

South Beaver Dam Elementary School



Wolves

2011-2012 Handbook

**W9787 Co. Tr. D
Beaver Dam, WI 53916
920-885-7383**

Message From the Principal

Dear Students and Parents,

Welcome to South Beaver Dam School. This is a great school. This is your school. The staff at South Beaver Dam School believes strongly that our cooperative efforts will provide opportunities for your child(ren) to flourish and grow into outstanding students and citizens. We all believe it is an honor and privilege to teach your child(ren). Please join in our commitment to nurture "Learning for a Lifetime".

This handbook has been prepared to help you understand the procedures and policies of our school. The handbook contains information about the general operation of our school and is not meant to answer all of your personal questions. Please take some time to discuss the contents of the handbook with your family and feel free to call me for further clarification.

The success of your child's educational experience will be in a large part due to our ability to share information and work together. I strongly encourage you to communicate regularly with your child's teacher and to call me with any concerns. I have found that a quick phone call can clear up many misunderstandings before any undue anxiety arises.

Lastly, I encourage you to participate in many of the school events and to become active in our Parent Teacher Organization (PTO). I also strongly encourage you to visit our school and your child's classroom throughout the school year. Working together we will do great things for kids.

Sincerely,

Mrs. Kathy Lehman
Principal



South Beaver Dam Elementary A Wisconsin Promise School of Recognition



The Wisconsin Department of Public Instruction recognized South Beaver Dam Elementary as a Wisconsin Promise School of Recognition for the third year in a row! To receive this award, schools must:

- ❖ Be either a Title I school or Title I eligible
- ❖ Have above average student academic performance scores on the Wisconsin Knowledge and Concepts Examinations (WKCE) in reading and mathematics when compared to schools of similar size, grade configuration, poverty level, and district size
- ❖ Have met adequate yearly progress (AYP) indicators for the last two consecutive years.
- ❖ Be in the top ¼ of state poverty rates as identified by free/reduced lunch percentage.

LEARNING FOR A LIFETIME

South Beaver Dam Parent Teacher Organization

We encourage all parents to join our PTO. Our goal is to sponsor school related activities which strengthen the home/school community, build school spirit, and raise a little extra money for the school. Every parent is a member of the PTO and your involvement is encouraged. To find out more about the South Beaver Dam Parent Teacher Organization contact Kristen Banes at 920-382-1413.

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

**Learning for
a Lifetime**

Arrival Time

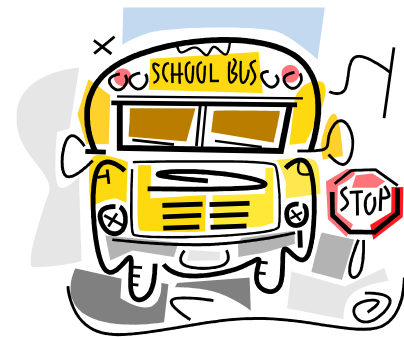
Our mornings begin at 8:50 a.m. Buses arrive between **8:35-8:45 a.m.** We have experienced some difficulty with children arriving too early as we do not have supervision in our building until **8:30 a.m.** When your child arrives early safety concerns arise. If your children are not riding the bus, they should **plan on arriving no sooner than 8:30 a.m.** and should be dropped off at the front doors.

Walking to and from school is **absolutely prohibited** because of the safety factor for the children.

School Bus

The school bus has a responsibility to provide adequate transportation for our children. This we try to do in the most efficient and safest manner.

This responsibility factor, however, is a two-way street. Parents and children as users of this service, have a responsibility to follow established guidelines for using the bus service. We hope that you will talk about appropriate school bus behaviors with your child. School and parents, in partnership, can further enhance efficient transportation to and from school.



Emergency Weather Information

When winter weather makes travel hazardous, classes at South Beaver Dam Elementary may start late, be dismissed early, or be canceled for the day. In the event that emergency weather conditions exist, the first radio announcements will be made by 6:30 a.m. on radio stations WBEV – 1430 AM or WXRO – 95.3 FM. Stay tuned for updated information. We also place weather related information on the district website and area T.V. networks. Please make every attempt to get information from the radio or T.V. instead of calling school so that our lines can be kept free for emergencies.

Before any emergency day occurs, please plan for your child’s care and discuss those plans with your child. When school dismisses early, some children become quite nervous. Your guidance and forethought can lessen your child’s anxiety during the confusion of an irregular schedule.

In the event of an ***emergency weather late start***, classes for all students will begin at **10:50 a.m.** Buses will begin routes two hours later than normal. If school is dismissed in the afternoon, a time will be announced, and buses will depart as soon as students can be loaded onto them. If school is canceled for the afternoon, students will be fed lunch and then dismissed.

Tornado Information

We will not dismiss children at the end of the day if a tornado **warning** is in effect. We will however, dismiss them if a tornado **watch** is in effect. We encourage you to discuss with your child the difference between a tornado **watch** and a tornado **warning**.

At South Beaver Dam School, all classes take cover in the safest designated area when a warning is sounded. If you would like to pick up your child during a tornado warning, please do not call; come inside the school and pick up your child.

Outdoor Clothing

Children do spend time outdoors at noon and for recess periods. During the winter season proper clothing to keep them warm and dry is essential. Boots, hats, mittens, snow pants, and warm jackets during winter months are necessary to fully enjoy the outdoors. Please plan ahead and have these items available when needed. Boots are necessary as the playground does get sloppy at certain times of the year.

Recess Guidelines

All students go outside for recess either before they eat lunch or after they eat. If you feel that your child cannot go outside because of a medical reason, please send a note from a doctor to the classroom teacher explaining the length of time your child must stay inside. This brief time on the playground is needed by all the students as a break from their academic day.

Late Start Program

During the school year we will have four late start days for staff development purposes. On these days, school will begin at 10:50 a.m.

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 parents prior to a child's absence. In the event a parent has not called or sent a note, the school will call parents at home or work to verify the absence. Call back time will be around 9:30 a.m.

Please follow these instructions:

1. Call South Beaver Dam School (885-7383) before 8:45 a.m. each day that your student will be absent. There is an answering machine to leave a message on in the event you do not reach the secretary.

or

2. A written note may be sent with a brother or sister to be delivered to the classroom teacher of the absent child.

Should you be unsuccessful in reaching us, please keep trying.

Student Illness - Absences

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 asked to write an explanation of the child's absence or call as stated above. It is not necessary to have a doctor's excuse for a child when returning to school. When it is known a child will be absent from school for more than two days, we would like to be notified. Parents are asked to notify the Dodge County Nurse in cases of mumps, measles, chicken pox, and other contagious diseases. Appointments for dentists, eye doctors, etc. should be made during non-school hours if possible.

Changes in Jobs, Schedules, Transportation

Registration forms include information about your work site and emergency contacts. If you change jobs, please let us know so that we can contact you in an emergency. Whenever possible, we attempt to let parents determine the level of care needed in an emergency. Help us allow you to keep that responsibility. If you make changes in your place of employment or emergency numbers, let us know as soon as possible.

Parents, if your children have a change in their daily care or transportation arrangements, please try to send a note to the teacher when your child comes to school. The office receives many calls right before dismissal, and it is often difficult to get messages to your children. Children also get confused and worried. Thank you for planning ahead.

Transfer from School

There are occasions during the year when families change their place of residence. It is very helpful to us if we are informed early of a change in residence, especially if your children will be attending another school.

Reporting to Parents

Communication between the home and school is extremely important. Parents should feel free to come to school to discuss specific problems with the teacher whenever the need arises. Teachers are encouraged to contact parents when the need arises. Goals can best be obtained when both parents and teacher work together with one interest, *the child*, in mind.

Reporting students' progress to parents by means of a report card is done two times a year. Scheduled parent-teacher conferences are held twice a year for all grades. If you would like to know your child's progress other than report cards/conferences please contact the teacher.



State Assessments

The State of Wisconsin requires all third, fourth and fifth grade students to take the Wisconsin Knowledge and Concepts Exam. Results of the exam are sent home to parents in the spring.

District Assessments

Second graders participate in the Test of Cognitive Skills in February as part of a Beaver Dam School District requirement. This information is accessed to determine placement of students into Talented and Gifted programs or Special Education.

All second, third and fourth grade students participate in the Measures of Academic Progress assessment. Children are tested in reading, language and math. This information is used to set individual learning goals and to identify potential curriculum issues.

Hot Lunch Program

We have an excellent noon lunch program with eye-appealing, well-balanced meals. **The cost of each meal is \$2.00.** Our school district uses an automated lunch program. This means payments can be made for the **FAMILY ACCOUNT** at any school (Elementary, Middle or High School.) Payments for hot lunch should be made on **Monday (or the first school day of the week).** Please send payment in a sealed envelope with your child's full name, grade, and the amount enclosed written on the outside of the envelope. You can send one check for all children attending the district.

The price for one month of lunches at the elementary is approximately \$40.00. Lunch prices are higher at the Middle School and High School. Feel free to contact our school office at anytime to inquire about the balance in your family account.



For those students eating a cold lunch, milk may be purchased for 30 cents per carton. Students are encouraged to drink a carton of milk and attempt to eat their complete lunch.

We encourage children to eat nutritional lunches. Please help us by not sending soda with your child's cold lunch. Thank you for your cooperation.

We must call in the lunch count soon after 9:00 a.m. each day. We ask that whenever your child will be arriving late to school to call the school office between 8:15 and 9:00 a.m. and notify the secretary if he/she will be eating hot lunch. Thank you for your cooperation.

Breakfast Program

SBD offers breakfast to students everyday starting at 8:30. The cost for breakfast is \$1.05. This total is deducted from your child's lunch account.

Valuables

Students are requested not to bring valuables such as card collections, personal electronic equipment, or money to school. If children must bring money or valuables, they should leave them with their teachers or bring them to the office for safe-keeping.



Lost and Found/Marking Belongings

Throughout the year we find numerous lost and misplaced clothing. All means of locating owners are used, however, many items remain unclaimed. Marking tennis shoes and clothing will help us see that items are returned to their rightful owner. Please feel free to come in and identify items which may have been lost by your child.

Accident Insurance

The school district is offering a student accident insurance policy which is voluntary and must be purchased by you, the parent. Please take note that it is voluntary, and in order to have coverage, you must fill in the information needed and return it to school immediately. Applications are available in the school office.

Bicycle Rules

The decision to allow children to ride bicycles from home to school is a decision **parents** must make. The school tries to teach safety, including bicycle safety, at all times; however, we establish no rule which states when a child is capable or competent enough to handle a bicycle when riding on an automobile driven street.

The bicycle parking area is located on the blacktop near the telephone pole next to the west end of the school building. We would appreciate very much if bicycle riders **would not** arrive at school sooner than 8:45 a.m.

Please discuss the "Rules of the Road" and the use of hand signals with your child. A strong recommendation would be to purchase one of the tall safety flags that can be easily attached to the bicycle. Also, a helmet is recommended.

At dismissal time, all bike riders **must wait** until all buses have pulled out onto the road before they get on their bicycles to leave.



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:

- a. Students full name
- b. Name of drug and dosage
- c. Mode of administration
- d. Time to be given
- e. Date of expiration
- f. 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 ANTIBIOTICS, COUGH SYRUP, TOPICAL ANTISEPTICS, ANTI-INFLAMMATORIES, DECONGESTANTS, ANALGESICS, OR ANY OTHER PRESCRIPTION OR NON-PRESCRIBED MEDICATION TO STUDENTS WITHOUT MEETING THE ABOVE CRITERIA.

Character Education Program "Pillars of Character"

Throughout the year, South Beaver Dam students will be learning about the qualities of being a person of character. These six pillars of characters will be addressed in the classroom and through school-wide activities. Our community has established the following calendar to help coordinate our discussions of character between the school, home, and workplace. We hope this will help you reinforce the qualities in your home.

September – Making Good Choices
October – Responsibility
November – Respect
December – Caring
January – Trustworthiness

February – Fairness
March – Fairness
April – Citizenship
May – Review

I. **RESPONSIBILITY**

Do what you are supposed to do * Persevere: Keep on trying! * Always do your best *
Use self-control * Be self-disciplined * Think before you act – Consider the consequences *
Be accountable for your choices.

II. **RESPECT**

Treat others with respect * Be tolerant of differences * Use good manners, not bad language *
Be considerate of the feelings of others * Don't threaten, hit, or hurt anyone * Deal peacefully
with anger, insults, and disagreements.

III. **CARING**

Be kind * Be compassionate and show you care * Express gratitude * Forgive others * Help
people in need.

IV. **TRUSTWORTHINESS**

Be honest * Don't deceive, cheat, or steal * Be reliable – do what you say you'll do * Have the
courage to do the right thing * Build a good reputation * Be loyal – stand by your family, friends,
and country.

V. **FAIRNESS**

Play by the rules * Take turns and share * Be open-minded; listen to others * Don't take
advantage of others * Don't blame others carelessly.

VI. **CITIZENSHIP**

Do your share to make your school and community better * Cooperate * Stay informed; vote *
Be a good neighbor * Obey laws and rules * Respect authority * Protect the environment.

Discipline Policy

Discipline at SBD Elementary School is a cooperative effort between the school, the parent, and the child. The “Pillars of Character” are our foundation for personal growth. Although encouragement for positive behavior is our policy, we all know there will be times when a more guided and corrective method is necessary. When this is needed, the disciplining will be handled on an individual basis following the established school policy. Our policy is a step system where the child’s behavior is acknowledged, a consequence is imposed, and parental involvement becomes increasingly necessary if behaviors continue. The School District Code of Student Conduct and the SBD Behavior Report will be reviewed with your child during the first week of school. A letter will be sent home discussing our discipline policy during the second full week of school.

Student 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.



Partners Are Learning – An Academic Support Program

Partners are Learning (PAL) 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 at the child's school to work on teacher-directed activities. There is a before school program at South Beaver Dam—8:00-8:50 a.m. The PAL program meets from October through early May. PaL is open to second, third, fourth and fifth grade students who are referred by their teachers and permitted by their parents. There is no cost to the parent for participation. 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. 160.

Physical Education

All students in grades K-5 have four physical education periods of 25 or 30 minutes in length per week. This is a teacher-organized period in which students participate in the President's Physical Fitness Program. Each physical education period may consist of a vigorous warm-up period, which then leads to tumbling, rhythm work, volleyball, track events, and many other types of activities. All are designed for personal skill development. In addition, a daily 15-minute recess period is given to K-3rd graders. Students are required to wear tennis shoes and wear shorts under skirts or dresses.

Art Program

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 classroom activities and those of other special areas. Art classes are conducted once per week and are 45 minutes for grades 1-3 and 50 minutes for grades 4-5.

General Music

The music program seeks to enhance the quality of children's lives by extending the boundaries of their thinking. Music 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, a chorus is offered to fourth and fifth grade students who wish to enhance their regular classroom music experience. This group meets during class time and once weekly (optional) during their noon hour recess. Students learn how to display proper rehearsal behavior. The chorus performs 2-4 times.



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 begin after completing grades 4 or 5. Band and orchestra students are given lessons once a week at SBD School.



English Language Learners (ELL)

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 are to 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 in a pullout session. ELL tutors collaborate with classroom teachers to plan and design instructional activities that will help students improve their English skills to achieve grade level standards. At the middle and high school, an ELL teacher provides English ELL classes. ELLs may also receive one or more tutorial periods, which are bilingual support study halls for grades 6-12. In tutorials 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. The middle and high schools use similar scheduling processes. All ELL students are scheduled for accredited classes needed for graduation.

If you have any questions about the program, please contact ELL Coordinator, Erica Avila at 920-885-7470 Ext.133.

English Language Learners (ELL) Aprendedores del Idioma Inglés

Los estudiantes del colegio del Distrito de Beaver Dam son identificados como estudiantes del language Inglés, cuando un idioma diferente que Inglés influir en su adquisición del lenguaje. Los estudiantes son localizados en los salones de clase apropiados a su edad correspondiente: primaria (elementary), secundaria (middle school), preparatoria (high school). El profesorado 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 otras necesidades de comunicación entre la casa y el colegio.

En el nivel primario, los alumnos del programa de ELL reciben instrucción y soporte académico en forma variada; como en el salón de clases o retirándolos de la clase por un cierto tiempo diario. Los tutores del departamento de ELL, colaboran con los profesores para planear y diseñar actividades instruccionales que ayuden a los estudiantes del ELL a alcanzar unos niveles requisitos. En el nivel secundario y la preparatoria (middle/high school), la profesora de ELL es la que dicta 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 y 12 grado, como una ayuda extra en los estudios fuera de 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. La preparatoria (high school), usa la misma forma de trabajo como la secundaria (middle school). También quisiera decirle que todos los horarios de los estudiantes brindan clases acreditadas necesarias para obtener su graduación. Si usted tiene alguna pregunta acerca del programa no dude en conectarse conmigo la Coordinadora del Programa de ELL, Erica Avila, teléfono 920-885-7470 Ext.133.

Pupil Services

A. Special Education

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

In the Beaver Dam Unified School District, 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 personnel staff.

Permission for individual assessment is always secured from parents before individual evaluations are conducted.

B. Counseling and Consultation

Guidance 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 Service Center (885-7400 ext. 1121).

Title I

Title I is a federally funded program that provides extra help in reading (grades 1-3). The program involves most of the elementary schools in Beaver Dam.

Parents of children enrolled in Title I are invited to attend parent meetings and conferences throughout the year. This gives them the opportunity to meet the teachers, learn about the program, give suggestions regarding the Title I program, and be involved in their child's education.



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

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: 00.0 Rule – Sexual Harassment

Guidelines – Student *Approved:* March 11, 1993

Complaint Procedure

The district encourages informal resolution of complaints under the policy. If any person believes that the Beaver Dam School District or any part of the school organization has failed to follow the law and rules of s. 118.13, Wis. Stats., or in some way discriminates against pupils on the basis of sex, race, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, he/she may bring the complaint to the Curriculum/Personnel Manager at the Administration Office at the following address: 705 McKinley Street, Beaver Dam, Wisconsin 53916. 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 Superintendent of schools. The Superintendent 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; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s. 1231e-3 and 34 CFR ss. 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.

Step 3: If a complainant wishes to appeal a negative determination by the board, he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the State Superintendent if the board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, Wisconsin 53707.

Step 4: Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker

Drive, 8th Floor, Chicago, Illinois 60606.

Notification of Presence of Asbestos

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans are on file in each school administrative office.

All asbestos materials in the schools are in good conditions and we will continue to manage them in place, as recommended by the accredited management planner. The management plan is on file in the school's administrative office. Everyone is welcome to view these anytime during normal school hours. If you have questions or concerns regarding asbestos you can contact our Buildings and Grounds Coordinator, Paul Buchholz at 885-7400 ext. 143.

Camera Shy?

Throughout the year, pictures of students participating in various activities are published in the newspaper. If that would cause a problem for you or your child, please call our office at 885-7383 to let us know. We will make every effort to maintain your child's privacy.

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.



Drug Free School Zone

All school buildings of the Beaver Dam Unified School District are drug free. No illegal drugs will be tolerated on school property. Legal proceedings will be initiated if such incidents occur.

Personal Party Invites

Throughout the year we know children have birthday parties or other celebrations which they want fellow classmates to attend. We ask that you do not send personal invitations for parties to be handed

out at school. When children see others receiving invites and not themselves it makes for hurt feelings and many times results in conflicts within the school.

You will receive a class list of your child’s classmates from the teacher. This list includes names, addresses and phone numbers. We hope providing this type of class roster will help to alleviate the problem with personal invitations at school.

**Beaver Dam Unified School District
Beaver Dam, Wisconsin
Student Records**

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.



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.

Beaver Dam Unified School District

FOURTH GRADE TO FIFTH GRADE STUDENT PROMOTION POLICY

New state laws have directed Wisconsin school districts to develop policies that specifically address what criteria are used to promote students from Grade 4 to Grade 5, as well as from Grade 8 to Grade 9. The Beaver Dam Unified School District adopted a promotion and graduation policy that is now in effect.

Our school district is committed to assuring that every student has the knowledge and skills needed for academic achievement. We provide students with multiple opportunities to learn, and our promotion policy gives students different ways to demonstrate their knowledge for advancement to the next grade level. This policy also provides flexibility to students with disabilities, so they may continue to be included with their non-disabled peers. Students must meet the criteria listed below to be promoted from 4th to 5th grade.

- If a student has a score of “Basic” or above in all 5 subtests (Math, Science, Reading, Language Arts, Social Studies) and Writing score of 2.5 or above on the Wisconsin Knowledge and Concepts Exam, the student will be promoted.
OR
- If a student receives a grade at the “Developing” level or above in at least 75% of the core academic sub skills on the end of the year 4th grade report card, the students will be promoted.
- If a student does not meet either of the promotion criteria listed above, a review team will be appointed by the principal to make a promotion decision. The team will consider other academic criteria, previous records, and interventions. Remediation plans may be required for promotion which include summer school, tutoring, etc.
- A student with a disability who completes the requirements of the Individualized Education Plan (IEP) will be promoted.
- If a decision to retain a student is made over the objections of the parent/guardian, the decision may be appealed to the superintendent.

As much as possible, our staff closely monitors the academic progress of students starting as early as kindergarten and throughout the lower grades. We do not feel that this policy will catch parents off guard, yet the policy meets the requirements of the law and helps older students become accountable for their progress in school. If you have any questions or concerns about this grade promotion policy, please call the school principal.

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

411-Exhibit (1)

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

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

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 _____

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 nondiscrimination 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

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

443

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:

443

- 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.

D. 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.

E. 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.

2. 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

443

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.

443

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;

443

- 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

443.1 - Rule

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