Parents must request, in writing, any exception from this rule. Request shall be made to the office.
2. Pupils will board and depart from their assigned bus at selected designations unless written permission to be left off at other than a regular stop is granted. The bus driver must be presented such a written request signed by an administrator. Parents will assume the responsibility of the child when such a request is made and granted.
3. A certificate or statement from a medical doctor will be forwarded to the office of the superintendent to substantiate all physically handicapped cases. Temporary handicap will require an annual statement. Permanent handicap will require only an initial statement. Parents are responsible for obtaining the statement and forwarding it to the superintendent's office.

12.03 PREVIOUS TO LOADING (On the road and at school):

1. Be on time at the designated school bus stop - help keep the bus on schedule.
2. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single file manner. Do not rush to get on the bus.
4. Be courteous. Don't take advantage of younger children in order to get a seat.
5. If there is not a sidewalk or path, it is recommended that you walk on the side of the road facing traffic to get to the bus stop.
6. Use the handrail and watch your step when boarding the bus.

12.04 WHILE ON THE BUS:

1. Keep hands, head, and feet inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as valuable as furniture in your home. Damage to seats, etc. must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Leave no books, lunches, or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Remain in the bus in case of an emergency, unless directed to do otherwise by the bus driver.
9. Do not throw anything out of the bus window.
10. Always remain sitting in your seat while the bus is in motion.
11. Always be courteous to fellow pupils, the bus driver, the driver's assistant and to passers-by.
12. Keep absolutely quiet when approaching a railroad-crossing stop.
13. Parents will be notified if there is continuous misconduct on the bus. Bus riders may be denied the privilege of riding.
14. The driver is responsible for controlling the bus rider. They must obey him/her promptly and cheerfully.
15. Inform the driver, if possible, when a rider will be absent.

12.05 AFTER LEAVING THE BUS:

1. Cross the road at least 10 feet in front of the bus, but only after checking to make sure no traffic is approaching and/or after receiving a signal from the driver.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver. (Note: prearranged signal)
4. Riders are not permitted to leave the bus at other than regular stops unless school officials have given proper authorization in advance.

12.06 FIELD TRIPS AND EXCURSIONS

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.

12.07 EXTRA-CURRICULAR ACTIVITY

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:

1st offense - Student(s) cannot ride a bus to away events for three (3) weeks.

2nd offense - Student(s) cannot ride the bus to away events for three (3) months.

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

BELMONT COMMUNITY SCHOOL DISTRICT BULLYING

I. Introduction

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,

II. Prohibition

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.

III. Definition

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.

IV. Procedure for Reporting; Retaliation

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.

V. Procedure for Investigating Reports of Bullying

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.

VI. Sanctions and Supports

If it is determined that students participated in bullying behavior in violation of the policy, the administrator 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 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 the collective bargaining agreement or disciplinary action established by policy or practice.

VII. Disclosure and Public Reporting

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.

VIII. Intervention Steps

Step 1: When appropriate and safe, student utilizes 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.

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

Threats of violence will immediately be reported to an administrator.

When appropriate, the Guidance Counselor will meet separately with students to determine plan of action for 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 an administrator for Disciplinary action. Disciplinary action is at the discretion of the administrator but may include: verbal warning, detention, In-school suspension, Out-of-School suspension, expulsion.

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

Pledge

We the students of Belmont High School 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

HIGH SCHOOL BELL SCHEDULE

PERIOD	TIME
1ST	8:00 – 8:43
2ND	8:47 – 9:30
3RD	9:34 – 10:17
4TH	10:21 – 11:04
5TH	11:08 – 11:51
LUNCH	11:55 - 12:25
6th	12:29 – 1:09
7TH	1:13 - 1:56
8TH	2:00 – 2:43
9TH	2:47 - 3:30

JR HIGH SCHOOL BELL SCHEDULE

PERIOD	TIME
1ST	8:00-8:43
2ND	8:47-9:30
3RD	9:34-10:17
4TH	10:21-11:04
LUNCH	11:08-11:38
5TH	11:42-12:25
6th	12:29 – 1:09
7TH	1:13 – 1:56
8TH	2:00 – 2:43
9TH	2:47 - 3:30

EARLY RELEASE SCHEDULE

PERIOD	TIME
1ST	8:04 – 8:32
2ND	8:35 – 9:03
3RD	9:06 – 9:34
4TH	9:37 – 10:05
5TH	10:08 – 10:36
6TH 6TH-8TH GRADES	10:39 – 11:07
9-12 LUNCH	10:39 – 11:07
6TH 9-12 GRADES	11:10 – 11:38
6-8 LUNCH	11:10 – 11:38
7TH	11:41 – 12:09
K-3rd GRADE LUNCH	11:50
8TH	12:12 – 12:40

EXAM DAY BELL SCHEDULE

PERIOD	TIME
1ST	8:00 – 9:36
2ND	9:46 – 11:22
LUNCH	11:25 – 12:05
3RD	12:08 – 1:44
4TH	1:54 – 3:30

LATE START SCHEDULE

PERIOD	TIME
1ST	10:00 – 10:35
2ND	10:38 – 11:13
3RD 9-12th GRADE 6-8 TH GRADE LUNCH	11:16 – 11:46
3RD 6-8th GRADE 9-12 TH GRADE LUNCH	11:49 – 12:19
4TH	12:22 – 12:57
5TH	1:00 – 1:35
6TH	1:38 – 2:13
7TH	2:16 – 2:51
8TH	2:54 – 3:30

LUNCH SCHEDULE

<u>Group</u>	<u>Eat at</u>
4K	10:50
6 th -8 th	11:04
4 th -5 th	11:15
4K	11:40
9-12	11:51
K	12:00
1 st	12:05
2 nd	12:10
3 rd	12:15

K-3 Recess 11:15-11:45

4th- 5th Recess 11:45-12:15

LATE START LUNCH

<u>Group</u>	<u>Eat at</u>
6 TH -8 TH	11:10
4 TH – 5 TH	11:30
4K	11:40
9 th – 12 th	11:46
K	12:00
1 st	12:05
2 nd	12:10
3 rd	12:15

K-3 Recess 11:15-11:45

4th- 5th Recess 11:45-12:15

STUDENT/PARENTS:

*****Parents, please READ the pages preceding this form. The pages preceding this form highlights changes, areas of concern, and points of interest for the 2019-2020 handbook. 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 handbook is available at [www. belmont.k12.wi.us](http://www.belmont.k12.wi.us) or you may pick up a copy from the High School office.***

We, the 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.

