



# *Barneveld Elementary Handbook 2017-18*

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

#### **District Mission**

*It is the intent of the Barneveld School Board to empower each student with the attitudes, knowledge and skills for becoming a life-long learner by providing an environment that values curiosity, challenge, cooperation, respect, and creative and critical thinking.*

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## WELCOME TO BARNEVELD ELEMENTARY

This handbook is being provided to you as a reference guide that will hopefully answer any questions you have in regards to the rules and expectations that we have for your child while they attend Barneveld Elementary School.

Barneveld Elementary has an outstanding staff. All of our teachers are highly qualified and they continue to keep current with best practices in education. Our support staff, consisting of custodians, secretaries, aides, and kitchen staff, is also ready to assist in the overall education of your child. We believe that Barneveld is a great place for children to receive their education and grow both socially and emotionally. We encourage you to become involved in your child's education and in the numerous activities Barneveld offers.

### \*\*\*RULES AND PROCEDURES\*\*\*

#### 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 preapproved 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 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 later than 9:00 am, they are considered unexcused for the morning.

### **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.
- \*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 attendance to be able to participate in after school activities the same day. The only exceptions to this requirement are:
  - Medically documented or legitimate prearranged excused absences with the Principal.
  - Emergencies deemed acceptable by the Principal and Athletic Director;

### **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 email 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, the classroom teacher will work with the family to improve attendance. If the student has 8 cumulative tardies, the issue will be referred to the building problem solving team to meet with the family to improve attendance.

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.

### **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:

- 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
- 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.

### **ARRIVAL AND DEPARTURE FROM SCHOOL**

- CHILDREN SHOULD NOT ARRIVE BEFORE 7:25 a.m. Children who do arrive early must stand outside until 7:25. There is no supervision available for students on the playground area until 7:45. Children who arrive between 7:25 and 7:45 may come to the commons where supervision is available or eat breakfast in the cafeteria.
- Students are dismissed at 3:10. Student pick-up will be supervised out front near the parking lot. There is no supervision on the playground after 3:20.
- If you intend to pick up your child during school hours, please send a note with your child or call in the morning or the day before.
- Barneveld will only release children to parents, guardians, or individuals identified on a student's emergency contact card. If someone else is picking up your child we must be officially notified, by phone call or in writing, by parents or guardians. If you feel there is a security issue involving your children, please notify school administration.
- Please let your classroom teacher know your child's regular dismissal plan. Barneveld Schools will follow the regular dismissal plan unless we receive notification from the guardian.

### **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.

### **BUS INFORMATION**

The school bus is an extension of the classroom; behavior on the bus should be comparable to the type of behavior required in the classroom. The bus driver is in charge of the bus and is responsible for the behavior of students on the bus. Each pupil who is provided transportation service by the school district is responsible for his/her behavior on the bus, and is expected to obey the rules established by the School Board for the safety and welfare of all students.

Unacceptable behavior will result in disciplinary action by school authorities. Such action may include a conference with the student, a conference with the parents, assigned seating and suspension of bus riding privileges.

### **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.

### **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.

### COUNSELING

The Pupil Services department (School counselor, school psychologist) is trained to assist your academic, social, and psychological development. In addition they have access to many additional specialized resources. No appointment is necessary.

### CODE OF CONDUCT AND SCHOOL BELIEFS

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 behavior plans, they should speak with the classroom teacher for clarification.

Our school has core beliefs that we reinforce in the classroom, lunchroom, playground and throughout the school. Elementary staff handout *gold cards* to students who are demonstrating the core beliefs and reinforce positive behavior.

Commitment- Agreement or pledge to do something

Citizenship- Caring for the people and things in your school and community

Courage- Strength in overcoming difficulties

Integrity- Being honest and doing the right thing even when no one is looking

Patriotism- Taking pride and having love for our country

Sacrifice- Giving up something you may want for the sake of another



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.

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.

#### **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 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 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.

### **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 lock-down 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

### **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.

### **FIELD TRIPS**

The supervisor shall issue to parents a complete description of the activity, its time, place, duration and mode of transportation, etc.

- School bus rules apply to students riding the bus for field trips as well as for those students that ride to and from school each day.
- A student who rides a school bus to an activity or event must return on that bus unless the parent has sent a note to school **and** the principal has given permission to return by some other way.
- Field trips are considered an extension of the Barneveld Elementary School and all school rules apply.
- Parent chaperones will be welcome on some trips, but they are not allowed to bring other siblings on the trip with them as this will hinder their ability to be an effective chaperone. Parents will need to complete a chaperone form.

### **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.

### **LOST AND FOUND**

It is nearly impossible to help students find lost or stolen equipment if these are not marked with some identification. Write your name on your personal items with waterproof laundry markers. If you must bring a valuable item to school, we suggest that you bring it to the office for safekeeping.

The school is not responsible for lost or stolen personal articles. Students are responsible for school textbooks, library books, band fees, etc. throughout the school year.

### **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.

### **MEDICAL ISSUES**

- Students with chronic medical conditions, such as diabetes, epilepsy, poor eyesight or hearing, penicillin allergy, etc., must report this to the nurse or school nurse assistant. The appropriate people will be informed, but otherwise this list of students is kept confidential.
- Students who must take medication during the school day must report this to the nurse or the elementary school secretary. All medications must be kept in the nurse's office. When students require medication during the day, parents must complete a release and have a copy of their child's prescription on file in the office.
- A child with a fever, lice, or pink eye or other contagious conditions, do not send them to school. If a child has been vomiting or has diarrhea they should also stay home. Barneveld School works hard to maintain a healthy environment and we ask your help in minimizing sickness.

### **PLAYGROUND RULES**

Safety on the playground is important. Students in Grades K-5 have scheduled recesses. The following rules are absolutely necessary and will be enforced.

- From 7:45-8:00 a.m. all students are to depart the buses and then to the playground. During the winter months, if the wind-chill is less than 0 degrees the students will not go outside.
- There will be absolutely no staying in at recess unless directed by a classroom teacher. All children are expected to go outside. If your child is too sick to go outside, please keep them at home.
- Students are to stay within the playground boundaries. Students are not to go outside of the fence.
- Children are not allowed to jump off of or stand on tables or structures.
- Students should not walk up the slides. They may only slide down in a seated position.

- Games that appear to be unsafe will be stopped.
- Students are not to throw snow at one another, etc. However, they may handle the snow and build snow forts.
- Recess is over when the whistle is blown and students are expected to line up immediately and quietly.
- Fighting and abusive language will not be tolerated.
- Inappropriate behavior on the playground will typically result in a student losing recess privileges however students may be referred to the principal for disciplinary measures depending on the severity of the behavior.

### **RELEASE OF RECORDS**

The State Legislature sets down law pertaining to the release of student records. Section 767.24(7) and 118.125(2)(k) provide that a parent or adult student shall have access to a child’s medical, dental and school records regardless of whether the parent has legal custody of the child. A parent shall not be granted access to a child’s student records if:

- He/she has been denied periods of physical placement with a child (Physical placement means the condition under which a party has the right to have a child physically placed with that party and has the right and responsibility to make, during that placement, routine daily decisions regarding the child’s care, consistent with major decisions made by a person having legal custody. According to the explanatory notes in this law, the term “physical placement” replaces the concepts of parental “visitation rights” and “sole physical custody”.)
- Ordered by a court.

### **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 by 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.

Except for emergencies, the student will be provided one visit to the bathroom at mid-morning and mid-afternoon, if requested. The student will eat lunch with the assigned 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.

### **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**

To help insure a safe learning environment for all Barneveld students during the regular school day, all parents and visitors to the Barneveld Schools are required to sign in and get a visitors pass in the attendance office. When leaving the building all visitors must return their badges to the nearest office and sign out. Student guests must be approved by the principal or designee a minimum of 2 days in advance.

**Acceptable Use of Technology**

**Barneveld School Grades K-5 2017-2018  
Computer Responsible Use Policy**

Barneveld Schools makes available to its students computing devices to support the education of our students. These devices are provided for educational purposes that follow our school's educational mission and goals. All students are responsible for their actions and activities involving computers, their computer files, passwords and accounts. The educational staff will be responsible for teaching students acceptable uses and behavior, and supervise their use with these devices.

**RESPONSIBLE USE AGREEMENT**

1. Computers and access to the Internet are to be used only for schoolwork, unless permission is given by a teacher to use them for a personal task.
2. Passwords must be kept secret. Private information--like name, age, address, etc.--must be kept private when online.
3. Photographs or video recording of anyone at school will not be taken or posted without permission.
4. Respectful language and behavior are expected online. No bullying, threats, or making fun of anyone will be tolerated.
5. Students must treat computer devices with care and protect them from damage. If a device is not working, a student should report that to a teacher or the technology staff.
6. Students should respect the copyright law and not take credit for someone else's work.
7. Students who accidentally come across an inappropriate site or image on the Internet should contact an adult and tell him/her what has happened immediately.
8. Students should respect the school network, and not try to alter or download programs without permission.
9. Students will be held responsible for online behavior outside of school that impacts activities and people at school. This might include harassment, bullying, and/or threatening other students or teachers.
10. Students who break any of these rules may lose the privilege to use a personal device, or receive a detention, or suspension. Actions that break state or federal laws may mean that the school will contact the authorities to deal with the problem.

\_\_\_\_\_

Student's whole name      Student's signature      Grade      Date

**Parental agreement**

I have discussed the rules with my child and I give permission to my child to use the computer network, including the Internet, and other electronic learning devices.

\_\_\_\_\_

Parent/guardian signature      Date

Our family has received a copy of the Elementary Handbook. We have read through it and clearly understand the rules and expectations set forth in the handbook by the District. We understand that if we have any questions we should contact our child’s teacher or principal.

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Parent/Guardian Signature

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Date

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Student Name (printed) and Grade

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Date

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Student Signature

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Date

**NOTE:** All signature pages should be reviewed, signed, and returned to your child’s classroom teacher by the the second Friday of the school year.