



BARNEVELD SCHOOL DISTRICT 2022-2023

Middle and High School Student Handbook

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, Robyn Oberfoell, 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. 608-924-4711, email roberfoell@barneveld.k12.wi.us

Reviewed by the Barneveld Board of Education



Barneveld

School District

"A community striving towards excellence in education."

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.

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 Schools policies and procedures are the result of commonly held school goals and societal 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.

Contact Information

Regarding	1st contact	2nd contact
Attendance/Truancy	Main Office Becky Hurlbert 608-924-4711 bhurlbert@barneveld.k.12.wi.us	Absences due to hospitalization should contact the health office. Rachel Korish 608-924-4711 ext. 1240 rkorish@barneveld.k12.wi.us
Academic Progress, grade, assignments	Classroom teacher	School Counselor Angie Schulting 608-924-4711 ext. 1227 aschulting@barneveld.k12.wi.us
Special education, IEP/ 504 Plans	Special Education Teacher	Pupil Service Director Katie Kavanaugh 608-924-4711 ext. 1226 kkavanaugh@barneveld.k12.wi.us
Mental Health, Substance Abuse, Personal, social, emotional concerns	School Counselor Angie Schulting 608-924-4711 ext. 1227 aschulting@barneveld.k12.wi.us	School Nurse Rachel Korish 608-924-4711 ext. 1240 rkorish@barneveld.k12.wi.us
Homelessness	Pupil Service Director Katie Kavanaugh 608-924-4711 ext. 1226 kkavanaugh@barneveld.k12.wi.us	School Counselor Angie Schulting 608-924-4711 ext. 1227 aschulting@barneveld.k12.wi.us
Scheduling, Post High School Planning, Youth Apprenticeship, ECCP/SCN courses	School Counselor Angie Schulting 608-924-4711 ext. 1227 aschulting@barneveld.k12.wi.us	Principal Heather Schmitz 608-924-4711 ext. 1443 hschmitz@barneveld.k12.wi.us
Transcript requests	District Registrar Jill Covelli 608-924-4711 ext. 1223 jcovelli@barneveld.k12.wi.us	School Counselor Angie Schulting 608-924-4711 ext. 1227 aschulting@barneveld.k12.wi.us
Change of contact information	Main Office Becky Hurlbert 608-924-4711 bhurlbert@barneveld.k.12.wi.us	District Registrar Jill Covelli 608-924-4711 ext. 1223 jcovelli@barneveld.k12.wi.us
Athletic/Co-Curricular activities	Your child's coach	Athletic Director Heather Schmitz 608-924-4711 ext. 1443 hschmitz@barneveld.k12.wi.us
Health concerns, medications	School Nurse Rachel Korish 608-924-4711 ext. 1240 rkorish@barneveld.k12.wi.us	Main Office Becky Hurlbert 608-924-4711 bhurlbert@barneveld.k.12.wi.us

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School Operations

The school day is from 8:00 to 3:15 for students. Breakfast is available from 7:45 to 8:00. Students are not to arrive earlier than 7:45 unless arrangements have been made with a teacher.

HS Schedule		MS Schedule	
Period 1	8:00-8:42	Period 1	8:00-8:42
Period 2	8:45-9:27	Period 2	8:45-9:27
Period 3	9:30-10:12	Period 3	9:30-10:12
Period 4	10:15-10:57	Period 4	10:15-10:57
Period 5	11:00-11:42	Period 5	11:00-11:42
Period 6	11:45-12:27	LUNCH	11:45-12:15
LUNCH	12:30-1:00	Period 6	12:15-12:57
Period 7	1:00-1:42	Period 7	1:00-1:42
Period 8	1:45-2:27	Period 8	1:45-2:27
PIE	2:30-3:15	PIE	2:30-3:15

ABSENCES/ATTENDANCE

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.

Parental Reporting of Absences

A guardian may only excuse a student for the equivalent of 5 days per semester more than 10 minutes tardy counts as an absence). Beyond that it is the discretion of the administration as to whether additional absences are excused or unexcused. Any days beyond the 5 per semester will be counted as unexcused unless appropriate documentation is provided.

When a student is absent, their parent or guardian shall call the school by 8:30A.M. to report the absence. Each morning, the school absence list will be reconciled with the phone calls received from guardians regarding attendance. In any situation where a child's absence has not been accounted for by an appropriate phone call, the school will attempt to contact parents/guardians by 9 am.

- When a child is attending a medical appointment, a note must be returned to school in order for it not to count as one of the 5 allotted parent excused absences per semester.
- When a student arrives at 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.
- If a student is absent during the school day they are not allowed to attend after school activities, such as athletic events, etc. Such absences are reported to the athletic director.

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

Prearranged Absences: Families may request advanced permission for prearranged absences for special circumstances. Students must arrange manners in 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](#). Approval of prearranged absences are outlined in the form.

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.

Unexcused Absence	Action Step
#3	Warning letter sent to guardians.
#4	Development of attendance contract between student, family and school
#5	Truancy referral reported to Iowa County and Village of Barneveld.

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 10 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. If the student has 8 cumulative tardies to class in a quarter, they will serve a second detention, issued a co-curricular code violation for conduct unbecoming and referred to the building problem solving team.

Tardy	Action Step	
1	No action taken	
2	Conversation between student and teacher	Teacher
3	Class time missed is made up with teacher	Teacher
4	Parents are contacted and students will serve an after school or lunch detention.	Administration

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 for an excused absence. 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 upon teacher approval.

- If a student has an unexcused absence, 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.

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 and can be found in the main 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

CLOSING OF SCHOOL

School may be closed or called off when conditions make this advisable for the welfare of the students. T.V. Channels 3, 15, 27 shall serve as the official stations for such announcements. Notification will be posted on the school website, social media and directly sent to families via email, phone or text. 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.

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 11:00 p.m. Anyone leaving the dance early will not be allowed to return to the dance.

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 next 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.

FACILITY USE

At all times, students using school facilities must be under “direct supervision.” Direct supervision means within the view and monitoring status of a supervising adult. Individuals or groups interested in using the facilities for events, see the [facilities use](#) section on our website to review terms and sign up on the calendar.

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.

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. Students are not to store food or drink in their locker. Backpacks must remain in a student's assigned locker throughout the entire school day. 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.

MEDICAL INFORMATION

Students with chronic medical conditions should report this to the school nurse and the classroom teacher. Together with the school nurse, the team will make an individualized health plan for the student. “Medication” 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 health 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.

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) Barneveld School District at 608-924-4711 or by writing directly at P.O. Box 98, Barneveld, WI 53507.

TRANSPORTATION

Each student is provided transportation services by the school district and 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.

Rider expectations

- Follow the instructions of the bus driver or chaperone.
- Be considerate of others on the bus and use good language at all times.
- 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 main office who in turn will forward the message in writing to the bus driver.
- All students are to remain seated while the bus is in motion and keep body inside the bus at all times.
- 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 will be filed.

Bus Discipline Procedures

Barneveld School District will use the following action steps in minor infractions of unacceptable behavior as determined by the bus driver. Major infraction may result in more severe disciplinary action.

Infraction	Action Step
1	Bus driver will speak with the student and inform the transportation director of the incident.
2	Disciplinary actions will be determined by the type of infraction.
3	Driver will complete a bus conduct report and share it with administration and the family. Students will be suspended from the bus for a period of time.

VISITORS

All visitors to the school building or grounds **MUST** report to the main office to obtain a visitor's pass. Parents and community members are always welcome to visit, but must 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.

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:

- A 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
- 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.**

Student Expectations

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 expectations 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 behavior 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 readmitted.

Disciplinary Actions

SUSPENSION (IN-SCHOOL) 8:00-3:15

A student assigned to an in-school suspension is to report to the Principal at 8:00 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, no personal device usage without permission, 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)

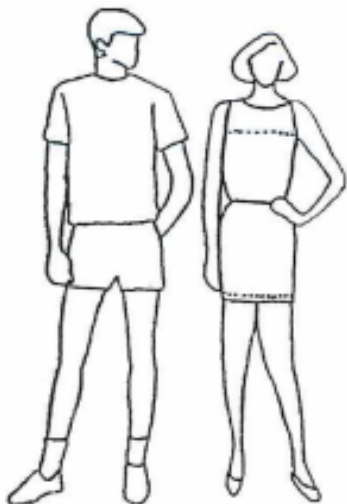
A suspended student shall be permitted to take any quarterly, semester, or grading period examinations and complete any projects assigned during the grading period and due during the suspension period. A suspended student may complete course-work missed during the suspension period as provided in the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

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.



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 School District has adopted a dress code.

- Students shall have no skin or undergarments exposed from mid-thigh to the armpit line. See through attire, strapless, backless outfits are prohibited .
- Head coverings are allowed at the High School only. Students must take off head coverings if it becomes distracting or disruptive. No hoods are allowed. Head coverings are not allowed at the middle school level.
- No coats are to be worn in class; students should keep a sweatshirt, 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 and asked 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.

DRUGS AND ALCOHOL –

Alcoholic beverages are prohibited on school grounds. A student is prohibited from possessing, consuming, or being under the

influence of alcohol on school premises, in vehicles on school premises, or at school-sponsored activities. School administrators may refer incidents to law enforcement officers and request a breathalyzer. A student in violation of this policy may be subject to suspension or expulsion.

The possession or use of controlled substances is a violation of the law. A student who possesses controlled substances is subject to suspension and will be referred to the appropriate legal authorities or the police who will be informed of any violation relating to these regulations on dangerous drugs, narcotics, marijuana, or alcoholic beverages for appropriate criminal action and to aid in the search for sources supplying these materials to minors in violation of any federal, state, or local laws. This includes the possibility of a canine search of the facility.

A student is not allowed to use or possess tobacco products, e-cigarettes, or vapor paraphernalia on the School District of Belleville property. The School District of Belleville personnel have the authority to confiscate cigarettes, smoking supplies or equipment, or chewing tobacco.

Reference:

Wisconsin State Statute ([s. 125.09\(2\)](#))

Wisconsin State Statute ([s. 961.41](#))

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 must be powered off while in the classroom. Cell phones are not allowed in locker rooms. If a student is found using a cell phone or other personal device 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.

HALL PASSES

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

HARASSMENT AND BULLYING

HARASSMENT

Harassment may include verbal abuse, vulgar or derogatory language, display of offensive materials, lewd or offensive gestures, jokes offensive to protected class members, unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature. Harassment also includes hate speech—the use of language, behavior or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s). Harassment based on race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, gender nonconformity, physical, mental, emotional or learning disability or handicap are also prohibited by the law and Board policy. Examples of harassing behaviors may include, but are not limited to:

- Verbal Abuse
- Statements that promote violence towards a racial or ethnic group
- Racial slurs
- Display of offensive/lewd materials or gestures
- Drawing, displaying, or posting images or symbols of prejudice (examples include but are not limited to the Confederate flag and swastikas).
- Unwelcome sexual comments or advances.

BULLYING

Bullying is a series of negative and/or violent repetitive actions between individual students or groups of students. Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to age; national origin; race; ethnicity; religion; gender; gender identity, gender expression, gender nonconformity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status. Bullying may involve verbal, physical, and/or indirect behavior. Examples of Bullying behaviors may include, but are not limited to:

- Cyber Bullying
- Name-calling
- Threatening
- Teasing
- Racist remarks
- Kicking
- Hitting
- Making faces
- Making gestures
- Stealing (taking things from someone repeatedly, like pencils, mittens, etc.)
- Spreading cruel rumors
- Social exclusion

PROHIBITION Bullying and harassing behavior is prohibited in all schools, buildings, property and educational environments.

REPORTING PROCEDURES All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the principal. Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the principal, school counselor(s), teacher(s), or to any staff member. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

REPRISAL The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other employee of the school district who retaliates against any person who makes a good faith report of alleged harassment or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists or participates in a proceeding or hearing relating to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

INVESTIGATION PROCEDURES A formal complaint must be filed in writing with the principal. The principal will promptly investigate the complaint, arrange meetings to discuss the complaint with all parties involved and submit reports of the results to all parties. Disciplinary action may be administered at that time. These procedures do not deny the right of any individual to pursue other avenues of recourse which may include filing charges with Iowa County Human Services, the Barneveld Police Department or seeking redress under state and/or federal statutes and laws.

CONSEQUENCES OF HARASSMENT OR BULLYING ANOTHER PERSON There are many different consequences for a student who harasses or bullies another student. Consequences may include, but are not limited to:

- Notification of parent(s)
- Meetings with some combination of bully, victim, parent, counselor, administrator or other appropriate individuals
- Letter of apology
- Staying after school
- In-school suspension
- Out-of-school suspension
- Removal from co-curricular activities
- In-school "no contact" order with specific peers
- Loss of non-curricular privileges, such as recesses, field trips, classroom parties, prom, graduation, or other district/school functions, etc.
- Legal repercussions
- Expulsion
- Referral to social services

CONFIDENTIALITY Complaint records shall remain confidential. They shall be maintained separate and apart from student and personnel files. When final determination is made by the District Compliance Officer, records pertaining to the matter may become a part of the student and personnel files. The Barneveld School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, gender expression, gender nonconformity or physical, mental, emotional or learning disability or handicap in its educational program or activities. Federal law prohibits discrimination in employment on the basis of age, race, color, national origin, sex, religion or handicap.

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.
- 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 MS/HS students who are in the building are expected to remain in the commons unless staff has 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

- There is no open campus lunch at this time.
- Junior/ Seniors may elect [Study-at-Home](#) during their online/ECCP/SCN.
- Eligible seniors may apply for the [Excellence Pass](#) during PIE on Tuesday through Friday.

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.

VANDALISM AND PROPERTY DAMAGE

The taxpayers of Barneveld School District provide its students with buildings and facilities, equipment, textbooks, technology and other supplies. To safeguard this investment, and ensure their continued availability, students are held accountable for actions that result in damage of school property. Students who willfully destroy school property will be required to pay the full replacement cost of the item and will be subject to disciplinary action which may include but is not limited to, suspension, expulsion and/or referral to legal authorities. Students who damage or lose school property through negligence will be required to pay the full cost of replacing the damaged or lost article. Students will not be expected to pay for damage that occurs through normal usage.

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.

WELLNESS

Barneveld School District plays an important role in educating young people in making healthy choices. With teacher permission, students may bring in healthy snacks. Sodas, high sugar foods and drinks are not permitted as healthy snack choices. [MS/HS Healthy Snack List](#)

Academics Policies

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. 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. 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 are prohibited.

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), discussion with student, administrative contact, parent contact, incident is recorded in the student management system for all incidents. Progressive discipline may include: detention, service detention, in-school suspension, and out-of-school suspension.

EXAM SCHEDULE

Final exams will be given in each class a student is enrolled in at the 9th-12th 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 4th 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.

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.

GRADUATION REQUIREMENTS and course offerings can be found in the [course description guide](#).

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.*

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, Juniors and Seniors must meet a 3.67 cumulative GPA or above by the end of the first semester to be considered eligible.

SERVICE LEARNING REQUIREMENTS are located on the [school website](#).