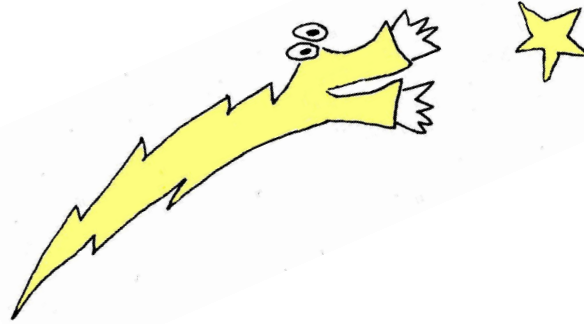


A decorative border surrounds the page, consisting of a repeating pattern of small blue signs with the letters 'ABC' on them, each with a white arrow pointing to the right. The signs are set against a light green background with small white dots.

2011 - 2012
FAMILY HANDBOOK



LINCOLN
LIGHTNING

Lincoln Elementary School
210 Gould Street
Beaver Dam, WI 53916
920-885-7396

PLEASE SAVE THIS BOOKLET

TABLE OF CONTENTS

Arrival and Dismissal.....	5
Assessments (Report cards, State Testing).....	13
Attendance Policy.....	8
Attending Lincoln.....	8
Band and General Music Information	19
Bicycle Safety.....	10
Bullying.....	22
Calendar of Events.....	7
Cell Phone Use.....	13
Character Education.....	16
Code of Conduct.....	14
Complaint Policy.....	23
Counseling.....	20
Daily Schedule.....	5
Directory Data Policy	17
Emergency Contact Information	8
English Language Learners.....	27
Internet Use Policy and Student Guidelines.....	28
Lincoln Station: Before and After-School Program.....	26
Lost and Found.....	13
Lunch Money.....	11
Medical Insurance.....	13
Medication at School.....	24
Milk Money.....	11
Mission Statement.....	6
Non-Discrimination Policy.....	20
Nurses Notes on Illness.....	25
Parent/Teacher Conferences.....	7
Parties.....	11
Pupil Services (Special Education, Counseling and Consolation).....	19
Safe Arrivals.....	8
Safety Patrols, Bikes and Crossing Guards.....	10
Sexual Harassment.....	21
Smoking Ban.....	13
Special Services (Title I, PaLS, Physical Education, Art, Music).....	18
Staff Members.....	4
Transportation (Car, Taxi Cab, Bus, Walking).....	9
Weather Information (Tornadoes, Inclement Weather, Clothing, Radio).....	12



Dear Parents and Students,

On behalf of the staff at Lincoln Elementary School, I am pleased to welcome you to the new school year. We are looking forward to a great year!

This handbook has been prepared to help you better understand the procedures and policies of Lincoln School. Hopefully, it will answer some of the questions you may have.

Our goal at Lincoln is to provide an environment where the students and the staff enjoy working, learning and playing together. It is also important that all children feel safe while in school. Our Conduct Code is on page 14.

To help maintain a safe learning environment, please understand the importance of checking in at the office when you are visiting or picking up your children during the school day.

All of the doors except the main entrance on Gould Street will be locked at all times.

South entrance (Gould Street) – open from 8:00 a.m. – 3:30 p.m.

North entrance (back door) – locked, but has buzzer for permission to enter.

**IT IS NOT TO BE USED FOR STUDENT DROP-OFF OR PICK-UP
AT THE BEGINNING OR END OF THE DAY.**

The staff welcomes parent involvement and wishes to extend an open invitation for you to visit, attend events, and participate in the Parent Teacher Organization (PTO). We also welcome questions, concerns, and suggestions.

We would appreciate you taking the time to go through the Lincoln Handbook with your children. It contains important information that you may need throughout the year so **PLEASE KEEP THE HANDBOOK FOR FUTURE REFERENCE.**

I look forward to meeting all of you,

Tonya G. Gubin

Tonya Gubin
Principal



NOTE: This handbook is provided as a resource, guide and management tool for you. Due to the possibility of changes in the needs of our community, board policy and federal/state laws, the contents of this handbook are subject to changes. Furthermore, discipline and consequences established are designed to provide the most positive, safe and secure learning environment possible at Lincoln School. It is also recognized that extenuating circumstances and other variables allow the administration or other appropriate school personnel to assign consequences outside of the progression, so long as those consequences are legally sound and reflective of board policy.

THE LINCOLN LIGHTNING STAFF

Mrs. Tonya Gubin Principal
 Mrs. Jeanne Sommer..... Secretary

CLASSROOM TEACHERS

Mr. David Kok..... Kindergarten
 Mrs. Kelly Kuenzi Kindergarten
 Mrs. Stacey Hardesty..... Kindergarten
 Miss Vickie Frome 1st Grade
 Mrs. Jeanne Stangl 1st Grade
 Mrs. Shanalyn Vertz 1st Grade
 Mrs. Judy Hein..... 2nd Grade
 Mrs. Kathy Jeanes 2ndGrade
 Mrs. Melinda Myers..... 3rd Grade
 Mrs. Julie Sether 3rd Grade
 Mrs. Lisa Sawyer 4th Grade
 Mrs. Maureen “Sis” Ulrikson 4th Grade
 Ms. Maily Kocinski..... 5th Grade
 Mrs. Laurie Marchese 5th Grade

SPECIAL AREA TEACHERS

Ms. Jessica Stortz..... Art
 Ms. Heidi Riter Art
 Ms. Anna Peterson English Language Learners
 Mrs. Reneé Konczak..... Library Media Specialist
 Mrs. Sheri Dewar Occupational Therapist
 Mr. Dan Hallman Physical Education
 Mr. J.C. Madorin Physical Education
 Mrs. Sarah Grey..... Reading Recovery/Literacy Support Specialist
 Mrs. Stephanie Benson..... School Psychologist
 Mrs. Joy Lachendro..... School Social Worker
 Mrs. Ellen Garner Guidance Counselor
 Miss Nancy Kulibert Special Education
 Ms. Nicole Smith Special Education
 Mrs. Lisa Tennessen..... Speech and Language
 Mrs. Jeneen Carnes..... Vocal Music

SUPPORT STAFF

Ms. Heather Chavez Teacher Assistant
 Mrs. Kitty DeMeester Library Media Assistant
 Mrs. Julie Giebel..... Teacher Assistant
 Ms. Janelle Harrison..... Teacher Assistant
 Mrs. Conchi Henke..... English Language Learners Assistant
 Mr. Joe Lord Custodian
 Mrs. Lori Myszka-Smith Teacher Assistant
 Ms. Roxann Nell Custodian
 Mrs. Pam Pryme..... Teacher Assistant
 Ms. Mary Reddie..... Teacher Assistant
 Mrs. Brenda Riege..... Teacher Assistant
 Mrs. Penny Schmid..... Teacher Assistant
 Mrs. Sharon Stratton Nutrition Services



PHONE AND ADDRESS

Lincoln Elementary School
210 Gould Street
Beaver Dam, WI 53916

District Web Site www.bdusd.org or www.beaverdam.k12.wi.us
Click the Lincoln School tab to access Lincoln info!

Phone: (920) 885-7396

Auto Attendant: (920) 885-7530 - If you know your party's extension, you can dial it directly from this number. If not, press # for the school directory.

Lincoln Elementary School has an answering machine so that you can leave a message at any time. If your child is going to be absent, please call us and leave a message, including the reason for the absence.

STUDENTS' DAILY SCHEDULE

Morning Session: 8:30 – 11:30
Lunch: 11:30 – 12:10
 K - 2 first half 11:30 – 11:50
 3 - 5 second half 11:50 – 12:10
Afternoon Session: 12:15 – 3:07
Supervised Playground: 8:15 – 8:30 & 11:30 – 12:10

Planned Late Start Staff Development Days: School starts 2 hours later (10:30 a.m.)

Weather Related Late Start Day: School starts 2 hours later (10:30 a.m.)

ARRIVAL AND DISMISSAL

Our morning classes begin at 8:30 a.m. The playground supervisors begin their duties at 8:15 a.m. For your child's safety, please be sure they arrive at school no earlier than 8:15 a.m.

We will be dismissing the students at 3:07 p.m. Students should leave the building soon after dismissal unless they are enrolled in our after-school program, or under a teacher's or the principal's guidance.

THE PLAYGROUND IS NOT SUPERVISED AFTER SCHOOL HOURS



MISSION STATEMENT FOR THE BEAVER DAM UNIFIED SCHOOL DISTRICT

The commitment of the Beaver Dam Unified School District is to educate all students, develop their unique talents and interests, and prepare them to be productive members of the world.

“Learning is for a Lifetime...”

- We believe students, families, school staff, and community members are responsible for education in our district.
- We believe we must provide high quality instruction through a relevant curriculum.
- We believe students learn in different ways and at different rates. Therefore, we must provide all students with learning opportunities to reach their maximum potential.
- We believe we need to be adaptable, flexible, and willing to change, when necessary, to meet the needs of all students.
- We believe the most effective learning environment includes responsible behavior, mutual respect, safety, and a caring attitude.
- We believe we must prepare students for citizenship in the global community, and help them understand their relationship to our global community.
- We believe we must prepare all students for citizenship by instilling within them an appreciation of democratic values.



LINCOLN LIGHTNING CALENDAR 2011 - 2012 SCHOOL YEAR

August 29, 30 and 31	Teacher In-service Days
August 30	Open House: Grades 1-5
September 1	1st Day of School
September 5	Labor Day, No School
September 8	Kindergarten Open House & Pizza Party
September 12	Lincoln Station Begins
September 28	Picture Day
October 4	Late Start (Staff Development) School Starts at 10:30 am
October 20 and 25	Parent-Teacher Conferences (4:15 - 7:30)
October 24-26	Fall Festival
October 27-28	Teachers' Convention - No School
November 22	Elem. Band/Orchestra Concert at HS
November 24-25	Thanksgiving Break
December 6	Late Start (Staff Development) School Starts at 10:30 am
December 15	Lincoln Concert with Grades 1- 5 at the High School at 6:30
December 23 - December 30	Winter Break
January 2	Classes Resume
January 18	End of 1st Semester
January 19	Teacher In-Service - No Classes for Students
January 20	No School
January 23	2nd Semester Milk Money Due
February 6	Parade of Bands at High School at 7:30
February 24	No School
March 8	Late Start (Staff Development) School Starts at 10:30 am
March 8 and 13	Parent-Teacher Conferences (4:15 - 7:30)
March 19 - March 23	Spring Break
March 26	Classes Resume
April 2	All District Choral Festival at the High School
April 6	Easter Break - No School
May 9	Late Start (Staff Development) School Starts at 10:30 am
May 15	Elementary Band/Orchestra Concert at High School at 6:30
May 28	Memorial Day (No School)
June 5	End of 2nd Semester, Planned Last Day of School
June 6	Possible Emergency Make-up Day



PARENT-TEACHER CONFERENCES

Conferences are held twice each year, in the fall and again in the spring. Parent involvement is very important in your child's educational experience. Talk with your kids about what's going on in school and discuss ways to improve their progress. Review weekly assignments to see where your child is being successful and where help is needed. Remember to praise your kids. Children really do respond best to compliments. Being prepared for the parent-teacher conferences helps your child achieve success in school.

ATTENDING LINCOLN SCHOOL

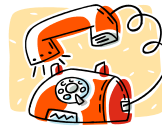
SAFE ARRIVAL TO SCHOOL

There has been a growing concern for the safe arrival of children to school each morning. We expect a call from a parent prior to the child's absence. In the event a parent has not called, the school will call parents at home or at work or your emergency numbers.

Regular school attendance is essential for your child's education; however, we do not expect a student who is ill to attend school. Parents are asked to report to the office any communicable diseases children contract. The school nurse will be able to tell you how long your child must remain out of school for the various diseases.



Parents should call the school **(885-7396) before 8:30 a.m.** An answering machine will record calls before 8:00 a.m. In place of a phone call, a written note explaining an absence could be sent with another child in the family and given to the secretary the morning of the absence. When you know your child will be absent from school for more than two days, we would appreciate advance notification.



ATTENDANCE POLICY

Regular school attendance is essential for successful school work; however, we do not expect a student who is ill to attend school. If a student is absent, parents are required to notify the school office of the absence prior to the beginning of the school day. The principal may request the parent or guardian provide a written medical excuse.

Truancy is an unexcused absence for all or any part of a school day. Tardies entail arriving late to the beginning of class. By Wisconsin statute, a student absent without an excusable cause for any part or all of five (5) school days in a semester or ten (10) school days in a year is defined as an habitual truant. Parents/guardians of habitual truants will be notified and requested to meet with school personnel. In addition, pursuant to Wisconsin statute, the student will be referred to law enforcement agents and the county Department of Social Services if truancy continues. The Municipal Court of the City of Beaver Dam has the authority to impose penalties on parents/guardians for failure to assure their child attends school regularly.

Cross-Reference: 443 – Code of Conduct
Approved: June 1, 2009

EMERGENCY CONTACTS

Registration forms include information about parents' worksites and emergency contacts. If you change jobs, please let us know so that we can contact you in case of an emergency. It is also very important to list two additional local people for emergency contacts, in case we can not reach parents.

TRANSPORTATION TO LINCOLN



CARS, TAXI CABS, AND BUSES

While we encourage children to walk to and from school whenever possible, we do have some students who are transported by motorized vehicles. For the safety of all the children, please adhere to the following directions for dropping off and picking up students.

CARS: Park along the curb on Wayland Street so the children do not have to cross the street. If they do need to cross the street, please emphasize that they should cross with the Safety Patrol or Crossing Guard at the corners, not in the middle of the street.

TAXI CAB: Since several of our students are transported by a taxi service, we would like all taxi cabs to drop off and pick up children along Gould Street. Taxi cabs should be asked to park facing west. This should prevent the children from crossing the street.

BUS: The students who are transported by the bus company will arrive and depart in the “BUS ONLY” zone in the east side of the parking lot. These are the only children who should be in the back of the school building before and after school.

SCHOOL BUS SAFETY

All school rules apply to all students riding a bus. In addition, students are expected to behave in a safe and courteous manner while riding a bus. Failure to observe school rules or bus safety procedures may lead to exclusion from bus riding. Since exclusion from the bus effectively excludes the student from school, the district due-process procedures must be followed. Only the student's principal may remove a student from ridership for up to five (5) school days. Exclusion for more than five (5) days requires an expulsion hearing.

**DO NOT USE THE PARKING LOT
FOR STUDENT DROP-OFF OR PICK UP.**

CHILDREN WHO WALK TO SCHOOL

Because Lincoln School is a ‘neighborhood school’ most of the children who attend Lincoln are close enough to walk to and from school each day. They should plan on leaving the house so they arrive at Lincoln NO EARLIER THAN 8:15 a.m unless you are enrolled in the Lincoln Station before-school program, or are coming for breakfast. For your children’s safety, please instruct them to follow the directions of the patrols and crossing guards. Since they are only at their corners for a short time after school, the students need to leave the school grounds promptly.



SAFETY PATROLS AND CROSSING GUARDS

We can be proud of the safety patrol record we have maintained for many years here at Lincoln. It is expected that all children follow the directions of both the safety patrol and the adult crossing guards.

Patrols are stationed at the corners of Gould and McKinley Streets, Wayland and Vermont Streets, and Wayland and Bogert Streets. Patrols are also stationed at each of the bicycle racks to control the departure of bicycle riders.

Adult crossing guards are stationed at the corners of University and Gould Streets, University and Prospect Streets, Wayland & Burnett Streets, as well as University and Burnett Streets.

For the safety of your child, please have them cross at the supervised corners.



BICYCLES AND SAFETY

The decision to allow children to ride bicycles from home to school is a decision parents must make. The students should plan on leaving the house so they arrive **NO EARLIER THAN 8:15 a.m.** There is no school policy regarding age limits or restrictions. You must know when your child is competent and mature enough to bicycle to school. We do emphasize bicycle safety and encourage children to obey the traffic laws.

Students need to follow the directions of the safety patrols and the crossing guards. Before your child rides his/her bike to and from Lincoln School, a few reminders are in order:

- Riders should ride single file on the way to and from school
- Bicycles should be walked on the sidewalks of the school grounds.
- Seats and handlebars should be properly adjusted.
- Children should lock their bikes.
- Helmets are an important piece of equipment.

Bicycle racks should be used and are located at the school entrance on Wayland Street.

Bicycles should be in good working order. If tires are worn smooth during the summer, you will want to replace them. If fenders have been battered, they should be straightened to prevent the wear on tires. Spokes missing from wheels should be replaced, as should pedals with worn rubber. The breaks should hold every time.

**** NO ROLLER BLADES, SKATES, SKATEBOARDS, SCOOTERS, ETC...**



AUTOMATED BREAKFAST & LUNCH PAYMENTS



Schools in the Beaver Dam Unified School District use a computerized family account system for handling hot lunch payments. Hot lunch payments for all children in the family (elementary, middle school and high school) come out of the same family account. Each child will be assigned a PIN, which will be entered into the computer in the lunch room. You can see your child's balance by logging into Family Access from the school district website at www.bdusd.org.

Payments can be made at any school, (elementary, middle or high school) or online through Family Access. Elementary lunches are \$2.00 each and breakfast is \$1.05, which includes milk. Most families like to pay on a monthly or weekly basis. The payment sent could be in any amount; it does not have to equal an even hot lunch amount. For example, you can send \$10, \$20, \$30, etc. Some parents may like the convenience of paying on a quarterly or semester basis at one time. If possible, please do not pay on a daily basis.

Children who bring cold lunch may purchase a half-pint of white or chocolate milk for 30¢. This will be taken out of their family lunch account. Coins will not be accepted in the lunch room. Please make sure you child has a nutritious lunch. *Cans and bottles of soda are not allowed.*

Students enjoy having parents come for lunch. Adults are charged \$2.75 for lunch and are welcome anytime. Parents must call the school office by 8:45 a.m. to place your hot lunch orders if you intend on eating with your child that day.

If your child is going to arrive at school late, please call the office at 885-7396 before 8:45 a.m., so that a hot lunch will be available. Lunches must be ordered before 9:00 a.m. Please call early.

MILK

Students have the option of getting milk each day during the mid-morning break. Milk fees of \$26.40 are collected each semester. 1st Semester is due at the beginning of the year, and 2nd Semester is due on January 23, 2012. If your family has qualified for free or reduced lunches, free morning milk is included.

All money sent to school should be placed in an envelope with the following information written on the outside:

***Child's Name - first and last
Reason for Money (lunch, semester milk, etc.)***

PARTIES

Three party days are observed during the school year. They are the Fall Festival, Winter Holiday, and Valentine's Day. The parties generally begin about 2:15 p.m. and continue until the usual dismissal time of 3:07 p.m.



WEATHER INFORMATION



EMERGENCY WEATHER CONDITIONS

When winter weather makes travel hazardous, classes in the Beaver Dam School District may start late, be dismissed early, or be canceled for the day. In the event that emergency weather conditions exist, the first radio announcement will be made by 6:30 a.m. on radio stations WBEV 1430AM or WXRO 95.3 FM. Stay tuned to either station for updated information. The District also broadcasts weather related information, as it affects school closing or late starts on television on Charter Cable Channel 98 or 993. Students in grades K-2 may be picked up inside by a parent or guardian.

If you need to call, please call the weather line at the Beaver Dam High School at 885-7520 ext. 2400 or, for the Spanish version call 885-7520 ext. 2401.

Before any emergency day occurs, please plan for your child's care and discuss those plans with you child, because when school dismisses early some children may become worried about where to go.

INCLEMENT WEATHER

When bad weather conditions arise such as rain, snow, and extreme cold, children are allowed to come into the building at 8:15 a.m. Children who arrive early must be prepared to stay warm and dry OUTSIDE until 8:15 a.m.



TORNADO INFORMATION

We will NOT dismiss children at dismissal time if a tornado WARNING is in effect. We will, however, dismiss them during a tornado watch.

At Lincoln School, all classes take shelter in the safest designated area when a warning is sounded. If you would like to pick your child up during a WARNING, please do not call the school; come inside of the school to get your child.

NO SNOWBALLS!

Throwing snowballs or snow or ice is not allowed on the school grounds. Children are encouraged to make snowmen and other sculptures when packing snow is available.



OUTDOOR CLOTHING

Children do spend time outside before school begins in the morning, at noon, and for recess periods. Please dress your child appropriately according to the weather.

During the winter season, proper clothing to keep your child warm is essential. Boots and mittens, along with a hat are essential for Wisconsin winters. If at all possible, put a spare hat and a pair of mittens in your child's book bag. Please label all items.



REPORTING ASSESSMENT TO PARENTS

Communication between the home and school is extremely important. Parents should feel free to come to school and discuss specific problems with the teacher whenever that need arises. On the other hand, teachers should also feel free to contact parents when the need arises. Goals in conferences can be best obtained when both parent and teacher work together with one interest, the child, in mind.

Report cards are sent home with the students twice a year, January and June. In addition, scheduled parent/teacher conferences are held in the fall and in the spring. Parents may call or schedule a conference as needed at other times throughout the year.



ASSESSMENTS

All students in third through fifth grades are required by the State to take the Wisconsin Knowledge and Concept Exam. The third graders will also take a State Elementary Reading Test in March. The second and graders will be participating in the Cognitive Skills Inventory in February as part of a Beaver Dam School District requirement.

In fall, winter and spring, students in grades 2-5 will take tests called Measures of Academic Progress (MAP). We give students MAP tests to determine their instructional level and to measure academic growth throughout the school year in the areas of math, reading and language. Your child will take the tests on a computer. For more information on resources for parents, access the Document Library at www.nwea.org and download the online Parent Toolkit from the web site.

LOST AND FOUND

During the school year we continually face the problem of lost and misplaced clothing. All means of locating owners are used, however, many items remain unclaimed. Unclaimed items will be donated to “Clothes for Kids” in December and June. Please help us with this situation by labeling ALL of your child’s belonging, especially sweatshirts, jackets, lunch boxes, shoes, and backpacks.

NO SMOKING POLICY

The Board of Education has adopted a Tobacco Free policy for all district property. District properties are defined as buildings, school-operated vehicles, and district grounds. We request that everyone adhere to the Tobacco Free policy and hope that you assist us in helping to administer the policy.



MEDICAL AND ACCIDENT INSURANCE

Parents may purchase school-time or full-time coverage medical insurance for their children through the Beaver Dam School District. Applications are available in the office. Since this insurance is voluntary, you must fill out the forms and provide the payment before the insurance takes effect.



CELL PHONES

Student use of electronic devices (cell phones, I-Pods, etc.) without the consent of the staff, is prohibited on school premises during school hours. With many parents wanting their children to carry a cell phone, the District guidelines allow the student to bring the phone, if the parents feel it’s necessary. It must be turned off and be in the student’s backpack during the school day, so it does not become a distraction to classroom learning. Phones not stored properly will be confiscated by the principal and will only be returned to a parent. In the event of an emergency you can contact your child by calling the office at 885-7396.

BEAVER DAM UNIFIED SCHOOL DISTRICT



Elementary Code of Conduct

The Wisconsin Legislature passed Act 335, Code of Student Conduct, which helps define inappropriate student behaviors for classrooms throughout the state. With the passing of this law, all Wisconsin schools will be handling classroom-based student discipline issues more consistently. The Beaver Dam School Board adopted the code as policy – effective fall, 1999. In many ways, this policy is similar to the discipline procedures in past years.

The code allows teachers to remove students from class if their behavior disrupts learning or teaching. Classrooms need to be orderly, safe, and free of distraction so that students can learn effectively. Students who are removed from class may spend time in the office or might even be sent home. They will not be allowed back into class until the principal or his/her designee believes that the student's conduct will be appropriate.

Removal from class is a serious action. It may be temporary, but extreme or repeated inappropriate conduct may result in suspension or even expulsion. Either the teacher or the building principal will notify parents when removal from class occurs. Parents may request a meeting with the child's teacher or principal to learn more about the circumstances related to the removal decision, even though there is no formal right to appeal a decision to remove.



BEAVER DAM

UNIFIED SCHOOL DISTRICT



Elementary Code of Conduct continued

Weapons: Weapons of any kind will not be tolerated in any school facility. A dangerous weapon is defined in state statutes and may include any object which, by manner in which it is used or intended to be used, is capable of inflicting harm or could pretend to be capable of inflicting bodily harm or endangering the health and safety of students or staff. Ammunition and explosives are considered weapons. If a student is found in possession of or using a weapon on school premises or at school events, the parent/guardian will be contacted, as will police. Discipline may include suspension and/or expulsion.

Drugs: In order to protect the health, welfare and safe learning environment of all students, the district requires that students shall not possess, use, dispense/distribute, manufacture or be under the influence of any controlled substances including but not limited to illicit drugs, prescription drugs not prescribed specifically for the respective student, alcohol, tobacco or drug paraphernalia on school property or at school events. Violations will result in parent and police contact, possible suspension and/or expulsion, and may require counseling and possible treatment.

Bomb Threats: The safety of students is of the utmost importance. Threatening behavior of any kind will not be tolerated, including the threat of bombs or explosives or harm to students, staff and school facilities. Students guilty of such behavior will be subject to parental and police contact, suspension possible expulsion.

Vandalism/Damage to Property: Intentionally defacing or damaging property of others or of the school is prohibited. Students guilty of such behavior may be suspended and will be required to pay for repairing the damage or replacing the damaged item.

Theft: Taking property belonging to another student, a staff member or the school without permission is prohibited. Students committing acts of theft will be subject to suspension and will be required to restore the property. Repeated offenses may result in expulsion.

Fighting and Altercations: Students are prohibited from physical altercations and threatening verbal behavior. Schools will help students learn appropriate techniques for conflict resolution. Students who engage in physical confrontations may be suspended. Repeated offenses may result in expulsion.

Bullying: Threatening others, encouraging others to mistreat another student and making fun of others are prohibited. Students guilty of such infractions may be suspended if repeated incidents occur.

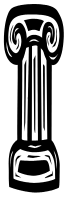
Violence: Students who destroy property in angry or uncontrolled outbursts or who assault other students or staff will be removed from the school through immediate suspension unless otherwise specified by an Individual Educational Plan. In all cases, the student will be removed from the school until alternative arrangements can be made and assurance given that the student can return to the environment without endangering the safety and well-being of other students and staff. Parents will be held liable for the costs of any damage. Absent alternative arrangements, repeated instances may result in expulsion.

Dishonesty: Lying, copying other students work and cheating are prohibited. Students guilty of dishonesty will be required to meet with teacher, principal and parent to correct the behavior and prevent future incidents.

Misbehavior: Failure or refusal to follow school rules, obey staff members or avoid disrupting or disturbing class or activities; or interfering with the learning environment of other students will be handled by teacher-parent contact. Repeated offenses may result in referral to the principal for further consequences.

Dishonesty: Lying, copying other students work and cheating are prohibited. Students guilty of dishonesty will be required to meet with teacher, principal and parent to correct the behavior and prevent future incidents.

Misbehavior: Failure or refusal to follow school rules, obey staff members or avoid disrupting or disturbing class or activities; or interfering with the learning environment of other students will be handled by teacher-parent contact. Repeated offenses may result in referral to the principal for further consequences.



BEAVER DAM UNIFIED SCHOOL DISTRICT CHARACTER EDUCATION PROGRAM



Throughout the year, the community of Beaver Dam and the staff at Lincoln School will be learning and working on the qualities of being a person of good character. Each month we will be focusing on one of the six pillars. In September we will focus on making good choices, the platform for all pillars. Please try to reinforce the qualities listed below at home and in our community.

SEPTEMBER:

MAKING GOOD CHOICES

*Stop
Think*



OCTOBER:

RESPONSIBILITY

*Do your best
Think about consequences before you act
Use self-control
Accept consequences of what you do
Accept your role as a student*

NOVEMBER:

RESPECT

*Treat others the way you want to be treated
Accept differences in people
Be polite
Do no hurt other people
Be proud of yourself*



DECEMBER:

CARING

*Be kind and considerate
Show concern for others
Be unselfish
Be forgiving*



JANUARY:

TRUSTWORTHINESS

*Tell the truth
Keep promises
Be dependable
Be a true friend
Make good choices and do the right thing*



**FEBRUARY &
MARCH:**

FAIRNESS

*Listen and think about what others have to say
Treat people fairly
Share
Follow the rules*

APRIL:

CITIZENSHIP

*Help make you family, school and community a better place
Be a good neighbor
Protect the environment
Obey laws
Respect people who are in charge*



MAY:

REVIEW



Dear Parents,

In compliance with Wisconsin Statutes 118.125 (2) (j), the Board of Education is required to identify parts of student records as “Directory Data”. Information so designated will be released unless a parent or guardian specifically requests that all or part of it remain completely confidential and not be released for any reason.

The purpose of this law is to make it legal for the school to publish honor rolls, specific information on athletic and concert programs, school newspapers, yearbooks, news releases about honors received, and so on. It also permits the school to provide directory data information to the WIAA, colleges and universities, vocational schools, other institutions for work permit age certification, and other agencies upon request in accordance with the law.

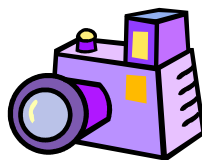
“Directory Data” for Beaver Dam students means those pupil records which include the pupil’s name, address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, awards received, and the name of the school most recently attended by the pupil. All other information in the student record is confidential, in accordance with Wisconsin Statutes 118.125.

Parents are requested to advise the school principal in writing by September 30, of any items of Directory Data they prefer not to be released by the district as outlined above.

Joanne Tyjeski, Clerk
Board of Education

Camera Shy?

Throughout the year, pictures and videos of students in the school district participating in assorted activities are used in various media. If that would cause a problem for you or your child, please call our office at 885-7396 to let us know. We will make every effort to maintain your child’s privacy.



SPECIAL SERVICES



TITLE I

Title I is a federally funded program that provides extra help in reading for grades K-5. Lincoln Elementary is a Schoolwide Title I school. The program's purpose is to generate high levels of academic achievement in core subject areas for all students, especially those most in need.

Parents are encouraged to be involved in family events, consult with the reading specialist, and work closely with their child's teacher to ensure the best educational experience for their son or daughter.

PARTNERS ARE LEARNING

Partners Are Learning (PaLs) is a program that matches a child who is in need of academic assistance with a trained community volunteer who will tutor and mentor the child. The volunteer and child meet twice a week for one hour each session at the child's school to work on teacher-directed activities. Lincoln's PaLs program meets from 3:15 p.m. until 4:45 p.m. and runs from September through May. PaLs is open to second through fifth grade students who are referred by their teachers and have permission from their parents. There is no cost to the parent for participation or for required transportation. If you have any questions, please discuss it with your child's teacher, principal or call the program coordinator, Julie Tavs, at 885-7470, ext. 1166.

PHYSICAL EDUCATION

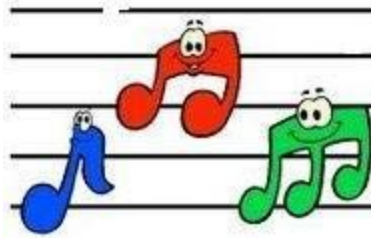
All students in grade K-5 have four physical education periods of 25 or 30 minutes in length per week. Each physical education period may consist of a vigorous warm-up period, which then leads to tumbling, rhythm work, volleyball, track events, and other types of activities. All are designed for personal and skill development.

In addition, a 15-minute recess period is taken by students in K - 3, while grades 4 and 5 have only a brief break for going to the bathroom and getting a drink of water.

ART EDUCATION

The art program is concerned with the total growth of the child as an individual (educational, emotional, mental, physical, and aesthetic growth), as well as the expressive ability of the child as an artist. It is a vital part of the school program and is coordinated as much as possible with the classroom activities and those of other special areas.





BAND AND ORCHESTRA

Students wishing to begin taking lessons register in the spring for summer school beginners classes. Children playing string instruments begin after completing grades 3, 4, or 5. Band students can join in grades 4 or 5.

GENERAL MUSIC AND CHORUS

The music program seeks to enhance the quality of children's lives by extending the boundaries of their thinking which provides an important means for self-expression and personal fulfillment and aids in the development of confidence and self-discipline.

Children receive music instruction by a music specialist for 30 minutes two times per week. Some of the areas explored are melody, rhythm, harmony, form, expression, singing, playing, and listening.

In addition to the regular music class, chorus is offered to 4th and 5th grade students who wish to enhance their regular classroom music experience. This group meets once weekly. Students must attend regularly and display proper rehearsal behavior. The chorus performs 2-4 times during the year.

PUPIL SERVICES

SPECIAL EDUCATION

The district offers a full range of exceptional educational needs programs. These include instructional programs for all areas of exceptional and handicapping conditions: learning disabilities, speech and/or language disorders, emotional disturbance, early childhood, hearing and visual impairment, school age parenthood, and homebound instruction.

In Beaver Dam schools, exceptional educational programs are part of the total instructional program. Handicapped students participate to the maximum extent possible in the academic, non-academic, and extra-curricular aspects of the regular education program. A flexible program for exceptional education and frequent assessments of each child's needs, capabilities, and progress is maintained.

Parents of a child experiencing adjustment difficulties or indicating an exceptional educational need, may make a referral through the principal. The child will then be evaluated by the Pupil Services staff. Permission for individual assessment is always secured from parents before individual evaluations are conducted.



COUNSELING AND CONSULTATION

School counselors, school psychologists, school social workers and the school nurse are available to work with any student or parent with regard to any school adjustment difficulty experienced by students. A formal guidance program to help children learn social skills, improve problem solving and feel good about themselves is presented to all students at the elementary level. Counselors, teachers, and pupil services staff work together to provide an environment which fosters the emotional growth of students. This is accomplished through active communication, prevention strategies and intervention.

Children may be included in one of the small discussion groups the counselors or other pupil services staff facilitate. These groups will focus on such issues as friendship, self-esteem, family changes, etc. Participation is voluntary. Parents are advised to contact the school counselor if any questions arise regarding groups.

Individual counseling is offered on a limited basis. Pupil services staff does not provide in depth therapy, but is available to see students on a short-term basis for school-related problems or issues. Parents are encouraged to contact school pupil services staff for a list of community resources who provide treatment for drug/alcohol concerns, attention deficit disorder, depression, family counseling, or other conditions for which parents may be seeking assistance.

For specific questions about any aspect of the Pupil Services Program, contact Brian Rabe at the Educational Services Center (885-7470, ext. 1121).

NON-DISCRIMINATION POLICY

The Beaver Dam Unified School District shall not discriminate on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability or any other characteristic protected by state or federal law in the educational programs or activities which it operates or in employment practices.



SEXUAL HARASSMENT OF STUDENTS

The Board of Education expects that the educational environment will be free of discrimination and harassment of any form. The Board's authority is derived from Wisconsin statutes that allow school boards to establish rules pertaining to the conduct of pupils to maintain a favorable academic atmosphere. It is, therefore, the policy of the District that neither students nor employees will be allowed to engage in any form of sexual harassment toward other students or school employees.

"Sexual harassment" means unwelcome sexual advances, unwelcome physical contact of a sexual nature, or unwelcome verbal or physical conduct of a sexual nature. "Unwelcome verbal or physical conduct of a sexual nature" includes, but is not limited to, the deliberate, repeated display of offensive sexually graphic materials. Sexual harassment is prohibited for the following reasons:

- Sexual harassment often involves an abuse of power or authority.
- Sexual harassment creates a hostile educational environment.
- Sexual harassment is demeaning, offensive, and abusive.
- Sexual harassment violates individual rights, creates stress and tension, and can cause emotional or physical pain, discomfort, and injury.
- Sexual harassment can lead to further conflict or more serious legal problems of a civil or criminal nature.

Students who believe they have been subjected to sexual harassment or any parents or guardians who believe their student has been subjected to sexual harassment should report the incident(s) to the building principal. It is the intent of the Beaver Dam Unified School District to create an atmosphere where complaints will be treated fairly and promptly. If a student or parent is not comfortable with making a complaint to the principal, the complaint may be made to a teacher, guidance counselor, school psychologist, or school social worker with the understanding that incidents must be reported to administration for review and action. The employee receiving the complaint shall report the complaint to the principal or supervising administrator and District Administrator.

Third party witnesses are strongly encouraged to report observed incidents of sexual harassment to the building principal or supervising administrator and District Administrator. Every effort will be made when requested to maintain the confidentiality of witness identity unless the witness is requested to testify in a hearing.

The administration and staff will inform students that the Beaver Dam Unified School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it, up to and including discipline of offenders. Instructional time will be utilized to inform students about sexual harassment and to encourage more positive, caring, and constructive interpersonal relationships. Students will be informed of this policy annually and the complaint procedure will be made available to any students or parent/guardian wishing to file a complaint.

Legal Reference: Wisconsin Statutes 118.13
111.32(13)
Title IX, Education Amendments of 1972
Chapter 227
Wisconsin Administrative Code PI 9

Cross Reference: 411.1 - Sexual Harassment of Students

Approved: March 11, 1993 Please ask for Form 411.1 Exhibit A

Revised: December 9, 1993

Prohibition of Student Harassment, Intimidation, Bullying and Cyber-Bullying

1. The most effective learning environment includes responsible behavior, mutual respect and trust, safety, and a caring attitude. Harassment, intimidation and various forms of bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation or bullying.
2. Students who engage in any act of harassment, intimidation, bullying, or cyber-bullying at school, at a school function, or in connection to any activity sponsored by the district, or while enroute to or from school are subject to disciplinary action in accordance with board policy, up to and including suspension or expulsion. All types of harassment, intimidation and bullying are prohibited under this policy.
3. Harassment is defined as striking, shoving, kicking, throwing objects at or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name-calling or other verbal conduct; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to or humiliate another person or which interfere with the recipient's academic performance.
4. To Intimidate is to make timid or fearful, to frighten or compel or deter by threats.
5. Bullying is the repeated intimidation of others by the real or threatened infliction of physical, verbal, or written communication or emotional abuse, or through attacks on the property of another.
6. It may include but is not limited to, action such as verbal taunts, spreading rumors, name calling and put downs, extortion of money or possessions, and exclusion from peer groups within the school. Such conduct based on race, ethnicity, disability, gender, sexual orientation, body size or economic status may contribute to harassment and discrimination in the school environment.
7. Cyber bullying involves the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging, defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.
8. Students who believe they have been subjected to bullying/harassment or any parents/guardians who believe their student has been subjected to bullying/harassment should report the incident(s) to the classroom teacher or activity supervisor for resolution. If the issue is not resolved to the satisfaction of the student and/or student's parent/guardian, the concern may be submitted in writing to the building principal for review and action. If an employee or volunteer believes they have been subjected to bullying/harassment, they should report the incident to the principal or volunteer supervisor for review and action. These complaints will be investigated promptly and be kept confidential within the bounds of the district's investigation and the law. If a student, parent, employee, or volunteer is not satisfied with the outcome of the informal investigation, the complainant may present a complaint in writing to request formal investigation of the complaint under the district's discrimination complaint procedures.
9. Third party witnesses are strongly encouraged to report observed incidents of bullying/harassment to the Administration. Efforts will be made, when requested, to maintain the confidentiality of witness's identity unless the witness is requested to testify in a hearing.
10. Retaliation against any individual who complains of bullying/harassment or anyone who participated in a bullying/harassment investigation is strictly forbidden by the District, and anyone who practices such retaliation will be subject to immediate discipline, up to and including discharge or expulsion.
11. Education, intervention and prevention shall exist for staff and students to ensure a learning environment free of bullying or intimidation toward and between students and staff. The Administration and staff will inform students that the Beaver Dam Unified School District does not tolerate bullying or harassment and will take all necessary and appropriate action to eliminate it, up to and including discharge or expulsion of offenders.
12. This policy and complaint procedure will be made available to all students on an annual basis. Employees will be informed of the policy on an annual basis.

Discrimination Complaint Procedures

- A. The following procedures do not apply to district employees or job applicants. (Discrimination complaints involving employees or job applicants shall be processed in accordance with procedures found elsewhere in this manual.)
- B. If any person believes that the Beaver Dam Unified School District or any part of the school organization has failed to follow state or federal laws or in some way discriminates against students on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability, he/she may bring the complaint to the director of human resources at the administration office, Educational Service Center, 705 McKinley St., Beaver Dam, WI 53916.
- C. The district encourages informal resolution of complaints under this policy. If the complaint is not resolved informally, a formal written complaint can be filed as follows:

STEP 1: A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the district administrator. The district administrator shall send written acknowledgment of receipt of the complaint within 45 days.

STEP 2: A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time.

STEP 3: If the complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent of Public Instruction within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent of Public Instruction if the Board has not provided written acknowledgment within 45 days of receipt of the complaint or if the Board has not made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to:

State Superintendent of Public Instruction
Wisconsin Department of Public Instruction
125 South Webster Street
PO Box 7841
Madison, WI 53707

STEP 4: Discrimination complaints on some of the above basis may also be filed with the federal government at the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Dr., Eighth Floor, Chicago, IL 60606.

D. Special Education Grievance Procedure

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with exceptional educational need shall be resolved through the procedures outlined in the district's special education handbook.

E. Federal Program Grievance Procedure

Discrimination complaints that the district violated a federal law or regulation that applies to a program specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

Approved: September 10, 1987 411-Rule

Revised: December 9, 1993



MEDICATION AT SCHOOL

The Beaver Dam Unified School District Board of Education has a School Medication Policy that is governed by Wisconsin Statute 118.29. All medication including prescription and over-the-counter medicines are subject to this policy.

To insure that State Medical, Nursing, Dental and Pharmacology Practices Acts are adhered to, the following procedures shall be followed:

CONSENT FORM

No medication will be administered by school personnel unless and until a Medication Consent Form is completed. A completed Medication Consent Form includes written parental authorization to administer medication in school and written instructions from a licensed health care professional for prescription medication. Over-the-counter medication requires written parental authorization only.

ALL CONSENT FORMS AND RELATED MATERIALS MUST BE RENEWED ANNUALLY AND/OR AT ANY TIME MEDICATION IS CHANGED.

MEDICATION INFORMATION

Medication to be administered at school must be given from the original and properly labeled container. In the instance of prescription medicines a pharmacy-labeled container is required that includes:

1. Student's full name
2. Name of drug and dosage
3. Mode of administration
4. Time to be given
5. Date of expiration
6. Physician's name



When over-the-counter medication is to be administered, the container must have a manufacturer's label identifying the medication and dosage schedule, and be labeled with the student's name as well.

RESPONSIBILITY

Authorized school personnel will administer the medication to the students, however, it is the responsibility of the student to be on time.

Limited quantities only will be kept at school.

UNDER NO CIRCUMSTANCES WILL SCHOOL PERSONNEL ADMINISTER PRESCRIPTION OR NON-PRESCRIBED MEDICATION TO STUDENTS WITHOUT MEETING THE ABOVE RULES.

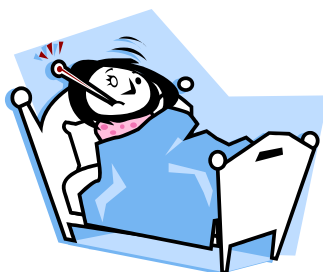
Please refer to the Board Manual for the complete policy.

Too Sick for School?

Nicole Scharfenberg RN, BSN
Kristin Chitko RN, BSN
Louise Wilson RN, BSN, MS, NCSN
Health Services Supervisors

Keep Your Child Home When S/he has. . . .

- ⇒ An oral temperature above 100°F **without** medication. Child should be fever free (without medication) for 24 hours before returning to school.
- ⇒ Cold symptoms serious enough to **interfere with child's ability to learn**.
- ⇒ Cough causing difficulty breathing or moderate to severe chest pain or the child is continually coughing (more than 2 times per minute for 5 minutes).
- ⇒ Diarrhea or vomiting. Child should be diarrhea/vomit free for 24 hours before returning to school.
- ⇒ Undiagnosed rash or open sores with drainage.
- ⇒ Headache severe enough to interfere with learning.
- ⇒ Abdominal pain accompanied by elevated temperature, vomiting or diarrhea.
- ⇒ Sore throat serious enough to interfere with swallowing or accompanied by fever or rash.
- ⇒ Head lice infestation. Student excluded for live lice. **Nits must be removed to prevent reinfestation**. Student may return to school once live lice have been treated and removed.
- ⇒ "Pinkeye" - If drainage present or discomfort interferes with learning.
- ⇒ Any bacterial infection until student has been on antibiotics therapy for 24 hours.





A 21st Century Community Learning Center

210 Gould Street Beaver Dam Wisconsin 53916 920.392.9160

Program Contacts:

After School Manager: Mrs. Friedl friedla@beaverdam.k12.wi.us
Before School Manager: Mrs. Filip filipk@beaverdam.k12.wi.us
Phone Numbers: 920.885.7396 x4228 or 920.392.9160

Before-School Program Hours: **7:00-8:20 A.M. Monday-Friday**

Before-School program is open on all Late Start days—scheduled and weather-related. However, if a weather-related Late Start becomes an all-day closing, Lincoln Station will close at 10:30 a.m. Closed on non-school days. No drop-ins allowed—must pre-register.

After-School Program Hours: **3:07-4:45 P.M. Monday-Thursday**

Closed on early dismissal days due to weather or other cancellations & closed on non-school days. If Beaver Dam School District cancels evening activities, Lincoln Station will close, also.

Attendance Policy

Notify Lincoln Station if your child is unable to attend on a day he/she is scheduled to attend. If you notify the school office that your child is absent for the entire day, this will be relayed to the after-school program. Your child will be subject to removal from the program if three unexcused absences occur.

After-School Snack Policy

An after-school snack will be provided for the students at no additional cost. Children are not allowed to bring their own snack unless it is a dietary concern and pre-approved through the Lincoln Station Learning Center After-School Manager.

After School Pick-up Policy

After-school programs dismiss at 4:45 p.m. After-school staff will call the contact person you provide on the permission form if your child is not picked up timely. If you know in advance that you will be running late, please find another way for your child to be picked up. If your child is picked up late three times, he/she is subject to removal from the program.

Parent/Guardian Communication

It is helpful to keep the Lincoln Station Learning Center staff informed about significant changes your child may be experiencing that could have a profound impact on your child's behavior.

Donations

Monetary donations are always welcomed. If you choose to make a monetary donation, please make check payable to the Beaver Dam Unified School District and label the memo Lincoln Station. Any donations of materials (construction paper, markers, pencils, crayons, etc.) are also much appreciated.

Student Behavior

Participating in the Lincoln Station Learning Center is a privilege. Student behavior expectations are the same as they would be for regular school-day classes. Children are to be respectful of all volunteers, staff, and other children in the program. If a student is disruptive or threatens other students in any way, it may affect his or her future participation in the program.

First Aid/Accidents/Injury

If a child has a minor injury while attending the program, first aid will be administered and an Incident Report will be filed. The staff members are trained in First Aid and CPR. A complete first aid kit is available at all times.

If a child is seriously injured or has a medical emergency while attending the program, emergency services will be called and the child will be transported to the hospital if needed. Every effort will be made to contact the parent/guardian or emergency contact person listed on the child's registration form. The emergency information you have provided will be taken along to the hospital. **It is vital to keep current emergency information regarding your child.**

Illness and Other Medical Issues

The illness policy expectations are the same as the Beaver Dam Unified School District. If a child has any of the following signs or symptoms of illness, he or she will be sent home from the program: diarrhea, fever, head lice, untreated skin infection, severe coughing, difficulty breathing, vomiting.



ELL Mission Statement

To embrace learners of English from all cultures while providing instruction for academic & linguistic competence in English & Native languages



English Language Learners (ELL) Program

Students in the Beaver Dam Unified School District are identified as English Language Learners (ELLs) when a language other than English has influenced their language development. Students are placed into age-appropriate classes at the elementary, middle, and high school levels. The content area teachers provide modified instruction based on students' prior academic experiences, English language proficiency, and grade level or content area objectives. Translation services for the child and family are available to assist with form completion, parent/student/teacher conferences, and communication between home and school.

At the elementary level, ELLs receive instruction and academic support in various settings, such as in the classroom or individual sessions. ELL teachers provide targeted speaking, listening, reading, and writing instruction. ELL teachers/tutors collaborate with classroom teachers to plan and design instructional activities. Our goals are to help students improve their social and academic language skills to achieve grade level standards. At the middle and high schools ELL teachers provide English ELL classes. ELLs may also receive one or more resource periods, which are bilingual support study halls for grades 6-12. In resource periods students receive bilingual support in all subject areas. They are able to work on homework, quizzes, and tests. The ELL Coordinator, ELL teacher/tutor, and guidance counselors design an appropriate Plan of Services or IRP (Individual Record Plan) for students based on their individual English language proficiency level. All ELL students are scheduled for accredited classes needed for graduation. Please call 920-885-7470 x1133 if you have questions.

El Programa de Aprendedores del Idioma Inglés

Los estudiantes del colegio del Distrito de Beaver Dam son identificados como estudiantes del lenguaje Inglés, cuando un idioma diferente que inglés influir en su adquisición del lenguaje. Los estudiantes son localizados en las clases apropiadas a su edad correspondiente: primaria (elementary), secundaria (middle school), preparatoria (high school). Maestros provee instrucción modificada basada en el nivel académico educativo y conocimiento del idioma Inglés así como también el nivel cognitivo. Servicios de traducción para los estudiantes y su familia, se encuentran disponibles en cuanto a conferencias con los profesores o cualquier otra necesidad de comunicación entre la casa y el colegio.

En el nivel primario, los alumnos del programa de ELL reciben instrucción y apoyo académico en forma variada; como en la clase regular o afuera de la clase por un cierto tiempo diario. Maestros de ELL enfoca en las habilidades de hablando, escuchando, leyendo, y escribiendo para la instrucción de estudiantes. Los tutores del departamento de ELL colaboran con los profesores para planear y diseñar actividades de instrucción que ayuden a los estudiantes del ELL. Nuestras metas tener la intención ayudar a estudiantes a mejorar sus habilidades del lenguaje sociales y académicos de conseguir estándares de nivel de grado. En el nivel secundario y la preparatoria (middle/high school), la profesora de ELL enseña las clases de inglés. El programa de ELL también ofrece uno o más periodos de tutorio para los estudiantes que se encuentren entre el 6 hasta 12 grado, como una ayuda extra en los estudios fuera del las clases (study halls). En estas clases de tutorio los estudiantes reciben ayuda bilingüe en las áreas más difíciles. Dentro de estas clases los estudiantes podrán trabajar en tareas y exámenes. La coordinadora del programa de ELL, maestros/tutores de ELL, y consejeros designan un plan de servicio o IRP apropiada de trabajo, basado en el nivel que se encuentre el estudiante en el inglés. Todos los estudiantes tienen horarios para clases acreditadas que son necesarios para la graduación. Si Ud. tiene preguntas por favor llame 920-885-7470 x1133 (ayuda bilingüe).

Student Access to Electronic On-Line Resources (i.e. Internet) Parent/Guardian Information Letter

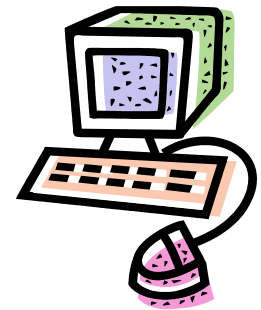
Beaver Dam Unified School District is providing our students access to electronic on-line resources, including the Internet, as a learning tool. As much as possible, Internet access will be planned, previewed, evaluated, and directed by the classroom teacher. Students will be given instruction and guidance in using the technology and they will be directed toward resources appropriate to the curriculum goals.

We believe access to electronic information resources (the Internet) will enable students to explore libraries, databases, and bulletin boards throughout the world. Some material accessible via the Internet may contain items that you as a parent or guardian may feel are inappropriate for your child. The intent of the Beaver Dam Unified School District is to make electronic on-line resources access available for all students to further their educational goals and objectives. We believe that the benefits to students from access to the Internet and other on-line networks and from the opportunities for worldwide communication exceed the disadvantages.

Students are responsible for appropriate behavior on computer networks and the Internet just as they are in a classroom or a school hallway. At all times, all users will conduct themselves in ways that are legal, ethical, and in accordance with all school district policies and procedures. General school rules for behavior and communications apply, including Beaver Dam Unified School District sexual harassment policies.

Irresponsible and unacceptable behaviors include, but are not limited to:

- Sending, displaying, and/or distributing offensive and/or obscene messages or pictures;
- Harassing (including sexually harassing), insulting, or attacking others;
- Damaging computers, computer systems, or computer networks;
- Violating copyright laws;
- Using another person's password;
- Trespassing in another individual's folders, work, or files;
- Intentionally wasting limited resources;
- Employing the network for commercial purposes;
- Accessing inappropriate, obscene, or illegal sources;
- Using the Internet for any illegal activity.



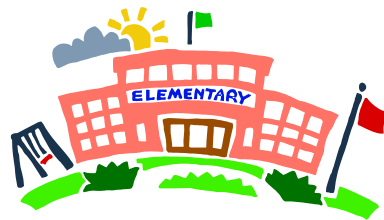
These unacceptable behaviors will warrant sanctions in accordance with District and school policy and procedures.

The network is provided for our students to conduct research. Access to network services is given to those students who agree to use the network for instructional activities and to conduct themselves in a considerate and responsible manner. At all times students will act in ways that are legal, ethical, and comply with their school rules and Beaver Dam Unified School District policies and procedures.

It is important to realize that communications on the network are public in nature. Network administrators may review files and communications to maintain system integrity and insure that students and other individuals are using the system responsibly.

As part of the effort to encourage responsible use of this privilege, we are encouraging parents/guardians to discuss with their children the contents of this letter. We also wish that you continue this discussion as your children participate in exciting projects in which they are engaged during the school year.

To gain access to the Internet, all students need parental/guardian support. As a parent or guardian of a Beaver Dam Unified School District student you may wish to deny your child access to these resources. By sending this correspondence to you, the District is providing you with information regarding the Internet and notifying you that **unless you object, your child will be provided the Internet as a learning tool.**



If you object to your child using the Internet, you must fill out the following form and return it to you building administrator prior to the first day of class instruction for the current school year. This parent/guardian restriction must be filed on an annual basis.

Do not return this form if you want your child to be able to use the Internet with the teacher present.

Beaver Dam Unified School District
Parent/Guardian Restriction of Internet Access

I have read the information above about the Beaver Dam Unified School District Internet Acceptable Use Policy and Student Guidelines and wish to have my child **denied individual access to the Internet:**

My child, _____, is to be **denied individual** access to the Internet and other on-line electronic networks.

(Parent's Signature)

(Date)