

2016-2017 FAMILY HANDBOOK

Wilson Elementary



Wilson Elementary School
405 W. Third Street
Beaver Dam, WI 53916
(920) 885-7373

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MESSAGE FROM THE PRINCIPAL

Dear Families:

On behalf of Beaver Dam Unified School District, I welcome you to a new school year! The purpose of the Family Handbook is to help you understand the procedures and policies of our school and school district. The handbook contains information about the general operation of your child's Elementary School but 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 or the school secretary for further clarification. The applicable Beaver Dam Unified School District Board Policies can be found in the Appendix.

We have been busy preparing for an exciting and enriching experience for your child and all of the staff look forward to working with you to provide your child with a quality educational experience. By working together, we can continue to build a great school!

I strongly encourage you to communicate regularly with your child's teacher and to call with any concerns you may have. 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). Please visit our school and your child's classroom throughout the school year.

We are looking forward to a very exciting and rewarding school year!

Sincerely,

Christine Ziemann

Christine Ziemann
Principal

NON-DISCRIMINATION STATEMENT

THE BOARD OF EDUCATION DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, ANCESTRY, CREED, PREGNANCY, MARITAL STATUS, PARENTAL STATUS, SEXUAL ORIENTATION, SEX, (INCLUDING TRANSGENDER STATUS, CHANGE OF SEX OR GENDER IDENTITY), OR PHYSICAL, MENTAL, EMOTIONAL, OR LEARNING DISABILITY ("PROTECTED CLASSES") IN ANY OF ITS STUDENT PROGRAM AND ACTIVITIES.

WILSON ELEMENTARY STAFF

Christine Ziemann	Principal
Monica Keel	Interim Principal/Kindergarten
Sarah Leisses	Grade 1
Clair Hanks	Grade 2
Dawn Wippermann	Grade 3
Richard Major	Grade 4
Ali Bohl	Grade 5
Stephanie Moore	Special Education
Shelby Helmbrecht	Art
Bethany Sherry	Music
Dawn Gaylord	Instrumental Music
Chris Smith	Physical Education
Louise Wilson	School Nurse
Catherine Ernst	Speech/Language
Sarah Becker	School Counselor
Kelly Minnig	Psychologist
Sarah Connaughty	Social Worker
Julie Grenon	Literacy Support Teacher
Katie Marquardt	Classroom/Library TA
Roxann Johnson	Classroom TA
Sue Biel	Classroom TA
Joanne Callies	Classroom TA
Erica Howland	Secretary
Sara Riel	Custodian
Janie Garcia	ELL Tutor

BEAVER DAM SCHOOL YEAR CALENDAR

Beaver Dam
UNIFIED SCHOOL DISTRICT

Guiding students. Empowering futures.



2016-2017 SCHOOL YEAR CALENDAR

AUGUST 2016

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Aug. 3-5: Administrator Academy
 Aug. 8-12: Learning Institute (Staff)
 Aug. 9 & 15: Middle School Registration
 Aug. 10, 11, & 16: High School Registration
 Aug. 16, 22, & 24: 6th Grade Camp
 Aug. 16: DSLA Registration
 Aug. 15-19: New Teacher Orientation
 Aug. 25, 29-31: Teacher Inservice
 Aug. 29: Middle School Open House
 Aug. 30: All Elementary Schools Open House

SEPTEMBER 2016

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Sep. 1: First Day of School
 Sep. 5: No School - Labor Day

OCTOBER 2016

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Oct. 10: No School - Teacher Inservice
 Parent-Teacher Conferences
 Oct. 28: No School

NOVEMBER 2016

Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Nov. 24: No School - Thanksgiving
 Nov. 25: No School

DECEMBER 2016

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Dec. 23-Jan. 1: No School-Holiday Break

JANUARY 2017

Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Jan. 1: No School - New Year's Day
 Jan. 2: Classes Resume
 Jan. 16: No School - Teacher Inservice

FEBRUARY 2017

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Feb. 13: No School - Teacher Inservice
 Parent-Teacher Conferences
 Feb. 24: No School

MARCH 2017

Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Mar. 20-24: No School - Spring

APRIL 2017

Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Apr. 14: No School - Good Friday

MAY 2017

Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

May 29: No School - Memorial Day

JUNE 2017

Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

June 4: High School Graduation
 June 6: Last Day of School
 June 7: Teacher Inservice

DAILY SCHEDULE

High School: 7:50 am-3:00 pm

DSLA: 8:30 am-3:00 pm

Middle School: 7:40 am-2:42 pm

Prairie View & South Beaver Dam Elementary Schools:
 8:50 am-3:32 pm

Jefferson, Lincoln, Washington, & Wilson Elementary Schools:
 8:30 am-3:07 pm

Leading the way in student growth and achievement

MISSION STATEMENT FOR THE BEAVER DAM UNIFIED SCHOOL DISTRICT

Mission is "Guiding Students, Empowering Futures".

Vision is "Leading the way in student growth and achievement".

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



SCHOOL CONTACT INFORMATION

Wilson Elementary School
405 W. Third Street
Beaver Dam, WI 53916



District Web Site: www.beaverdam.k12.wi.us

*Under the “schools” pull down menu at the top of the district web site, click the Wilson link to access the specific school information.

Secretary: Monday through Friday from 7:30 a.m. to 4:00 p.m.

Phone: (920) 885-7373

Fax: (920) 885-7375

ARRIVAL AND DISMISSAL

School Day is 8:30 a.m - 3:07 p.m.

Our morning classes begin at 8:30 a.m. Buses arrive between 7:50 a.m. and 8:00 a.m.

The playground supervisors begin their duties at 8:15 a.m.

Breakfast is served 8:00 a.m. - 8:30 a.m.

Walking to and from school is prohibited due to safety concerns.

THE PLAYGROUND IS NOT SUPERVISED AFTER SCHOOL HOURS

DAILY SCHEDULE

Morning	8:30 a.m. - 11:30 a.m.
K,1,5 Lunch / 2,3,4 Recess	11:30 a.m. 11:50 a.m.
2,3,4 Lunch/ K,1,5 Recess	11:50 a.m. - 12:10 p.m.
Afternoon	12:10 p.m. - 3:07 p.m.

ASBESTOS NOTIFICATION

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, Brent Maron at 885-7300 ext. 1143.

ASSESSMENTS

District Assessments

AIMSWeb Plus, Fountas and Pinnell Benchmark Assessments, and other required state assessments are given to students during the year to measure growth and progress in the areas of reading and/or math. This information is used to set individual learning goals and to identify the need for additional assistance in these areas.

Kindergarten, First Grade, and Second Grade students are required by the state to take the PALS assessment. This is a Phonological Awareness Literacy Screening to determine Literacy awareness and abilities in students.

Progress Report Cards

Student Progress Reports will be sent home multiple times throughout the year.

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 also encouraged to contact parents when the need arises. Goals can best be obtained when the parents and the classroom teacher work together with one interest, *the child*, in mind.

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.

ATTENDANCE

Regular school attendance is essential for your child's academic success. However, we do not expect a student who is ill to attend school. Children contracting a communicable disease should be reported to a school nurse. The school nurse, along with your child's doctor, will be able to tell you when your child will be able to return to school. 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.

The Municipal Court of the City of Beaver Dam has authority to impose penalties for failure to attend classes. A child is prohibited from being a habitual truant. A habitual truant is any pupil who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a semester, or ten (10) or more days in a school year. Any absence without a doctor's excuse past 10 days will be marked as unexcused.

Truancy is an **unexcused** absence for a day or part of the day. Tardies are an absence for part of the day. The principal may request the parent or legal custodian to obtain a written medical excuse. A student who is truant for part or all of five or more days out of ten consecutive 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. (*See Appendix – BDUSD School Board Policy 5200 Attendance*)

Absences Excusable Under School Board Policy

The School Board, in accordance with State of Wisconsin Statute 118.15, defines acceptable reasons for which pupils may be absent (excused) by the parent (or guardian), other than illness: Health care appointments (repetitive appointments should be scheduled at various times of the school day).

Per Wisconsin State Law, a parent/guardian may excuse their child from school for up to ten (10) days per school year. The student must be excused in writing prior to his or her absence and the absence must be for a full school day. Examples of this type of absence include:

- Illness with medical excuse
- funerals
- required court appearances
- religious observances required by church of preference
- family trip (includes hunting)
- family wedding

Excessive excused absences are monitored with parental involvement. The school reserves the right under Wisconsin State Statute 118.15(3) to require further verification of the reason for repeated or extended absences. In the event that a student has a significant number of absences related to illness, the school through the office, of the school health supervisor will work with parents to develop [a health plan](#) for the student. Doctor's notes may be requested by the attendance office at any time. If absences are due to illness or medical appointments, it is suggested that the student provide medical documentation whenever possible to be eligible for medical exemption to the state statute, Beaver Dam Unified School District attendance protocol, and school board policy requirements for student attendance.

Doctor's Notes

A note from a Physician is required to keep students in from recess or to sit out in gym. If you are waiting to hear from your doctor about your child's condition, your child may stay in for recess or sit out of gym for one day. Please turn doctor's notes into the office.

COMMUNICATION

Changes in Pick-up Schedules or Transportation

Parents, if your children have a change in their daily care or transportation arrangements, please 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. If teachers do not receive a note or verbal communication from a parent, the prior plan for transportation will be followed. Thank you for planning ahead.

ELECTRONIC DEVICES/VALUABLES

Student use of electronic devices (cell phones, I-Pods, etc.) are 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 confiscated by the principal and will only be returned to a parent. In the event of an emergency you can contact your child by calling the office.

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

EMERGENCY CONTACT INFORMATION

It is important to keep your current contact information updated in the Skyward system. If you need help accessing Family Access to update your information, please contact the school office so we can assist you. **It is also very important to list two additional local people for emergency contacts, in case we cannot reach parents.**

ENGLISH LANGUAGE LEARNERS

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. 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.

If you have any questions about the program, please contact ELL Coordinator, Erica Avila at (920) 885-7300 Ext.1133.

English Language Learners (ELL) 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 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 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. 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) 885-7300 Ext.1133.

FOOD SERVICE PROGRAM

Breakfast

Wilson Elementary School offers breakfast to students everyday starting at 8:00 a.m. This cost is deducted from your child's lunch account.

Lunch

We have an excellent lunch program with eye-appealing, well-balanced meals. 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. Lunch prices are higher at the Middle School and High School. Feel free to contact our school office at any time to inquire about the balance in your family account.

For those students eating a cold lunch, milk may be purchased. 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 a.m. and 9:00 a.m. and notify the secretary if he/she will be eating hot lunch. Thank you for your cooperation.

Please see the district website under the "Parents" tab and "Food Service" for current prices and menus.

Milk Break

Students will choose if they want to have milk at break time each day. If your student chooses to take milk, the money will be deducted from your family's lunch/breakfast account. By deducting straight from the family account, students will only be charged for the milk they actually take instead of paying for an entire semester.

Lunch Balance Policy

Families, who participate in the Beaver Dam School District Food Service Program, will be subject to the following policies and procedures:

Payment Policy

The Food Service Program is a pre-payment program. Families are expected to have a positive balance in their food service lunch account at the beginning of the year and during the course of the school program year.

Negative Balances

- A. Families will be notified when their Family account reaches a **positive** \$20.00 through e-mail and district phone system.
- B. Families who have negative balances in their accounts will be notified by phone and e-mail, weekly from the Food Service Department, and they will continue until there is a positive balance in the account.
- C. Students with negative account balances will receive a reimbursable meal only and will not be allowed to purchase a la carte items. Once a family account is at zero, students may continue to purchase meals up to a -\$20.00. Once the account reaches a negative \$20.00 all purchases will be denied. If families are having difficulty making deposits, contact the Food Service Department to make arrangements. Reduced price and free meals are available to those who qualify and an application can be obtained from the school that your student attends.

Account Balances

- A. Parents may restrict students from making additional purchases by calling the Food Service Department. A message will show up on the account which will notify the lunch cashier. The restriction on the system will show up from year to year unless the Food Service Department is contacted through e-mail (taher@bdusd.org).

B. Family balances and purchases made on accounts are available on the District website through Family Access. Payments can also be made through the website or they can be sent to the school of which your student attends.

Definitions

A. A five component Lunch is defined as follows:

a. Vegetable b. Fruit c. Grain d. Protein e. Milk

Three out of the five must be taken to qualify for a reimbursable lunch. One component out of the three must

be a **1/2 cup** of fruit, vegetable or a combination of both.

B. A four component Breakfast is defined as follows:

a. Protein b. Grain c. Fruit d. Milk

Three out of the four components must be taken to qualify for a reimbursable breakfast.

C. An a la carte item is defined as an item purchased outside the reimbursable breakfast or lunch.

For Example; an additional milk, fruit or cookie will be charged individually.

LOST AND FOUND

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 with your child's name 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.

MEDICAL 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.

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. School staff can only administer medication or drug products recognized as a drug or drug product in the official U.S. pharmacopeia and national formulary or official homeopathic pharmacopoeia of the United States.

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

1. Consent Form: No medication will be administered by school personnel unless and until a Medication Consent form is completed. A completed Medication Consent 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 a medication is changed.

2. Medication Information: Medication to be administered at school must be given from the original and properly labeled container. In the instance of prescription medications a pharmacy-labeled container is required and 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 medication must be in the original manufacture's package with the ingredients and recommended therapeutic dose clearly visible. School staff can only give over-the-counter medication in doses listed on the package as "therapeutic" or safe. School staff may administer a non-prescription medication to a student in a dose other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.

3. Responsibility: Authorized school personnel will give medication to the student at the designated time. Normally it is the responsibility of the student, not school personnel, to get his/her medication at the designated time.

All non-emergency prescription medication for students in grades K-8 must be administered by school staff.

Students in grades K-5 may not self-administer non-prescription medications while at school with the exception of sunscreen. Parents must sign a medication consent form and provide the sunscreen product.

All non-emergency prescription medication at the high school must be kept in a secure place determined by the principal and/or school nurse. A Medication Consent form must be on file.

4. Only limited quantities of medication should be kept at school.

Please refer to Board Manual for complete policy/procedures.

SKYWARD FAMILY ACCESS



Family Access Quick Start Guide

For parents with multiple Beaver Dam students, please use the Student pull down menu to select the student whose information you wish to view or select All Students. Use the My Account tab to view your contact and account information. Please confirm that your contact information is correct. Please contact your child's school with any updates.

The screenshot shows the Skyward Family Access interface. At the top, there is a navigation bar with the Skyward logo, 'Family Access', and 'All Students' with a dropdown arrow. To the right are tabs for 'Parent Name', 'My Account', 'Correct Us', 'Email History', and 'Edit'. Below the navigation bar, there are two message indicators: 'You have unread messages' and 'You are bidding messages'. On the right side, there are icons for 'Upcoming Events' and 'Calendar'. On the left, a vertical navigation menu lists: Home, Calendar, Gradebook, Attendance, Student info, Food Service, Schedule, Fee Management, Activities, Portfolio, Health Info, and Login History. The main content area contains the following descriptions:

- Calendar**—View attendance, assignments, and other events for your child on the calendar.
- Upcoming Events**—Quick view of assignments and other events for your child. This is located on the right side of the Home screen.
- Gradebook**—View each teacher's gradebook for your student. Click on the grade for the term to see details of all assignments. Click the assignment grade to see the details of a specific assignment. Missing assignments are listed at the top.
- Attendance**—This link will show you absence types and reasons by period for your child.
- Student Info**—View basic demographic information about your student and/or family.
- Food Service**— View your family's lunch account balance, payments and your student's purchase history. You may also click on the "Make a Payment" link to add money to your family lunch account. You will be directed to an online store hosted by eFunds for Schools, a secure online service that partners with Skyward for this service. You will need to create an account on your first login and you will need your Family ID or your student's ID to connect your payment to your family lunch account. Please contact your child's school for this information.
- Schedule**—This shows the student's schedule for the current term or the current year.
- Fee Management**—This link will show you the current fees for your student and the current balance. Payments may be made to your child's school.
- Activities**—This link shows any school activities your child participates in.
- Health Info**—Shows the vaccination records on file with the school for your student.
- Login History**—This link will show the login history and the detail of what was examined during a specific login. As an added measure of security, check the history periodically to ensure the login history matches your use of Family Access. Remember that students have their own login and a different level of access to some information.

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.

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.

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.

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.

PARENT/TEACHER ORGANIZATION (PTO)

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 Wilson Elementary Parent Teacher Organization contact Paul Yaroch at (920) 763-5614.

PUPIL SERVICES

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 that 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 Donna Pivonka at the Educational Service Center (885-7300 ext. 1121).

Integrated Comprehensive Services

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. Students with exceptional needs participate to the maximum extent possible in the academic, non-academic, and extracurricular 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.

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 Wilson Elementary School (885-7373) before 8:30 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. Send a written note with a brother or sister to be delivered to the classroom teacher of the absent child. This note should be presented to the classroom teacher before the start of the school day.

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

SMOKING BAN

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. (*See Appendix – BDUSD School Board Policy 5512 Use of Tobacco by Students*)

SPECIAL SERVICES

Partners Are Learning – 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. 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, Rebecca Glewen at 885-7470, Ext. 1135.

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.

TRANSPORTATION

Bus

Our #1 goal each day is to transport all student bus riders safely to and from school. In order to accomplish this goal, we need the cooperation of other drivers on the road and student bus riders. Good student behavior while entering, riding, and leaving the bus contribute in many ways to safe transportation. Such conduct makes it possible for the driver to give full attention to the roadway and other drivers.

Please take a few minutes to review with your child the information below concerning student conduct on the bus. The primary purpose of rules and procedures on the buses are for the safety of all students. Your child’s cooperation in following all rules and procedures is appreciated by the drivers.

You must make sure the school has the correct address where your child will be picked up and delivered and to what bus your student has been assigned. Students will be required to ride the one bus to which they have been assigned.

For routing questions or problems concerning buses or drivers please call Johnson Bus Company at 887-8390.

Please be aware that transportation privileges may be revoked if your child's conduct is in violation of the District Administrator's administrative guidelines or the Code of Conduct pertaining to student transportation. Please refer to the Beaver Dam Unified School District website “Board Policy” link for a complete explanation of the Board Policy on Transportation (*Board Policy 8600 – Transportation*).

WEATHER INFORMATION

Clothing

Children do spend time outdoors at noon and during the school day. During the winter season please provide your child with proper clothing to keep them warm and dry. Boots, hats, mittens, snow pants, and warm jackets during the 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.

Inclement Weather

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 announcements will be made by 6:00 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 www.beaverdam.k12.wi.us, www.bevradio.com, and www.wxroradio.com. and area television stations. Please make every attempt to get information from the radio or television 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 case of a late start, 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 will then be dismissed.

Tornado

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**.

In the event of a tornado warning, all classes take cover in the safest designated area when a warning is sounded.

PBIS Overview

What is PBIS?

Positive Behavior Interventions and Support is a system that is developed by a school for improving student behavior. It is used:

- with all students
- across all environments in school
- to help schools to create effective learning environments

Why does a school choose to use PBIS?

Schools that implement positive behavior interventions and support are schools that have decided that their current discipline process is not effective in helping students to change their behaviors.

These schools are interested in:

1. Identifying and teaching expected student behaviors.
2. Finding ways to reinforce and reward those behaviors.
3. Enforcing consistent meaningful consequences when violations occur.

Positive behavior interventions and support is a planned way to meet the behavioral needs of students in a school. Parents are important in the success of PBIS, and many choose to use a similar system at home.

PBIS consists of three steps:

Step 1:

Identify and Teach Expected Behavior

- Identify three to five expectations across environments.
- Provide examples of what behaviors are expected, including for the cafeteria, bus, and social areas such as the gym or playground.
- Post the expectations throughout the building.

Teaching the behavioral expectations means that the school PBIS team must identify what the expectations are in different locations across the school day. The PBIS school team develops a teaching matrix of the behaviors expected. They will be different in different environments.

The entire staff including the lunchroom and recess staff would teach all students these expectations through lessons, role-playing, and practice. Instead of punishing students for not following the expectations, staff would focus more on the positive (expected) behaviors through a reinforcement and acknowledgement system.

Step 2: Positively Reinforce and Reward Expected Behaviors

When students meet school-wide expectations, school staff will note their success with positive reinforcement. This might include praise or coupons that can be used to purchase items at school. It might include weekly drawings for rewards, special privileges, or recognition during student assemblies. All staff (principal, teachers, lunchroom staff, librarians, janitor, etc.) use the system.

Step 3: Enforce Meaningful Consequences for Violations

In addition to teaching and rewarding positive behaviors, the school will identify a consistent way to respond to problem behavior when it occurs. The strategies to address challenging behaviors will be shared with students, staff, and parents. This will help everyone to know what behaviors violate the expectations. The process is shared with families in this PBIS Parent Handbook as well as through regular reports. Problem behaviors typically fall under the categories of minor or major problems.

- Minor behaviors are dealt with by building staff or the classroom teacher
- Major violations are managed by the principal

Parent Involvement in PBIS

1) Remind your child of the behavioral expectations on a daily basis (before leaving for school is a great time to review these):

Be Safe, Be Responsible, Be Respectful

- 2) Use the same language that is being used at school with your child. Review the “Wildcat Ways” behavior matrix and voice levels at home with your child.
- 3) Periodically ask your child if he/she has received Golden Tickets and for what reason. Reinforce positive behaviors that your child is showing at school.
- 4) If you are contacted because your child has not followed the behavioral expectations, please review the behavior matrix at home with your child.

PBIS Mission Statement

The mission of PBIS in the Beaver Dam School District is to promote positive behavior, build character, and increase student achievement by cultivating caring relationships between teachers, students, and staff.

Core Classroom Expectations

The following are the core classroom expectations that have been adopted by all classroom teachers.

Be Safe!	<ul style="list-style-type: none">· Keep hands, feet, and objects to self· Use materials appropriately· Push in your chair
Be Respectful!	<ul style="list-style-type: none">· Listen with your eyes, ears, and heart· Use encouraging, polite, and kind words· Raise your hand and wait patiently for your turn· Participate and respond appropriately
Be Responsible!	<ul style="list-style-type: none">· Turn in homework and classwork at appropriate time· Follow expectations, even when teacher is not looking· Follow directions the first time· Keep area clean and tidy· Ask permission to leave the classroom

Minor & Major Behavior Examples

Minor	Major
Off Task Behavior: Doing something that avoids the task at hand. (Excessive talking, and noises)	3 minors = 1 Major: Behavior reports within a short period of time and/or one of the following:
Lying: The deliberate act of hiding or changing the truth.	Fighting: At least two students mutually engaged in serious physical contact (punching, kicking, scratching, hair pulling, hitting with object.)
Cheating: Looking at or copying answers from someone else or using resources not approved by a staff member.	Physical Aggression: One student intentionally making serious physical contact upon another person for the purpose of causing harm (hitting, punching, kicking, scratching, hair pulling, hitting with object.)
Inappropriate Language: Put-downs, pseudo swear words	Bullying: Extreme and repeated verbal behavior, cyber behavior, or any physical behavior set forth to intimidate a person to make them do something or make them feel uncomfortable or unsafe.
Disruption: Any behavior causing interruption and not redirected by teacher prompt.	Harassment/Discrimination: Repeated teasing, name calling, or other actions, as well as activities or statements intended to be offensive of one's religion, race, heritage, color, and disability, including sexual harassment.
Property Misuse: Can be cleaned up or repaired	Profanity: Swearing, other foul language, slurs, or inappropriate gestures.
Inappropriate Computer Use: Using websites that are not approved by staff	Stealing: Intentional taking or passing on of another person's property without that person's permission.
Disrespectful/uncooperative towards staff: Not following directions, arguing	Vandalism: permanent damage to property.
Minor Aggression: Horseplay	Other Behaviors: possession tobacco, laser pointers, drugs, or weapons, arson, forgery, bomb threat, false alarms, extortion, computer use violation, leaving campus.
Unsafe behavior: spitting, unsafe playground and classroom behavior, throwing food	

Acknowledgements

One of the essential components of PBIS is a school-wide acknowledgement system. Some of the benefits include:

- Increased likelihood that desired student behaviors will be repeated.
- Focus staff and student attention on desired behaviors.
- Foster a positive school climate.
- Reduce the need for engaging in time consuming disciplinary measures.

Our acknowledgement system will consist of Golden Tickets, Wonderful Wildcat Awards, and school-wide celebrations.

Golden Tickets

During the school day, students engaging in appropriate behavior will receive compliment cards called Golden Tickets.. Students receive Golden Tickets when they are “caught” following our school’s behavior expectations. All staff members will use Golden Tickets—teachers, teachers aids, school secretary, custodian, bus driver, kitchen staff. Students can collect and turn in Golden Tickets for classroom rewards. These rewards are determined by each classroom teacher.

Wonderful Wildcat Award

The purpose of the Wonderful Wildcat Award is to recognize students for their academic success within the classroom. It is our hope that the opportunity to receive this award will provide students with the motivation to always do their best.

Some key components of the Wonderful Wildcat Award are:

- They are done weekly.
- Each teacher can choose up to two students per week to receive the award.
- The principal will announce the weekly award winners from each teacher to the student body at the Monday Morning Meeting.
- Each student will receive a book or bookmark as their reward.
- A Wonderful Wildcat Award Certificate and an example of the student’s work will be displayed on the bulletin board in the hallway (across from bathrooms) for one week. At the end of the week, the student will take the certificate and the work sample home to share with their families.
- EVERY child will receive at least one Wonderful Wildcat Award during the school year.

School-Wide Celebrations

We will hold school-wide PBIS celebrations. All students will participate in celebrating our journey and successful implementation of PBIS! Look for information to come home as the celebrations approach.

Morning Meeting

Every Monday morning our students will gather for a morning meeting. The PBIS team will lead the meeting. The meeting will consist of the following items: school pledge, birthdays/half birthdays, acknowledgement of guest staff members, the day’s events, and PBIS focus for the week.. In addition, the Wonderful Wildcat Award recipients will be honored.