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**STUDENT**

**HANDBOOK**

**2017-2018**

**Approved by the**

**Barneveld Board of Education**

**Barneveld Public School  
304 S. Jones St  
P.O. Box 98  
Barneveld, WI 53507**



**The Barneveld School District does not discriminate on the basis of sex, race, color, religion, creed, age, national origin, ancestry, pregnancy, marital status or parental status, sexual orientation, or disability.**

**District Administrator, Brett Stousland, Compliance Coordinator for Title IX and Section 504 and ADA.**

*Complaints may be filed in the district Administrator's office at the following address: 304 S. Jones St., Barneveld, WI 53507. Telephone number 608-924-4711, email [bstousland@barneveld.k12.wi.us](mailto:bstousland@barneveld.k12.wi.us)*

# Barneveld



## School District

Welcome, new students and returning students! The students at Barneveld are known for their friendliness, enthusiasm, and hard work. You have the opportunity to become part of this tradition and continue it. We encourage you to pay attention in class, listen to directions and explanations, ask questions, and try to do the best job you can.

As you settle into Barneveld School, you will see our school is designed for students. The courses, extra programs, and even the architecture of our building were established for you. This is a time for you to explore. You will discover new skills, interests and learn many new things.

One goal of our school is to teach you HOW TO LEARN. Your teachers will encourage you to think for yourself, learn how to ask useful questions, seek answers on your own, and how to study effectively. Sometimes you will learn from the information your teacher gives you, sometimes you will work by yourself, and there will be times you will work with your peers. Group and class projects will teach you many things, including how to work with others.

During your career at our school you may discover how you learn best. It could be by listening, by reading, or by creating something with your hands. It might even be all of these. You will find Barneveld a busy and friendly place to learn. Welcome to Barneveld School- we're glad you are here!

The Barneveld School's policies and procedures are the result of commonly held school goals and society's hopes for our schools. If our democratic society is to grow, and our way of living and believing to last, we need young people who appreciate, understand, and practice these ideals above personal satisfaction.

School policies and procedures are intended to protect and train the physical, social, mental, and emotional growth of its youth. The school's policies specifically limit the opportunity of any individual to interrupt another student's educational growth.

### OUR PLEDGE TO YOU

We will...

- ❖ CARE
- ❖ RESPECT YOU
- ❖ BE HONEST WITH YOU
- ❖ EMPATHIZE WITH YOU
- ❖ TRUST YOU UNTIL YOU PROVE YOU CANNOT BE TRUSTED
- ❖ LISTEN TO YOUR SIDE OF THE STORY
- ❖ REMEMBER YOU ARE ONLY PART-WAY TO ADULTHOOD

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NOTE: Please detach sign and return to Homeroom teacher by the second week of school.

\*=These are areas of importance and a part of the signature page checkoff.

## **ABSENCES/ATTENDANCE**

### **Parental Reporting of Absences**

When a student is absent, their parent or guardian shall call the school by 8:30 A.M. to report the absence.

- When at all possible provide documentation regarding a medical, dental or court appointment.
- When a student arrives to school late for any reason at any time, the student and/or parent/guardian must check in at the attendance office.
- When a student is leaving school because of illness or appointment, the student and/or parent/guardian must check out at the attendance office.

**Excused Absences:** Examples include any absence that is under the direction or care of a medical professional, dentist, or mental health expert in which documentation is provided. Other examples include in-school and out of school suspension, school field trips or pre-approved absences, court proceedings (documentation is needed), or death/major illness in the immediate family.

**Unexcused Absences:** Unexcused absences are regarded as truant. Examples include unreported absences, skipping a class or school day, or leaving the school grounds without authorization. Absences are unexcused when they become excessive (beyond the 5 day limit per semester) unless appropriate documentation is presented.

### **Prearranged Absences:**

Families may request permission for prearranged absences for special circumstances. Students must arrange manners which class work will be made up prior or upon return with individual teachers. You may obtain a form through the attendance office or this link: [\*prearranged absence form\*](#).

**Tardiness:** All students are expected to be in school on time and be in their classrooms when the bell rings.

When a student arrives to class more than 20 minutes late, they are considered unexcused for the period.

When a student arrives late to their class and/or are unprepared to learn at the point of arrival, they are deemed to be tardy to class.

### **Missed Work Because of Absence**

- Students with excused absences are required to make up the work missed and need to communicate with their teachers regarding missed work.
- Students will be able to make up missed work when absent. Students will have 1 day, plus the number of days absent to make up late work without penalty. Failure to turn in late work may result in a failing grade for that assignment.
- If the student knew of the exam in advance of the absence, the exam must be made up the day the student returns to school. If a student did not know of the exam, or if the student had been absent for a long illness, additional time may be allowed.
- If a student has an unexcused, they may not be able to make up class work, but will be able to make up large tests and projects.
- \*Exceptions may be granted by the teacher for unusual circumstances. These arrangements must be made prior to the expiration of the time limit. The time and manner for making up tests and quizzes will be at the teacher's discretion. Teachers may elect to give an alternative test and/or assignment.

### **Absences/School Activities**

*Barneveld School District believes that students who do not attend school should not participate in or attend after school activities.* The following policies will apply.

- The student must be in a full day of attendance to be able to participate in practice and/or competition any given day. The only exceptions to this requirement are:
  - Medically documented or legitimate prearranged excused absences with the Principal and

Athletic Director.

- Emergencies deemed acceptable by the Principal and Athletic Director;
- A student who is absent from school on the day or morning following an activity or contest shall be ineligible for participation in the next scheduled activity or contest unless suitable and adequate reason for such absence is given to the Athletic Director.
- If a student is absent during the school day they are not allowed to attend after school activities, such as athletic events, etc.

### **How Will Attendance be Handled?**

The attendance secretary will field all calls and mark the attendance record appropriately. When a student meets the 5 day maximum, an e-mail and letter will be generated to the student, the guardian and homeroom teacher. Any days beyond the five will be counted as unexcused unless appropriate documentation is provided.

Tardy: When a student has 4 cumulative tardies (for any combination of classes), they will be issued a detention by Administration. If the student has 8 cumulative tardies to class, they will be issued a second detention and referred to the building problem solving team.

Unexcused Absences:

3 unexcused absences: Notification letter to student and guardians.

4 unexcused absences: Development of attendance contract between student, family and school.

5 unexcused absences: Filing a Truancy Referral Report to Iowa County and Village of Barneveld

### **Wisconsin State Statutes**

#### **118.15 COMPULSORY SCHOOL ATTENDANCE**

Unless the child has a legal excuse or has graduated from high school, any person having under his/her control a child between the ages of 6 and 18 years of age who has not graduated shall cause such child to attend school regularly, during the full period and hours, religious holiday excepted, that the public or private school in which such a child should be enrolled is in session until the end of the school term (year), or semester of the school year in which he becomes 18 year of age.

#### **118.16 TRUANCY**

Truancy means any absence of all or part of one or more days from school during which the principal 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.

#### **118.16 HABITUAL TRUANT**

“Habitual Truant” means a pupil who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester.

### **ACADEMIC AWARDS PROGRAM 9-12**

Students achieving academic excellence will receive awards determined by their term grade point averages. The awards will be presented at the beginning of the following semester (first semester awards in January, second semester awards the first day of school.) Points in the program to be awarded on the following basis:

High Honor Roll (3.5-4.0) – 1 pt.

Honor Roll (2.99-3.499) - .50 pt.

Awards will be given at the following levels:

**Level I** -Academic certificate (4 points)

**Level II** - Academic letter (6 points)

**Level III** - Academic excellence medallion (9 points)

**Level IV** - Plaque for academic excellence (12 points)

The system may be applied to transfer students based on their transcripts. Points will be accumulated for the first seven semesters plus the third quarter of the senior year.

**ACADEMIC INTEGRITY:** Adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process.

Examples: Plagiarism; falsified or invented work/information instead of actually doing the work, research or task themselves; Use of unauthorized tools or materials in any academic work; misuse or falsification of academic documents; purposefully damaging or hindering the work of others; assist other students in any of these acts.

Consequences: Goal is to inform, correct, deter and prevent future violations.

Zero on assignment with no chance for revision (or until revisions are made at the discretion of the teacher), discuss with student, administrative contact, parent contact, incident is recorded in student management system for all incidents. Progressive discipline may include: Detention, service detention, In-school suspension, and out-of-school suspension.

### **ACCIDENTS**

All accidents occurring at school, on the school bus, or on any school-sponsored activity must be reported to the office as soon as possible. An accident report form must be completed.

### **ACCOMMODATIONS**

School boards are also required to notify students and their parent or guardians of the following:

1. Right to request the school board to provide the student with program or curriculum modifications as outlined in section 118.15 (1) (d) of the state statutes, and
2. The decision-making process to be used in responding to such requests under sections 118.15 (1) (dm) and (e) of the state statutes.

This policy establishes procedures for compliance with sec. 115.28 (31), WI Stats., requiring each School Board to provide for the reasonable accommodation of a pupil's sincerely held religious beliefs with regard to all examinations and other academic requirements.

This policy requires the annual written notification to all pupils, the parent or guardian of minor pupils, and instructors of the rules and complaint process. Please refer to the Board policy, 870 for specifics on the process.

Written acknowledgement will be made within forty-five (45) days of receipt of a written complaint and a determination will be made within ninety (90) days of receipt of the written complaint unless the parties agree to an extension of time. The complaint may file a complaint with or appeal directly to, the State Superintendent if the School Board does not comply with the statutory provisions of Sec. 115.28 (31), WI Stats.

### **AGE OF MAJORITY**

All students regardless of age are to follow the school rules and regulations. Those who are 18 or will become 18 have an even greater responsibility as he/she reaches the legal age of adulthood and is held to all State and Federal laws.

### **ALCOHOL, TOBACCO, AND ILLEGAL DRUGS**

The possession of and/or the use of an illegal drug, alcohol, or tobacco product while engaged in a school activity conducted on or off the school grounds is forbidden and will be subject to suspension and/or expulsion. The use of alcohol or nonprescription drugs prior to arriving at a school activity is also forbidden and carries the same penalty. A student under the influence of these substances will be referred to his/her parents and to the proper legal authorities. NOTE: The use of e-cigarettes or vaping should be included as a tobacco product under this policy.

### **ASBESTOS NOTIFICATION**

As a result of federal legislation (Asbestos Hazard Emergence Response Act – HAHERA), each primary and secondary school in the nation is required to complete a stringent new inspection for asbestos and to develop a new plan management for all asbestos-containing building materials. Barneveld School District has a goal to be in full compliance with this law. As a matter of policy, Barneveld School District shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the school district were inspected periodically by EOA accredited inspectors and any samples are analyzed by an independent laboratory.

### **ASSESSMENT AGENCIES, COUNSELING, REHABILITATION AND REENTRY PROGRAMS**

If you would like more information on other available resources, please see the AODA Coordinator, Guidance Counselor, or District Administrator.

### **AUTOMOBILE PARKING**

Students must park in the student section located in the center of the parking lot and indicated as Yellow striped lines. Irresponsible driving and/or parking will not be tolerated. Violations will be handled through parent notification by the office. Serious and repeat offenses may be reported to the Sheriff's office.

### **BOOKS**

Textbooks, electronic textbooks, and library books are the property of the Barneveld School District. Students will be held financially responsible for any damage or excessive wear and tear to books in their possession. Students are responsible for the care and condition of the textbooks assigned to them. All texts will be examined for damages at the end of the year. Any damages beyond reasonable wear will be charged to the student using the book.

- Book is no longer useable (lost) = cost of replacement
- Book needs rebinding = cost of rebinding
- Book is damaged, but still usable = ½ replacement cost

### **BUS RULES**

Each student that is provided transportation services by the school district is expected to obey the rules established by the school board for the safety and welfare of all students. Behavior on the school bus should be comparable to the type of behavior in the classroom. Unacceptable behavior shall result in disciplinary action by school authorities.

#### **Bus Conduct Policy**

Students are under the direct supervision of the driver at all times. The bus driver's decisions will be backed up by the School Officials if, after investigation, these decisions are found to conform to school policy.

- Be considerate of others on the bus and use good language at all times.
- Follow the instructions of the bus driver or chaperone.
- Board and leave bus at the designated bus stop.
- Ride on the bus to which you are assigned. Any request for exception to this rule must be made in

writing to the office secretary/principal/teacher who in turn will forward the message in writing to the bus driver.

- Obey the bus driver.
- All students are to remain seated while the bus is in motion.
- Profanity (swearing) is not allowed.
- Throwing paper, food, or any other object is not allowed.
- No food or beverage is to be consumed on the bus without the bus driver's permission.
- Fighting will not be tolerated.
- Smoking or chewing tobacco is against State Law and District Policy.
- Any behavior causing distraction of the driver affects the safety of all and will not be tolerated.
- Any damage to the bus by students will be paid for by students causing the damage and a vandalism report could be filed with law enforcement.
- Infraction of rules may result in assigned seats or suspension of bus privileges.

**Bus Discipline Procedures**

In order to maintain a safe environment for students riding buses and to assist in dealing with matters of bus discipline, the following procedures will be followed.

- Incidents of unacceptable behavior as determined by the bus driver will result in the driver speaking with the student regarding the matter and completing a bus conduct report. The driver shall also contact the student’s parents to inform them of the incidents. The driver shall also inform the building principal who will then take appropriate action. The administrator may suspend the student from riding the bus for a period of one to five days.

**CHANGE OF CONTACT INFORMATION**

All students are required to notify the office immediately when there is a change in address, phone number or email address.

**CLASS SCHEDULES**

Classes have been scheduled within the following times:

Regular Bell Schedule				
HS Schedule			MS Schedule	
Period 1	7:55-8:38		Period 1	7:55-8:38
Period 2	8:41-9:25		Period 2	8:41-9:25
Period 3	9:28-10:12		Period 3&4	9:28-10:59
Period 4	10:15-10:59		Lunch	10:59-11:33
Period 5	11:02-11:45		Period 5&6	11:35-1:05
Period 6	11:48-12:32		Period 7&8	1:09-2:38
Lunch	12:35-1:06		PIE	2:41-3:15
Period 7	1:09-1:52			
Period 8	1:55-2:38			
PIE	2:41-3:15			

**CLOSING OF SCHOOL**

School may be closed or called off when snow or other conditions make this advisable for the welfare of the students. WDMP (99.3 FM, 810 AM) - Dodgeville, and T.V. Channels 3, 15 and/or 27 shall serve as the official stations for such announcements.

All families are advised to have a "bad weather plan" so that students know what to do and where they should go if school is dismissed earlier than normal.

## **CODE OF CONDUCT**

Barneveld School District holds high expectations of its student s behavior.

The school is a learning environment where students, families, and staff are expected to behave in an orderly, mutually respectful manner at all times. Students, their parents/guardians, and staff members should expect a safe, orderly, positive environment to work and learn in. Students have a responsibility to know and follow the rules and regulations of the school at all times. Students should respect themselves, respect others, respect property, and be responsible for their own actions.

Students who are unable to meet our high behavioral expectation will receive appropriate consequences. Students referred to the administration for inappropriate behavior will have the opportunity to discuss and write their version of the situation. Administration will investigate and make a decision about the consequence.

Teachers will explain their expectations for behavior in their classrooms. Students can expect to see and hear the main school rules reinforced in every environment throughout the building. Teachers may also have additional expectations for student behavior. Teachers will explain their expectations and the consequences for positive and negative behavior. If parents/guardians have questions on individual classroom behavioral plans, they should speak with the classroom teacher for clarification.

The school reserves the right to use any legal form of consequence to maintain a safe and orderly learning environment. The school will not hesitate to assign a school detention, in-school suspension, or out-of-school suspension. If a student is suspended from school, a parental/guardian conference may be necessary before the student will be re-admitted.

## **COMPLIANCE WITH FEDERAL LAWS**

The Barneveld Board of Education complies with all Federal and State laws and regulations prohibiting discrimination with all requirements and regulations of the U.S. Department of Education. It is the policy of the Barneveld School Board that no person on the basis of race, color, religion, natural origin or ancestry, age, sex marital status, sexual preference or handicapping condition shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to, discrimination in employment or in any education program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education

## **CONFIDENTIALITY**

The Barneveld School District is required to locate, identify, and evaluate all children, with disabilities, including children with disabilities attending private schools in the school district, and homeless children.

The process of locating, identifying, and evaluating children with disabilities is known as child find. This agency conducts the following child find activities each year. This notice informs parents of the records the school district will develop and maintain as part of its child find activities. This notice also informs parents of their rights regarding any records developed.

The school district gathers personally identifiable information on any child who participates in child find activities. Parents, teachers, and other professionals provide information to the school related to the child's academic performance, behavior, and health. This information is used to determine whether the

child needs special education services. Personally identifiable information directly related to a child and maintained by the school is a pupil record. Pupil records include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are **not** pupil records.

**The school district maintains several classes of pupil records.**

- *Progress records* include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- *Behavioral records* include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers records, and other pupil records that are not progress records. Law enforcement officers records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time.
- *Directory data* includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- *Pupil physical health records* include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age ("eligible students") the following rights with respect to education records:

- **The right to inspect and review the student's education records within 45 days of receipt of the request.** Parents or eligible students should submit to the school principal a written request that identifies the records(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- **The right to request the amendment of the student's education records that the parent or eligible student believes is inaccurate or misleading.** Parents or eligible students may ask Barneveld School

District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- **The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorize disclosure without consent.** The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- **The right to file a complaint with the U. S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.** The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

## **CORRESPONDENCE AND ONLINE COURSES**

Students at Barneveld High School may take correspondence or online courses if the following conditions are met:

- All courses must be pre-approved by the subject area coordinator and Administration.
- Students must follow time and assignment deadlines for the course and report regularly to a teacher who acts as an advisor.
- Course grades will be averaged in with regular high school grades to determine grade point average.
- The district will pay for the cost of the course if the student receives a grade of C or better. If the student receives a D or lower, the student will be billed for the cost of the course.
- Students must follow the rules and guidelines of the institution providing the courses.
- In all cases classes must be taken for a letter grade, not pass/fail. These courses must be approved by the principal. **COMPLETE "ONLINE/DISTANCE LEARNING" COURSE REQUEST FORM.** These are available in the Guidance Office.

## **DANCES**

Dances shall be scheduled with the Administration by the sponsoring advisor TWO WEEKS prior to the date desired. Dances shall be chaperoned by at least four adults. A custodian/custodial service must be contacted at least one week prior to the event.

Financial arrangements for the chaperones and custodian will be the responsibility of the sponsoring unit. Dances will end by 11:15 p.m. Fair day and Prom dances may be scheduled from 9:00 p.m. until midnight.

Anyone leaving the dance early will not be allowed to return to the dance.

### **DETENTION POLICY**

- Detentions for disciplinary or academic reasons will be served from 7:15-7:55.
- Rules for detention will be assigned by the staff member supervising the detention. Failure to follow the rules will result in the detention not counting as served.
- Alternative Detentions may be issued on a case by case basis. Alternative detentions may include service detentions where students provide a service to a teacher or the building by doing labor. This type of detention will only occur with parental approval. Other alternative detentions may include extended detention time on the last day of school of the week for up to 2 hours.
- If absent the day of detention, the detention will be served the day the student returns to school.
- Students will be given at least 24 hours to make arrangement to serve detention. Work or practice is not an excuse to miss serving a detention.

### **DIRECTORY DATA**

Except as otherwise provided by law, directory data may be disclosed to any person if, the school has notified the parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory data. Information such as the student's name, address, telephone listing, date and place of birth, major field of study, participation of officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and the name of the school most recently previously attended by the student shall be considered public information and may be released to anyone, including the media, unless the parent, legal guardian or guardian ad litem notifies the school within 14 days from the publication of this notice that such information may not be released.

### **DRESS CODE – APPLIES TO REGULAR AND SUMMER SESSIONS**

In an effort to provide for an orderly environment where students are free to learn without undue distractions, harassment, intimidation, or other forms of disturbance Barneveld has adopted a dress code.

- No head coverings: hats, bandanas, etc unless for religious purposes. This includes both males and females.
- No cleavage, bare chests, or undergarments (if worn correctly) can be visible from either the front or back of the torso.
- No midriffs will be visible at any time.
- Pants should be worn so as not to expose skin or undergarments.
- Skirts and Shorts must be at least as long as the knuckles held at both sides when standing erect with hands in a fist.
- Rips or tears in tops, pants, or skirts that expose undergarments are not permitted.
- No coats are to be worn in class; students should keep a sweatshirt, flannel shirt, or sweater in their lockers, for use in cold rooms, during colder weather.
- Clothing, body drawings, or tattoos may not include printed obscenities and/or questionable language depicting pornographic pictures or designs; disparaging racial, ethnic or sexist references; language or images advocating pain, death, suicide, or use of drugs/alcohol/tobacco; suggestive material with a "double meaning."

Students whose manner of dress violates this code will be given one warning to change or cover the garment. Parents, or guardians, may be called and asked to bring a change of clothes to school. Repeated violations may result in disciplinary action and can result in suspension, possibly in or out of school. All staff will refer any dress code violation to the building Principal.

### **DROP/ADD POLICY**

When students are scheduling classes for the next school year, students may change their schedules through the end of the current school year for any reason. Thereafter, classes may be changed within the guidelines listed below:

- Failing grade in a required course that must be rescheduled.
- Course has a prerequisite that has not been met.
- Injury or illness prevents completion of the course.
- Obvious mistake in course selection, as approved by parents, counselor, and teacher.
- Scheduling problems beyond the student's control e.g. transfer students, Youth Options Program, Course Options program, Work Study, Distance Learning, etc.
- Cancellation of the class.
- Change in the student's career or postsecondary goals, e.g., a desire to pursue school to work option.

This policy requires that students and their families give careful consideration to course selections. Each student must have a complete schedule before the end of the school year. If these criteria are not met, the course selected will be taken as scheduled.

**EARLY GRADUATION** – Students wishing to graduate at the end of the 1<sup>st</sup> semester of their senior year must be granted approval by November 1<sup>st</sup>.

### **ELECTRONIC DEVICES**

Pursuant to Wisconsin State Statute 118.258 the Barneveld School Board prohibits pupils from using **cell phones** or other electronic or 2-way communication devices in classrooms or other instructional areas during the school day without teacher permission. Cell phones are not allowed in locker rooms.

If a student is found using a cell phone while in class without teacher permission, the phone will be confiscated by the teacher and held until the end of the class. If a student is found using a cell phone a second time, the phone will be confiscated until the end of the day and a conference with the parents will take place promptly.

### **EMERGENCY RESPONSE SITUATIONS**

- The School District has developed protocols and procedures for several types of emergency response situations including medical, disruptive person in or around the building or other lockdown situations, and weather related or other manmade evacuation reasons.
- Generally students will be instructed by their classroom teacher in the procedures related to emergency response actions including evacuation, lock-in, soft lockdown, and hard lockdown.
- District Communications: The number one priority for all staff is to ensure the safety and security of every person in the building. The district will make it a priority to communicate with emergency personnel first and foremost. The second priority will be communicating with students and staff to ensure they have a working understanding of the nature and directions for the emergency response. The last priority is communicating with Parents and Guardians. While it is understandable for parents/guardians to know what is going on, this is not our first priority in an emergency response situation.
- Generally, students who are involved in emergency response procedures (such as a lockdown) will be prohibited from using personal communication devices during the response to avoid confusion or inadvertent information being given to potential intruders.
- Generally, District personnel will not answer incoming phone calls. All incoming calls will be routed to voicemail. The public is discouraged from calling to ensure phone lines are free for emergency response personnel and staff is free to manage the emergency event.

- Generally, District personnel will not allow members of the public to enter the building or pick up their children until after the emergency event.
- After the emergent situation has been resolved to a satisfactory level of safety, the district will communicate via a phone dialing, email, and text systems as well as any other forms of communication it employs. Students directly involved in an emergency situation may receive more information than others. The district will determine if the school may return to normal operations and will make every effort to do so. If normal operations cannot be resumed (as the result of a fire, for instance) the district maintains a reunification plan that it will communicate with parents/guardians at that time highlighting when and where parents may meet their children for reunification.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

No person shall be denied admission to any public school in the district, be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil service, recreational or other program or activity on the basis of sex, race, national origin, color, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability or handicap. This policy prohibits discrimination as defined by Title IX of the Education Amendment of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, national origin, color), Section 504 of the Rehabilitation Act of 1973 (handicap) and the Americans with Disabilities Act of 1990 (disability).

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The district shall also provide for the reasonable accommodation of a student s sincerely-held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the district's equal educational opportunities policy in the district. Any questions concerning the district's equal educational opportunities should be directed as follows:

Inquiries related to discrimination on the basis of handicap or disability (Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, section 118.13 of the state statutes) should be directed to:

**Director of Pupil Services**

Barneveld School District  
 P.O. Box 98  
 304 S. Jones Street  
 Barneveld, WI 53507  
 (608) 924-4711

Inquiries related to discrimination on the basis of sex, race, national origin, color, ancestry, creed, religion, pregnancy, marital or parental status, or sexual orientation (Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, Section 118.13 of the state statutes) should be directed to:

**Principal**

Barneveld School District  
 P.O. Box 98  
 304 S. Jones Street  
 Barneveld, WI 53507  
 (608) 924-4711

## **EXAM SCHEDULE**

Final exams will be given in each class a student is enrolled in at the 9<sup>th</sup>-12<sup>th</sup> grade level every term on a schedule to be determined each term. All students must take all finals which must be calculated at 20% of the term grade for the class according to Board policy. Exception: Seniors who are maintaining an A- grade or higher in any class during the 4<sup>th</sup> term only may be exempted from a final by the classroom teacher. The classroom teacher may deny the exemption at their sole discretion and their decision is final.

## **EXPULSION**

Students may be expelled from school by a majority vote of the Board of Education for continued and repeated refusal or neglect to follow and obey school rules and policies and/or conduct that endangers the property, health, or safety of others. Prior to such an expulsion, the School Board will hold a hearing. Five (5) days prior to the hearing the student involved and the parents will be informed in writing as to the particulars of the hearing, its content, and the possible result, after which time the student and/or parents may appeal the Board's decision to the State Superintendent.

## **EXTRACURRICULAR ACTIVITIES**

All students participating in extracurricular activities are required to read and comply with the Co-Curricular Handbook.

## **FACILITY USE**

At all times, students using school facilities must be under "direct supervision." Direct supervision means within the view and monitoring status of... In the rare instances where a staff member is not available to directly supervise a student while using the gym and/or weight room, the following rules apply. Student must be constantly in direct contact with a peer (you cannot use facilities alone). A member of the staff or an adult that has been granted supervisory privilege (must apply to administration) may grant proximal supervision status. A proximal supervisor must be in the building and must have consented to each student within the space. Students must demonstrate proximal supervision by showing the staff ID of the person who is proximally supervising them. Failure to show staff ID means immediate removal. When a staff member who is proximally supervising leaves the building, they are expected to have students leave the space and should take their ID with them. Students who fail to gain direct or proximal supervision shall not be allowed to use facilities. Repeated occurrences can and will result in students being trespassed from the property under the rules of law.

Any staff member who grants proximal supervision is agreeing to the inherent risks involved including personal liability for all student use and misuse of equipment.

## **FIELD TRIPS**

No students will be allowed to participate in any field trip without a permission slip signed by their parent/guardian. Occasional day trips or walking field trips may be taken as an extension of the classroom. Parents will be informed as to the scope and nature of such trips.

## **GRADING SYSTEM**

The following will be used in the School District of Barneveld, Grades 6-12 inclusive:

<u>GRADE</u>	<u>GPA</u>
93 – 100 = A	4.00
90 – 92 = A-	3.67
86 – 89 = B+	3.33

84 – 85 = B	3.00
82 – 83 = B-	2.67
80 – 81 = C+	2.33
78 – 79 = C	2.00
75 – 77 = C-	1.67
73 – 74 = D+	1.33
71 – 72 = D	1.00
70 = D-	0.67
Below 70 = F	0.00

**GPA is only affected by quarterly reported grades not midterms.**

**GRADUATION REQUIREMENTS**

In order to receive a diploma from Barneveld High School, the student must meet both of the minimum requirements specified in numbers 1 and 2 below. A student will receive a signed diploma only at such time as he or she has satisfied all requirements for graduation and all debts, fines, detentions, etc. Only a student who is eligible to receive a diploma may participate in the Barneveld School District's graduation ceremonies.

**Requirements:**

BUSINESS & MARKETING.....	1.0
Computer Literacy 9 (.5 credit) required	
ENGLISH.....	4.0
English 9 (1 credit)	
English 10 (1 credit)	
Advanced Composition (1 credit) and American Literature (1 credit)	
or Tech Prep English (1 credit) required	
HEALTH EDUCATION.....	0.5
Health 10 (.5 credit) required	
SCIENCE.....	3.0
General Science 9 (1.0 credit) and Biology (1.0 credit) required	
MATH.....	3.0
Algebra I (1.0 credit) and Geometry (1.0 credit) required	
(option to take Algebra I in 8 <sup>th</sup> grade for no credit)	
PHYSICAL EDUCATION.....	1.5
Physical Education 9 & 10 required	
SOCIAL STUDIES.....	3.0
American History 9 (1 credit) required	
Government & Wisconsin 10 (1 credit) required	
One credit must be taken during the 11 <sup>th</sup> and/or 12 <sup>th</sup> grade	
<u>ELECTIVES.....</u>	<u>12.0</u>

TOTAL CREDITS: 28

\*Required courses are listed in course description book.

### **HIGH SCHOOL CLASS PROMOTION PLAN**

Goal: To recognize student achievement and to motivate students to make adequate progress toward graduation with the intent of achieving a 100% graduation rate.

- By the end of freshman year, a student should have earned 7 credits.
- By the end of sophomore year, a student should have earned 14 credits.
- By the end of junior year, a student should have earned 21 credits.
- By the end of senior year, a student should have earned 28 credits.

Class placement will be evaluated and determined on August 15 for the upcoming school year. Students who do not make adequate progress toward graduation by meeting these credit goals will not be promoted with their class and will remain with the class level determined by their total credit accumulation. For example, students will:

- Attend the class meetings for their determined class placement.
- Have their pictures displayed in the yearbook with their determined class placement.
- Be assigned scheduling times based on their determined class placement.
- Have privileges only as they relate to their determined class placement (e.g. open campus, homeroom exemption, etc.).
- Participate in class activities as they relate to their determined class placement (e.g. fundraisers, Fair Week, Prom, etc.).
- Adhere to class standing prerequisites as they relate to course offerings and scheduling.
- Participate in standardized testing only as applicable to their determined class placement.

### **HALL PASSES**

Passes will be required of all students going from one room to another during class periods.

### **HARASSMENT**

We are dedicated to do all we can to stop this type of behavior. The Administration and staff cannot combat this type of behavior if not informed. Since this usually happens when adults are not present, it is important for students to inform their teachers or school personnel when this happens. The administration will handle harassment complaints very sternly and quickly. It is especially important that **students help** us stop this and other types of misbehavior. We need your cooperation and help in making this a safe, orderly, and friendly school for all students. If you see something wrong, let your teachers or the administration know about it. The School District has a Board Policy which deals with harassment. We will follow this policy when dealing with a harassment situation.

### **HUMAN GROWTH AND DEVELOPMENT**

Human Growth and Development Instructions is offered following statute section 118.019(3). It requires providing parents/guardians with a curriculum outline and information about inspecting curriculum and instructional materials. No student may be required to take instructions in human growth and development generally or specific subjects within the program if parent/guardian's file written requests asking for exemption. Students exempted from human growth and development instruction will receive instruction in the subject under section 118.01(2)(d)2c of the state statutes unless exempted and section 118.01(2)(d)8 of the state statutes. If a parent or guardian has further questions or concerns on human growth and development instruction contact their student's Health teacher.

### **INCOMPLETES\***

Any student who receives an incomplete for a quarter and/or semester has 2 weeks to make up all work and tests. It is the student's responsibility to see that this is done. At the end of a 2 week period, all incompletes will automatically become an "F".

*\*WIAA RULES TREAT ALL INCOMPLETES AS AN "F" UNTIL WORK HAS BEEN COMPLETED. ATHLETES WILL BE INELIGIBLE TO PARTICIPATE IN ACTIVITIES.*

### **INDEPENDENT STUDY**

Juniors and seniors may take courses by Independent Study if at least one of the following criteria is met:

- The course is required for graduation, and there is no other opportunity to take it.
- Granting the request will significantly strengthen the student's curriculum.
- The student has taken all courses offered during a time slot.
- There is a conflict with other enrichment activities, e.g. Distance Learning, Youth Options Program.
- The course is consistent with post high school career or educational pursuits as defined in the student's individual Academic and Career plan.

In addition, a teacher must be available to accommodate the independent study request. The deadline for submitting the independent study request is before the start of the semester. Final approval for independent study courses rests with the district administrator and school principal. Application forms are available in the Guidance Office.

### **LOCKERS**

School lockers are the property of the Barneveld School District. At no time does the Barneveld School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

Students are expected to maintain the locker in good condition and should strive to keep it clean and orderly. If the locker door does not operate properly or the locker becomes damaged, report it to the office so it can be repaired. Students are allowed to only use their assigned locker. Students in grades 6-12 will be provided a lock for their PE lockers and are encouraged to keep lockers locked at all times (using District approved locks. Personal locks, if used, will be destroyed without notice). If not using locks, students accept all responsibility for thefts or vandalism to their locker.

### **LOST AND FOUND**

Lost articles are placed in the district office as soon as they are found. The more valuable ones are kept in the vault until claimed. Students should inquire several times for the lost object as it may not be located immediately. Many things cannot be returned because they bear no identification marks. Help us to help you regain lost property by marking your property clearly. If property is not claimed by the end of the year, it will be given to a charitable institution or destroyed.

### **MCKINNEY-VENTO ACT**

The McKinney-Vento Act defines homeless children and youth as:

- Children and youth who lack a fixed, regular, and adequate nighttime residence, and includes children and youth who are: sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.
- Living in emergency or transitional shelters, abandoned in hospitals

- Living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar setting.
- Migratory children who qualify as homeless because the children are living in circumstances described above.

If you are personally aware of or are acquainted with any children or youth who may qualify according to the above criteria, the School District provides the following assurances to parents and guardians of homeless children and youth and unaccompanied homeless youth:

- The child or youth shall be immediately enrolled and allowed to fully participate in school, even if unable to produce records normally required for enrollment (e.g., academic records, immunization and other required health records, proof of residency, or other documentation) or has missed application or enrollment deadlines during any period of homelessness.
- Homeless children and youths are not stigmatized or segregated on the basis of their status as homeless and have full and equal educational and related opportunities.
- Meaningful opportunities to participate in the education of their children including special notices of events, parent-teacher conferences, newsletters, and access to student records.
- Immediate enrollment and transportation to the school of origin. “School of origin” means the school that a child or youth attended when permanently housed or the school in which the child or youth was last enrolled, including a preschool.
- Written explanation of any decisions related to school selection or enrollment made by the school, the local educational agency, or the State educational agency involved, including the rights of the parent, guardian, or unaccompanied youth to appeal and receive prompt resolution of such decisions.

Please contact , Katie Kavanaugh, homeless liaison for the School District, at (608) 924- 4711 or [kkavanaugh@barneveld.k12.wi.us](mailto:kkavanaugh@barneveld.k12.wi.us) for additional information about the rights and services described above.

### **MEDICATIONS IN SCHOOL**

“Medication” in this section includes any and all prescription or over the counter drugs including basic pain relievers such as ibuprofen or aspirin. Students needing to take medications during school should notify the office. The office will require a medication release form and the medication will be stored in the office. The office will arrange for the student to come to the office to take the medication.

### **MENINGOCOCCAL DISEASE: PROTECT YOUR CHILD**

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis. Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia).

Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students. Up to 83% of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent this disease. A meningococcal vaccine is available that protects against four out of five strains of bacterium that cause meningococcal disease in the U.S.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommends that all 11-12 year olds should be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose at 16 through 18 years of age. If a teenager missed getting the vaccine altogether, they should ask the doctor about getting it now, especially if they are about to move into a college dorm or military barracks.

### **About Meningococcal Disease**

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30% of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious, because early symptoms like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20% may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers, college students and military personnel are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

To learn more about meningococcal disease, vaccine information, and public health resources, visit the following web site [Meningitis Foundation of America](http://www.meningitis.org).

### **NATIONAL HONOR SOCIETY**

Sophomores, Juniors, and Seniors may be considered for selection into the Barneveld Chapter of National Honor Society. Students are selected through four criteria: academics, character, leadership, and community service. To meet the academic criteria, Sophomores must have achieved a 3.5 GPA or above by the end of the first semester of sophomore year. Juniors and Seniors must meet a 3.4 GPA or above by the end of the first semester of their Junior or Senior year to be considered eligible.

### **NOON HOUR AND CAFETERIA RULES**

- All students are to report to the cafeteria in an orderly fashion. This includes students who are eating sack lunches and those who are not eating. Juniors or Seniors who have earned open campus privilege may leave when released for lunch.
- Students are to place trash and uneaten food in the proper containers and return their tray to the wash window prior to leaving the cafeteria.
- All HS students who are in the building are expected to congregate only in approved areas. These include the commons, the cafeteria, and any space that a staff member has explicitly allowed via a

pass. Students who are found to be in unauthorized spaces will be asked to leave. Repeated violations will result in disciplinary actions.

### **OPEN CAMPUS**

Rules are established to provide open campus privileges to eligible Juniors and Seniors with parent authorization. This privilege can and will be revoked with minimal notice and for multiple reasons. Students who are not eligible, but leave during open campus will automatically forfeit eligibility for 2 months. Students who are eligible and transport anyone who is not eligible will automatically forfeit eligibility for 2 months.

Seniors may be given Open Campus privilege during PIE time (2:40-3:15) provided they meet eligibility criteria. Open Campus during PIE must be off campus. Students staying on campus must report to a supervised area of the building.

### **SCHOOL HOURS**

Student arrivals - Parents should not send their children to school before 7:25. The doors will be locked before that time. The students should enter the school by way of the door by the parking lot which will be opened at 7:25 a.m.

Students will be permitted to be on school grounds after school hours only with the approval and under the direct supervision of an authorized adult supervisor. Dismissal is at 3:15 pm.

### **SPECIAL EDUCATION**

Identification of students needing special education services will be encouraged through several methods. Activities shall be initiated within the district in an attempt to identify, locate and evaluate children with special education needs. The annual school census shall be utilized to locate children who may have special education needs. Procedures shall also be established to ensure that follow-up contacts be made to all individuals who indicate an interest in district programs with children with disabilities.

A public awareness campaign shall be conducted on an on-going basis to alert district residents of services provided by the Barneveld School District for children with special education needs. The district shall have procedures and contact persons to accommodate inter-agency referrals. Children shall be screened to determine if there is a reasonable cause to believe that the child has special education needs upon first enrolling in a school of the district.

#### **Special education referral and evaluation procedures.**

Upon request, the Barneveld School District is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides. A local education agency will document and date the receipt of each referral. Then they shall initiate an evaluation in order to determine eligibility and need for special education services. The local education agency shall notify the parent(s) of the educational placement of the child or will inform the parents that the child does not have a disability within 90 days after the local education agency receives a special education referral for the child.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Katie Kavanaugh, Director of Pupil Services, ([kkavanaugh@barneveld.k12.wi.us](mailto:kkavanaugh@barneveld.k12.wi.us)) Barneveld School District at 608-924-4711 or by writing directly at P.O. Box 98, Barneveld, WI 53507.

## **STUDENT RECORDS**

Pursuant to the provisions of the Family Education Rights and Privacy Act of 1974, the Barneveld School District is required to give annual notice to parents and adult students of their rights regarding student records. The School Board has adopted a policy to insure the confidentiality of student records. A copy of this policy is available from the office of the District Administrator, 304 S Jones St., Barneveld, WI 53507; phone 924-4711.

If you believe that the district is not complying with the Federal student s record laws, you may file a complaint at the office of the District Administrator or with the Family Policy Compliance Office of the US. Department of Education.

Records maintained by Barneveld School District: progress records (grades, attendance, behavioral, and courses) are found in the main office (achievement, psychological, physical, M-team records, etc.) are found in the Pupil Services Director s office.

The school district receives federal education funds and is required to notify parents of secondary school students:

- That a secondary school student or the parent of the student may request that the student's, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent; and
- That the district must comply with such request.

School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students names, addresses and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents as outlined above. Federal guidelines issued to implement this requirement state that if a school district does not designate student names, addresses and/or telephone listings as directory data it still must provide all three items to military recruiters and institutions of higher education upon request.

The district does forward records to other schools requesting records as long as the disclosure is for student enrollment.

## **STUDENT SEARCHES**

The Barneveld School District recognizes its responsibility to provide students and staff with a safe, drug free environment that is conducive to learning. It also recognizes that students have basic constitutional rights. School officials must balance the individual's expectation of privacy and personal security against the school

district's need to maintain an orderly environment in which learning can take place.

Lockers and vehicles parked on school property may be searched. A student's personal belongings carried by them (not placed in a locker) will not be searched unless reasonable suspicion exists (alert a trained dog may constitute reasonable suspicion) that a school policy, rule, or law has been violated. Searches may be conducted before, during, and/or after school, as well as during school sponsored activities.

Students found in violation of this policy may be referred to law enforcement as well as action by the Barneveld School Board, which may include suspension and/or expulsion if controlled substances or look-alikes are discovered.

### **SUSPENSION (IN-SCHOOL) 7:55-3:15**

A student assigned to an in-school suspension is to report to the Principal at 7:55 a.m. and will spend the entire day under the supervision of an administrator or teacher.

Students will be notified a day in advance that they will be serving an in-school. It is the student's responsibility to get the next day's assignments. Assignments which are not adaptable outside the classroom such as labs, Physical Education, Technology Education, etc. will be made up on the basis of one day make-up time for each day out of class. Alternate assignments may also be made by the teacher.

There will be no talking, moving around the room, sleeping, or any other activity taking place other than completing assignments made by staff members or supervisors. Students who choose to take an out-of-school suspension in place of an in-school will serve a three day out-of-school suspension.

--Policy: #447.31

--Adopted: July 13, 1994

### **SUSPENSION (OUT OF SCHOOL)**

A suspended student shall be permitted to take any quarterly, semester, or grading period examinations and complete any projects assigned during the grading period and due during the suspension period. A suspended student may complete course-work missed during the suspension period as provided in the attendance policy.

A suspended student will not be allowed to attend or participate in any school function or activity for the duration of the suspension.

Parents will be notified by an administrator of the suspension, either by phone or by letter, as soon as possible. Any student suspended from school will be informed of the reasons for the suspension and given the opportunity to reply. He/she will have the right of due process and will be granted a hearing upon request of the parent or guardian. The Barneveld School District will follow all due process procedures for suspension as stated in School Board Policy 447.32 - Due Process Statement Relating to Suspensions.

--Policy: #447.3

--Adopted: July 13, 1994

### **TECHNOLOGY - SCHOOL PROVIDED**

Please refer to the computer usage policy. Also, students should refer to specific device rules that are provided when receiving the device. *See Acceptable Use Policy agreement on page 28.*

## **TITLE 1 PROGRAMS**

Federal law requires that we share with you the qualifications of teachers in Barneveld School District There are questions you may ask, including:

- Is my child's teacher licensed to teach the grades or subjects assigned?
- Has the state waived any requirements for my child's teacher?
- What was the college major of my child's teacher?
- What degrees does my child's teacher hold?
- Are there instructional aides working with my child? If so, what are their qualifications?

All teachers have at least a bachelor's degree in Barneveld schools, and most have advanced degrees. In addition all of the teachers at Barneveld are fully licensed for their assignment. If you want to see the state qualification for your child's teacher you may ask us or find it on the DPI website at [www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html) . In addition, we have a number of instructional aides, and they all are considered qualified for this work. If you would like more information please feel free to call the Principal at 608-924-4711 ext. 225.

As part of the Title 1 (No Child Left Behind) Program, a Parent Advisory Group will be established to provide the opportunity for parents and staff to jointly determine guidelines for improved student achievement. The importance of ongoing parent-teacher communication is emphasized through parent-teacher conferences, reports of student progress, and information to parents regarding contacting staff, volunteering in the classroom and observing classroom activities.

Annually, the district is required to post our annual school and district report card containing the following information:

- Aggregate student achievement at each proficiency level on state tests, including comparisons to state averages.
- Disaggregated student achievement at each proficiency level on state tests by race, ethnicity, gender, disability status, migrant status, English proficiency, and status as economically disadvantaged. The local data must also show a comparison to state averages.
- Comparisons of student achievement by subgroup to the state's annual measurable objectives for each group on each test.
- The percentage of students not tested disaggregated by the above subgroups.
- The most recent two-year trend in student achievement in each tested subject area and grade level.
- Graduation rates for high school students by subgroup and compared to state averages.

## **VISITORS**

All visitors to the school building or grounds are to report to the office to obtain a visitor's pass. Parents and community members are always welcome to visit, but should check in the office when arriving.

Student guests are not encouraged at Barneveld School. Only in extreme situations will student visitors be permitted and prior approval must be obtained from the Administrator. Visitors attending classes tend to disrupt the normal school day routine.

## **WEAPONS**

No one shall possess a weapon on school property, school buses, or at any school related event. A weapon is defined as any object that by its design and/or use can cause bodily injury or property damage. The use and/or possession of a weapon or look-alike weapon is subject to immediate suspension and referral to proper legal authorities and may be subject to expulsion.

## **WORK PERMITS**

Work permits will be issued through the office if you meet minimum age requirements and are not employed in jobs of prohibited employment. You must present the following before a permit can be issued:

- statement from your prospective employer indicating the type of work you will be doing and the hours you will be working,
- A statement of permission from a parent or guardian,
- Proof of birth, such as a birth certificate, baptismal certificate, or Driver's licenses or permits are allowed.
- Social Security number, and
- Payment of permit fee.

Permits will be issued within 24 hours of receipt of all necessary paperwork. **Work permits may be Revoked or Suspended for issues of truancy or grades.**

## **YOUTH OPTIONS**

High school students may participate in the Youth Options Program in accordance with state law. This program affords students the opportunity to take post-secondary courses at colleges and universities. Students wishing to participate in this program shall notify the school district of their intent prior to enrollment in the course (s) and within designated timelines. The high school guidance counselor is responsible for administering this program and should be contacted for more information.



## **Barneveld School Acceptable Use Policy**

- The Barneveld School District strongly believes computers and other electronic learning devices have educational value to support its curriculum.
- Barneveld School complies with CIPA (Children’s Internet Protection Act).
- We strive to teach students to become responsible Internet users and develop effective skills to access information. Students will be expected to abide by the following rules:

*Each teacher will establish classroom guidelines for computer usage. Student computer usage cannot interfere with the instructional process.*

## **Signature Page**

### **Computer Network/Internet Agreement Form—Student**

I, \_\_\_\_\_, agree to use the Barneveld School computer network  
(*Print complete student name*)  
and its resources, including the Internet, for educational purposes, and in a manner appropriate as outlined in the network guidelines. I have read the guidelines and agree to follow them, and understand the consequences of any violations. (Students who are 18 years old do not need parent signature)

\_\_\_\_\_  
Student’s signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

### **Parental Agreement**

I have discussed the agreement with my child and I give my child permission to use the computer network including the Internet in accordance with the stated guidelines.

\_\_\_\_\_  
Parents signature

\_\_\_\_\_  
Date

## **Barneveld School Acceptable Use Policy**

### **Device and iPad Guidelines**

The Chromebooks, iPad and the netbooks are the property of the Barneveld School District and as a result may be seized and inspected at any time. If passwords for accessing student iPads are used, they must be registered with the district. The student should have NO expectations of privacy of materials found on an iPad or a school supplied or supported email service.

1. Responsibility of student
  - a. **Students are responsible for bringing their device fully charged to school every day.**  
Failure to bring device or any other class material(s) does not release the students from their responsibility for class work. If students repeatedly fail to bring materials to class, including a device, students will be subject to disciplinary action or the natural consequences associated with not being prepared for class.
  - b. Devices must remain free of any writing, drawing, stickers, or labels that are not property of the Barneveld School District.
  - c. Do not lend your device to another person. Each device is assigned to an individual student and the responsibility for the care of the device solely rests with that student.
2. Personal Safety
  - a. I will not post personal information about myself or other people without the permission of my parents and teacher. Personal information includes information like my photo, address or telephone number, age, and school.
  - b. I will not agree to meet with someone I have met online without my parent's approval
  - c. I will report to my teacher or the technology department if I receive any message that is inappropriate, threatening or harassing.
3. Illegal Activities
  - a. Gain unauthorized access to the district network resources. This includes attempting to log in through another person's account or try to access another person's files.
  - b. Deliberately attempting to disrupt the computer system or destroy data by introducing computer viruses or other harmful programs.
  - c. Use district network to engage in any other illegal acts like accessing pornography, illegally downloading music or video files, or accessing information about illegal weapons, drugs or other illegal activities.
  - d. Alter or delete other people's files.
  - e. Install or removal of software without permission.
  - f. Alter hardware or software setups on any computer resources.
4. Security
  - a. Responsible for my individual account and maintaining secure personal passwords.
  - b. Avoid the spread of computer viruses use a USB devices and disks scanned for viruses before use.
5. Inappropriate Language
  - a. I will not use inappropriate, threatening, prejudicial or disrespectful language online or through texting devices.

- b. I will not Harass or bully another person. I will not knowingly post false or defamatory information about a person or organization.
- 6. Respect for Privacy
  - a. Will not repost a message that was sent to me privately without permission of the person who sent me the message.
  - b. Will not post private information, including photos, about another person.
- 7. Respecting Resource Limits
  - a. Use the technology at my school only for educational and career development activities. I will treat all equipment and devices with care.
  - b. I will not post chain letters or engage in “spamming.”
  - c. I will not download or use games, pictures, video, music, instant messaging, email, or file sharing applications, programs without permission. I understand that technology personnel may monitor and access any equipment connected to school network resources and my computer activity.
  - d. I will not print off unnecessary large graphics, large text files, files that are for personal use or other items that waste network resources.
- 8. Plagiarism and Copyright Infringement
  - a. I will not plagiarize works that I find on the Internet or on the personal technology devices at my school.
  - b. I will respect the rights of copyright owners and give proper credit to work, or request permission from the copyright owner.
- 9. Inappropriate Access to Material
  - a. I will not use district network resources to access or store material that is profane or obscene (pornography), that advocates illegal acts, or that advocates violence or discrimination toward other people, or any other illegal activity.
  - b. I understand that Internet access is provided for support of classroom assignments, and I will not attempt to modify the computer in any way, or try to bypass the school Internet filter to allow me access to websites or applications I am not authorized to use.

**Consequences of violations:**

*1st offense:* Detention and/or student may only use a computer under direct teacher supervision for one week.

*2nd offense:* Detention and/or one week loss of computer privileges. Principal is contacted.

*3rd offense:* Detention and/or 2 week loss of computer privileges. Principal meets with parents  
Serious infractions may lead to stronger consequences, such as loss of device for a period of time.

\*Consequences may be adjusted based on the situation.\*