



2011 - 2012  
FAMILY HANDBOOK



**PRAIRIE VIEW**  
**PANTHERS**

Prairie View Elementary School  
510 N. Crystal Lake Road  
Beaver Dam, WI 53916  
920-885-7380

**PLEASE SAVE THIS BOOKLET**

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Dear Parents and Students,

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

At Prairie View School our motto is “Challenging and Cherishing Children”. Challenge each and every child to excel in the core academic areas, develop social skills, demonstrate enthusiasm for lifelong learning, and be of good character.

We also strive to cherish every child that is entrusted to our care. As a dedicated and caring staff, we recognize that each child is unique and that childhood is precious.

We know that the joy of a quality education is realized through strong family and school partnerships. Parents take this partnership seriously when they dream big dreams for their children and set high expectations for their child’s attendance, academic achievement, and school behavior.

This handbook, in a small way, helps strengthen the home school partnership. It has been prepared to welcome you to Prairie View School and to provide you with important information regarding your child’s school. Please familiarize yourself with our procedures by reading it carefully and keeping it for future reference.

The staff and I invite you to visit school, attend events, and participate in the Parent Teacher Organization. Please know that we welcome your questions, suggestions, and concerns.

***Jesse Peters***

Principal



THE PRAIRIE VIEW STAFF

## THE PRAIRIE VIEW STAFF CONT.

### SUPPORT STAFF

Ms. Joann Ackley.....	Library Media Assistant
Ms. Renee Alvin .....	Teaching Assistant
Ms. Nancy Belter .....	Teaching Assistant
Ms. Susan Carran.....	Teaching Assistant
Mr. Michael Erdmann .....	Custodian
Ms. Tammy Garbalagty.....	Teaching Assistant
Ms. Susan Giedd.....	Teaching Assistant
Ms. Rebecca Jacobs.....	Teaching Assistant
Ms. Kristi Kinderman.....	Teaching Assistant
Ms. Kasey Klug.....	Teaching Assistant
Ms. Ann Krupecki.....	Food Service
Ms. Holly Kulka.....	Teaching Assistant
Ms. Val Lund.....	Teaching Assistant
Ms. Roxann Nell .....	Custodian
Ms. Heidi Nelson.....	Teaching Assistant
Ms. Kourtney Nitschke.....	Teaching Assistant
Ms. Susan Schwantes.....	Teaching Assistant
Ms. Vicki Strom.....	Teaching Assistant
Ms. Louise Vossekuil.....	Teaching Assistant



## PHONE AND ADDRESS

Prairie View Elementary  
510 N. Crystal Lake Rd.  
Beaver Dam, WI 53916

District Web Site [www.bdusd.org](http://www.bdusd.org) or [www.beaverdam.k12.wi.us](http://www.beaverdam.k12.wi.us)  
Click the Prairie View School tab to access school info!

Phone: (920) 885-7380

Auto Attendant: (920) 885-7431 - If you know your party's extension, you can dial it directly from this number. If not, press # for the school directory.

Prairie View 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.

## STUDENT DAILY SCHEDULE

Early Childhood and 4K schedule 8:50—11:20 a.m. class  
12:30—3:00 p.m. class

K—5 schedule 8:50—3:32 (Lunch 11:50—12:35)

***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.)***

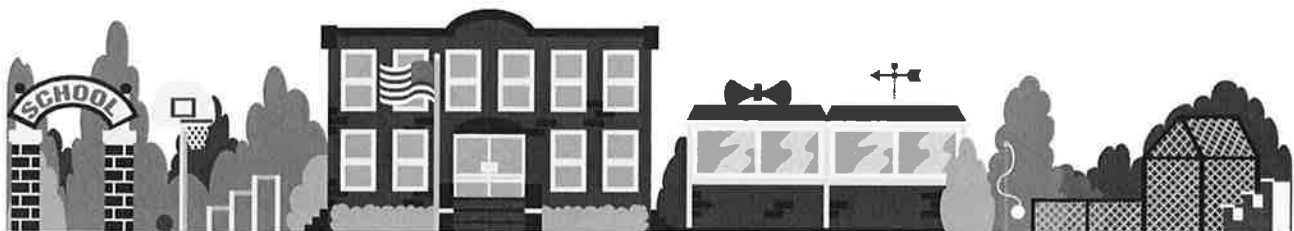
***No a.m. 4K or a.m. Early Childhood classes on late start days.***

## ARRIVAL AND DISMISSAL

Our morning classes begin at 8:50 a.m. The playground supervisors begin their duties at 8:35 a.m. For your child's safety, please be sure they arrive at school no earlier than 8:35 a.m.

We will be dismissing the K-5 students at 3:32 p.m. Students should leave the building soon after dismissal or under a teacher's or the principal's guidance.

**THE PLAYGROUND IS NOT SUPERVISED AFTER SCHOOL HOURS**



# MISSION AND BELIEF STATEMENT FOR THE BEAVER DAM UNIFIED SCHOOL DISTRICT

Students, families, school staff, and community members are all responsible for education in our district.

We must provide high quality instruction through a relevant and challenging curriculum.

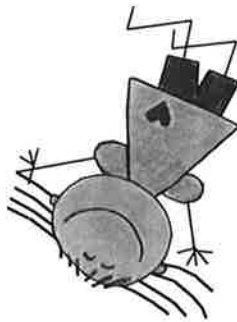
Individuals learn in different ways and at different rates. Therefore, we need to be flexible, open-minded, creative, and willing to change when necessary, to meet the needs of all members of the learning community.

The most effective learning environment includes responsible behavior, mutual respect and trust, safety, and a caring attitude.

We must prepare all students for citizenship by instilling within them an appreciation for our democratic values, our environment and our diverse global community.

## Vision Statement

All Beaver Dam students will excel in the core academic areas, will develop social skills, demonstrate enthusiasm for lifelong learning, be of good character, and be a contributing member of society.



# PRAIRIE VIEW CALENDAR 2011 - 2012 SCHOOL YEAR

August 29, 30 and 31	Teacher Inservice Days
August 30	Open House
September 1	1st Day of School
September 5	Labor Day, No School
October 4	Late Start (Staff Development) School Starts at 10:30 am
October 12	Picture Day
October 20 and 25	Parent-Teacher Conferences (4:30 - 8:00)
October 27-28	No School
November 22	Elem. Band/Orchestra Concert at HS
November 24-25	Thanksgiving Break
December 6	Late Start (Staff Development) School Starts at 10:50 am
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 24	2nd Semester Milk Money Due
February 7	Elementary Music Concert
February 24	No School
March 6—13	Book Fair
March 8	Late Start (Staff Development) School Starts at 10:50 am
March 8 and 13	Parent-Teacher Conferences (4:30 - 8:00)
March 19 - March 23	Spring Break
March 26	Classes Resume
April 4	All District Choral Festival at the High School
April 6	No School
May 9	Late Start (Staff Development) School Starts at 10:50 am
May 28	Memorial Day, No School
June 6	End of 2nd Semester, Planned Last Day of School
June 7	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 PRAIRIEVIEW SCHOOL

### *SAFE ARRIVAL TO SCHOOL*

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 illness children contract. The school nurse will be able to tell you how long your child must remain out of school for the various illnesses.



Parents should call the school **(885-7380) 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*

All students shall attend school daily unless they are ill, have an important anticipated absence (funeral, medical appointment, religious observance, etc.), or have an emergency. Class work and tests missed due to absences must be made up.

Truancy is an unexcused absence for all or part of 5 days. Tardies are an absence for part of the day. The principal may request the parent or legal custodian to obtain a written medical excuse for absences. A student who has an unexcused absence for part or all of five or more days during a semester is habitually truant. When a child is habitually truant, parents will be notified and requested to meet with school personnel. Students who are habitually truant will be referred to law enforcement officers and the Department of Social Services if attendance does not improve.

### *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 PRAIRIEVIEW



### *CARS, TAXI CABS, AND BUSES*

For the safety of all the children, please adhere to the following directions for dropping off and picking up students.

**CARS:** Park in the parking lot when escorting your child into the building. Please emphasize that your child should stop and look both ways before crossing the parking lot. This will ensure the safety of all.

**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 the front of the building. Again, please emphasize with your child the importance of looking both ways before stepping onto the parking lot area.

**BUS:** The students who are transported by the bus company will arrive and depart in the "BUS ONLY" zone of the parking lot. These are the only children who should be in the bus area of the school before and after school.

### *CHILDREN WHO WALK TO SCHOOL*

Children who walk to school should plan on leaving the house so they arrive at Prairie View NO EARLIER THAN 8:35 a.m. For your children's safety, please instruct them to follow the parking lot safety guidelines.

### *Y-CARE BEFORE AND AFTER SCHOOL CARE*

The YMCA offers a before and after school program for children in grades K-5 who attend Prairie View and Trenton School. This program is based at Prairie View in the Art Room, Room 205. More information about this program can be obtained by contacting the YMCA at 887-8811.



# LUNCH, MILK, AND PARTIES



## **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 number, which will be enter into the computer at lunch. You can see your child's balance by logging into the Family Access from the school district website at [www.bdusd.org](http://www.bdusd.org).

Payments can be made at any school, (elementary, middle, or high school). 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 885-7380 before 9:00 a.m., so that a hot lunch will be available. Lunches must be ordered before 9:15 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. 1<sup>st</sup> Semester is due at the beginning of the year, and 2<sup>nd</sup> Semester is due on January 24, 2011. 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, milk, etc.)***



## 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 6:00 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. Weather-related announcements will also be posted on the front page of the district's website [www.beaverdam.k12.wi.us](http://www.beaverdam.k12.wi.us) and on [www.wbevradio.com](http://www.wbevradio.com) and [www.wxroradio.com](http://www.wxroradio.com). Most television stations also post school closings on their individual websites.

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.



### 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 Prairie View 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 winter weather. 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. 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 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.



## *STATE ASSESSMENTS*

All students in third, fourth and fifth grades are required by the State to take the Wisconsin Knowledge and Concepts Exam.

The second graders participate in the Comprehensive Test of Basic Skills and the Test of Cognitive Skills in March as part of a Beaver Dam School District requirement.

Students in grades 2—5 also take the computerized Measure of Academic Progress (MAP) reading and math assessments in the fall, winter and spring.

## *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 in 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, cameras, etc.) is prohibited on school premises. 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 held 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 885-7380.



# BEAVER DAM UNIFIED SCHOOL DISTRICT CHARACTER EDUCATION PROGRAM



Throughout the year, we 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**



## 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 885-7380 to let us know. We will make every effort to maintain your child's privacy.

## Parent Teacher Organization (PTO)

Prairie View School has a very successful and generous PTO. Meetings are held the first Tuesday of each month in the school library and begin at 6:30 p.m. Free babysitting is provided.

### Who can attend?

Mother and fathers of Prairie View children are invited to any and all Meetings.

### Do I have to attend every Meetings?

No. Parents can come to any meeting (s) throughout the year.

### What happens at the monthly meetings?

Fall meetings are devoted to planning the annual PTO fundraiser, A Candy, Food and Gift Sale. Participants at November—May meetings Budget for and coordinate projects that benefit Prairie View Students.

### What projects are sponsored by the PTO?

The list could go on and on, but here are a few annual highlights.

Christmas Store	Student Assemblies	Family Dance
Field Day	Spelling Carnivals	Book Fair
Family Nights	Field Trips	Reward Events

### If I can't attend a meeting, how can I get involved?

A PTO sign up survey will go home the first day of school with your Child. Sign up to volunteer for an activity that fits your busy schedule.



# SPECIAL SERVICES



## *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. Prairie View PaLs program meets from 7:45 - 8:45 a.m. or 3:30 - 4:30 p.m. until 4:15 p.m. and runs from October through April. PaLs is open to second, third, and fourth 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.

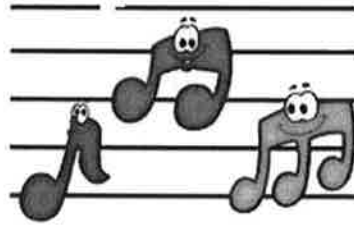
## *PHYSICAL EDUCATION*

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.

## *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.



# 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.



### 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.

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### 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

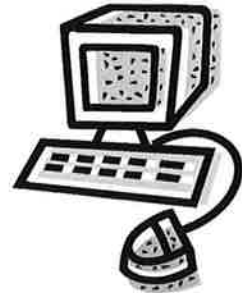
Beaver Dam Unified School District is providing our students access to electronic on-line resources, including the Internet, as a learning tool. As much as possible, Internet access will be planned, previewed, evaluated, and directed by the classroom teacher. Students will be given instruction and guidance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

*Approved: September 12, 1996*

## **Equal Educational Opportunities**

- A. In accordance with state and federal laws, 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 in the educational programs or activities which it operates.
- B. It is the intent of the district to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations and operations. Such policies include those addressing admission to schools, classes, programs and activities; standards and rules of behavior; student harassment; disciplinary actions including suspensions and expulsions; acceptance of gifts, bequests, scholarships and other aids, benefits or services to students; instructional and library media materials selection; testing, evaluation and counseling services; facilities; opportunities for participation in athletic programs or activities; and, school-sponsored food service programs.
- C. Students who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.
- D. It shall be the responsibility of the district administrator to examine existing policies and develop new policies where needed to ensure that the district does not discriminate pursuant to state and federal laws. The district administrator shall ensure that an employee is designated annually to receive complaints filed under state and federal laws. That employee shall ensure adoption of a complaint procedure to resolve complaints alleging violation of state and federal laws, ensure that an evaluation of the district's compliance with state law is completed every five years and submit necessary forms to the Department of Public Instruction (DPI) annually.
- E. Notice of this policy shall be published in area newspapers at least once annually in accordance with state law and a student nondiscrimination statement shall be included in staff and student handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

*Legal Reference:* Wisconsin Statutes Sections 118.13  
 PI 9, Wisconsin Administrative Code  
 Title IX, Education Amendments of 1972  
 Title VI, Civil Rights Act of 1964  
 Section 504 of the Rehabilitation Act of 1973  
 Americans with Disabilities Act of 1990  
 Individuals with Disabilities Education Act  
 Civil Rights Act of 1991

*Cross Reference:* 411 Rule - Discrimination Complaint Procedures  
 411 Exhibit (1) - Public Notification of Nondiscrimination Policy  
 411 Exhibit (2) - Nondiscrimination Statement

*Approved:* September 10, 1987

*Revised:* December 9, 1993

**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.

## **411-Rule cont.**

### **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

*Revised:* December 9, 1993

**Public Notification of Nondiscrimination Policy**

- A. No person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the Beaver Dam Unified School District.
- B. The district encourages informal resolution of complaints under this policy. However, a formal complaint resolution procedure is available to address allegations of violations of this policy in the Beaver Dam Unified School District.
- C. Any questions concerning this policy should be directed to:

Director of Human Resources  
Educational Service Center  
705 McKinley St.  
Beaver Dam, WI 53916  
(414) 885-7300

*Approved:* September 10, 1987

*Revised:* December 9, 1993

**Nondiscrimination Statement**

- A. The following statement shall be included in staff and student handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities:
  
- B. No person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the Beaver Dam Unified School District.

*Approved:* September 10, 1987

*Revised:* December 9, 1993

## **Sexual Harassment of Students**

- A. 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.
- B. "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:
1. Sexual harassment often involves an abuse of power or authority.
  2. Sexual harassment creates a hostile educational environment.
  3. Sexual harassment is demeaning, offensive, and abusive.
  4. Sexual harassment violates individual rights, creates stress and tension, and can cause emotional or physical pain, discomfort, and injury.
  5. Sexual harassment can lead to further conflict or more serious legal problems of a civil or criminal nature.
- C. 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.
- D. 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.
- E. 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  
120.13(1)  
111.32(13)

Title IX, Education Amendments of 1972  
Chapter 227  
Wisconsin Administrative Code PI 9

*Cross Reference:* 411.1 Rule - Sexual Harassment Guidelines - Student

*Approved:* March 11, 1993

*Revised:* December 9, 1993

## 411.1 Rule

### Sexual Harassment Guidelines - Students

- A. 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. It is the policy of the Beaver Dam Unified School District to maintain and insure a learning environment free of any form of sexual harassment or intimidation toward and between students.
- B. "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 making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials.
- C. It is essential that staff and students have a clear understanding of behaviors that fall within the definition of "sexual harassment." Sexual harassment is engaging in any type of unwelcome or unwanted sexually-oriented conduct that would interfere with another's ability to learn or function in the school environment. Examples of conduct which creates such interference are as follows:
1. Unwelcome or unwanted contact, such as, but not limited to: touching, patting, pinching, hugging, brushing against another's body, pulling at another's clothing, forcing another to a wall or corner through body position or movement, etc.
  2. Requests or demands for sexual favors: This includes, but is not limited to, subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence.
  3. Verbal abuse: Examples of verbal abuse are commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty jokes" that are clearly unwanted and considered offensive by others; or any other tasteless, sexually-oriented comments, innuendoes, "slurs" or actions that offend others.
  4. Repeated display of sexually graphic or explicit materials regardless of form (i.e., photographs, drawings, posters, etc.).

#### D. Retaliation

Individuals reporting incidents of sexual harassment will be protected from retaliation. Any individual who engages in retaliatory conduct against a complainant will be subject to discipline under this policy.

#### E. Policy Dissemination

1. Every student or student's parent/guardian will receive a copy of the policy and administrative rules each year as part of each school's student handbook.
2. Discussion of sexual harassment will be included at an age appropriate level through the district's developmental guidance program and in student orientation activities.

## **411.1 Rule**

3. Rules, including the complaint procedure and associated form, will be given to any individual wishing to file a complaint.
4. The policy and rules will be reviewed annually with employees.

### **F. Complaint Procedure**

1. It is important for these procedures to respect the rights of all parties, including the protection of personal privacy interests and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters as confidential as possible.
2. Students who believe they are victims of sexual harassment or parents/guardians who believe their child is a victim of sexual harassment, should immediately report their concerns to the principal, a guidance counselor, school social worker, school psychologist or teacher. A parent/guardian may also report the concern to these employees. If an adult employee other than the principal receives the complaint, the employee shall forward complaints to the principal or supervising administrator and District Administrator for review and action as necessary.
3. All complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office. While time periods are established below for the completion of various actions, the reviewing office shall provide prompt written notice to concerned parties of the expected time period for completion of the required action when exceptional circumstances do not allow completion within the expected time period.

The following procedures will be used:

- a. If informal (verbal only) discussions do not result in the initiation of formal disciplinary procedures at the request of the complainant, the offending parties may be asked to explain their conduct or behavior to the reviewing officer at the request of the complainant.
- b. Complaints shall be presented to the principal or supervising administrator. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location, and circumstance of each alleged incident.
- c. The principal or supervising administrator shall make an initial determination of the complaint which shall include investigating the complaint, notifying the person who has been accused of harassment, permitting a response to the allegation, arranging a meeting, and responding to the complaint. Since the district takes these complaints seriously, they will be subject to immediate review and investigation. Every effort will be made to complete this initial review within fifteen (15) calendar days after a complaint has been received. The principal or supervising administrator shall give a written report to the complainant and the District Administrator after the completion of the initial review.

## **411.1 Rule**

- d. If any party is not satisfied with the report of the principal, a written appeal may be submitted to the Director of Human Resources as outlined in the district's non-discrimination policy.

*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

*Revised:* December 9, 1993

**Beaver Dam Unified School District**

**Student Formal Sexual Harassment Complaint**

This form is to be used by students only after discussing the basis for the complaint with the principal.

Name \_\_\_\_\_

Date \_\_\_\_\_

Building \_\_\_\_\_

Reason(s) for complaint:

Provisions of rules and regulations alleged to be violated (be specific):

Contention of complainant with respect to those provisions:

Relief requested:

Signature \_\_\_\_\_

Date \_\_\_\_\_

## Code of Student Conduct

### A. Statement of Principle:

1. Students, families, school staff, and community members are all responsible for education in our district. The District recognizes that teaching, learning, and social growth best occur in a team-based environment. Staff will work in conjunction with administration, students and families to ensure that each student reaches their potential.
2. The most effective learning environment includes responsible behavior, mutual respect, trust, safety, and a caring attitude. While the District believes that all students have the right to a public education, it maintains a responsibility to keep its schools safe from the dangers of violence, weapons, drugs, and other disruptive or threatening behavior. The District will take steps necessary to maintain safe sites through enforcement of the rules and codes of each individual site.
3. The Elementary, Middle and High Schools will each maintain codes of conduct (rules and expectations) and will make students and parents aware of the codes at each site. The District Code of Student Conduct formalizes the expectations for student behavior that provide the best possible learning environment. Individual school codes of conduct are developed within this framework in a collaborative process that includes administration, staff, students and parents. This code of conduct will:
  - a. Include disciplinary procedures that are logical and realistic, and will whenever possible and appropriate; be restorative in nature rather than punitive.
  - b. Recognize the principle of progressive discipline and re-entry conditions.
  - c. Be clearly written so that they can be easily understood and followed by students, staff, administration and parents.
  - d. Be clearly communicated to all staff students, parents and district administrators.
4. The District realizes that there are different needs and practices of schools serving different grade levels. It is the responsibility of the administration at each level to decide how the provisions of the code are to be applied.
5. Individuals learn in different ways and at different rates. Therefore, we need to be flexible, open-minded, creative, and willing to change when necessary, to meet the needs of all members of the learning community.
6. All school rules governing student conduct shall apply in school, while at school-sponsored activities and on the way to and from school.

### B. Exclusions from Class or School

1. Each level, elementary, middle and high, shall have a common and consistent set of rules and procedures for excluding a student from class. These procedures will be incorporated

in student and staff handbooks and appended to board policy under Student Governance Rules.

2. Teachers may exclude a student from class for up to a class period for in-class violation of school rules; disruptive, distracting, harassing, bullying or non-compliant behavior; for use of profanity; or for academic dishonesty (cheating or plagiarism). Decisions to exclude the student for more than a class period will be made at the discretion of the school administrator or her/his designee in conjunction with the student, teacher and parent. Teachers who exclude a student for a class period are required to contact the parent with an explanation and submit a written referral to the administrator within 24 hours of the removal. The referral shall contain documentation of the parent contact.
3. After the first referral in a class, a student may be held out of the class by the administrator or designee until after a parent conference is held. Thereafter, at the middle and high levels, the administrator has the option to remove the student from the class with loss of credit. Notice of that option must be provided the parent by the administrator during a prior conference. In extreme cases of misconduct such as violence, gross insubordination or commission of an expellable offense in class, the student may be suspended and subsequently dropped from the class at the discretion of the principal.
4. Each level shall maintain a consistent set of rules governing suspension. Suspension is defined as exclusion of a student from the school's activities, classes and routines. It may be in-or out-of-school at the discretion of the school administrator, depending on the nature and severity of the misconduct. If the suspension is out-of-school, the student may not be on school grounds or at school activities for the duration of the suspension. Principals have the authority to suspend a student for up to five (5) school days. If the offense is expellable, the superintendent may extend the suspension to fifteen (15) school days, pending an expulsion hearing.
5. Expulsion is defined as exclusion from school and all school services and activities for a period in excess of five (5) days, up to the time the student becomes 21 years of age and is no longer eligible for public education. While the superintendent may recommend expulsion, a determination of expulsion is the sole province of the Board of Education and may only be invoked after a quasi-judicial due process hearing. A student may be expelled for habitual defiance of school rules and regulations; theft and/or possession of contraband; acts of violence or vandalism; assault, verbal threats or intimidation and/or other acts of bullying; repeated violations of the smoking/tobacco ban; possession, use or under the influence of drugs, alcohol or other controlled substances; possession of a weapon or any object intended to be, or which could reasonably be expected to be, used as a weapon; or possession of substances appearing to be or purported to be controlled substances. A student shall be expelled for assault on a staff member; sale or distribution of any controlled substance or substance purported to be a controlled substance, including prescription medications and performance-enhancing substances; making bomb threats; or possession of a firearm. The principal shall, for any of the aforesaid offenses, retain the right to press charges with the police in addition to the school consequences.
6. Students with disabilities are subject to the same rules for exclusion from class or school as non-disabled students with the following exceptions:

- a. Disabled students may not be excluded from class on a long-term or permanent basis without a change in their IEP's;
- b. Disabled students may not be excluded from school for more than ten (10) school days in the aggregate in a school year;
- c. Disabled students may not be expelled from school for more than 45 school days and may not have their placement changed for more than 45 school days without a change in IEP;
- d. Disabled students may not be expelled if a multi-disciplinary review called a manifestation hearing is not held or if such a hearing determines that the behavior is a manifestation of the student's disability

#### C. School Bus Safety

1. 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.

#### C. Other Governance Issues

1. Each level shall maintain consistent rules and procedures governing student rights and responsibilities; student dress and grooming; student possession/use of electronic communication devices, including but not limited to cell phones, i-pods or MP3 players and pagers; and possession/use of tobacco products.

#### D. 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.

#### E. Academic Dishonesty

1. The vision of the Board of Education is to have all students excel in academic areas, demonstrate enthusiasm for lifelong learning, be of good character, and be a contributing member of society. With that in mind, the locus must be kept on learning over grades and academic dishonesty in any of its forms will not be tolerated. Some examples of academic dishonesty are as defined below.

- a. Cheating: An act or attempted act by which a student seeks to misrepresent what he/she has mastered on an academic exercise. Cheating includes but is not limited to the following examples (The examples are taken directly from the Goldey-Beacom College in Delaware):

- 1.) Using unauthorized materials to complete an exam or assignment;
- 2.) Programming of notes, formulas, or other aids into a programmable calculator or electronic dictionary without prior authorization OR using a communication device such as a cell phone, pager, PDA, or electronic translator to obtain unauthorized information during an exam;
- 3.) Copying computer files from another person and representing the work as your own: changing, deleting, and adding to the programs, files, and data without authorization of the owner.

Note: Simply having possession during an exam of any prohibited or unauthorized information or device, whether or not it is actually used, is an act of academic dishonesty and will be dealt with as such.

- b. Plagiarism: The inclusion of another's works, ideas, or data as one's own work. This covers unpublished as well as published sources. Plagiarism includes, but is not limited to the following examples:
  - 1.) Quoting another person's words, sentences, paragraphs, or entire work without acknowledgement of the source or proper use of quotations;
  - 2.) Using resources without documentation on a task that is to be completed without resources;
  - 3.) Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own;
  - 4.) Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work;

- 5.) Submission in a paper or other academic exercise of false or fictitious data, or deliberate and knowing concealment or distortion of the true nature, origin, or junction of such data.
- c. Fabrication: The use of invented information or the falsification of research or other findings. Fabrication includes but is not limited to the following examples:
    - 1.) Citation of information not taken from the source indicated. This may include incorrect documentation of secondary source materials: e.g., using the bibliographic information from a source instead of going to the original source yourself.
    - 2.) Listing sources in a bibliography not used in the academic exercise.
    - 3.) Submission in a paper or other academic exercise of false or fictitious data or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data.
    - 4.) Submitting as the student's own work any academic exercises prepared totally or in part by another.
  - d. The administration is responsible for creating and maintaining academic honesty rules that both make clear the expectations for academic honesty and the consequences for cheating. Cheating in any form is incompatible with the districts ends policies and will not be tolerated.
  - e. The teachers/staff, beginning especially at the elementary grades, will educate students as to what constitutes academic dishonesty and what is acceptable and unacceptable behavior in our schools. Teachers are required to educate the students about the rules of the district regarding academic dishonesty, uphold the rules as written in board policy and student handbooks and to model high standards for academic integrity by proper and consistent citation of the resources used in their classroom instruction. Staff members may use internet resources designed to identify plagiarism and uncredited source documentation.
  - f. The students of the district are responsible for upholding the highest standards of academic honesty.
  - g. The parents/guardians of the district are responsible for encouraging and supporting students' academic efforts, as well as communicating the values of moral and ethical behavior.

*Legal Reference:* Wisconsin Statutes Sections 118.13, 120.13(1), 120.44  
PI 9.03(1) - Wisconsin Administrative Code

*Cross Reference:* 411 Rule - Discrimination Complaint Procedures  
443.1 Rule – Elementary Code of Conduct  
443.2 Rule – Middle School Code of Conduct

443.3 Rule – Alternative School Code of Conduct  
444.4 Rule – High School Code of Conduct  
447 - Student Discipline

*Approved:* December 9, 1993

*Revised:* August 16, 1999

June 1, 2009

**Elementary Code of Conduct**

- A. **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.
- B. **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.
- C. **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.
- D. **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.
- E. **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.
- F. **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.
- G. **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.
- H. **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.

## 443.1 - Rule

- I. **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.
- J. **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.
- K. **Attendance:** 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.
- L. **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 is absent without 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