

BEAVER DAM HIGH SCHOOL

"Home of the Golden Beavers"



STUDENT AND FAMILY HANDBOOK 2020-2021

BEAVER DAM HIGH SCHOOL

500 Gould Street

Beaver Dam, WI 53916

Telephone (920) 885-7313

www.bdusd.org

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.

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Handbook Notice:

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

BDUSD Mission Statement

Guiding students. Empowering futures.

BDUSD Vision Statement

Leading the way in student growth and achievement.

BDUSD Belief Statements

- 1. We believe that quality instruction is best supported through a relevant, challenging innovative, and articulated curriculum.**
- 2. We believe that all members of the learning community have the responsibility of promoting student well-being, including social, emotional, physical, and mental health.**
- 3. We believe that accomplishing personally set goals can promote personal excellence and a healthy sense of self.**
- 4. We believe that individuals learn in different ways and at different rates. Therefore, we need to be flexible, open-minded, and creative.**
- 5. We believe in the power of equity in education by meeting and engaging the diverse needs of students, which ultimately empowers them to find their true potential and be productive in the life and career paths of their choosing.**
- 6. We believe that students need tools for thriving in a changing world. These tools include opportunities to develop skills (such as adapting, adjusting, seeking, and accepting change).**
- 7. We believe in opportunities for growth and support provided through relevant partnerships in the community.**
- 8. We believe that students, families, school staff, and community members share responsibility for developing academically, socially, and behaviorally responsible citizens. We further believe that all members of our learning community should take pride in their roles; commit to excellence; and demonstrate compassion, empathy, and respect.**
- 9. We believe that collaboration skills are important to foster in adults and students alike.**
- 10. We believe in making today's decisions with an eye to the future so that the school district may deliver exceptional results over a sustained period of time.**

Core Strategies and Five-Year Strategic Objectives (2019-2024)

The following four core strategies organize our ongoing continuous improvement work at the district and at the school level over the long-term. Listed under each core strategy are the 5-year strategic objectives for the system.

We will articulate strategic metrics, school success plans and district strategic actions on an annual basis within this five-year cycle to:

- A. Live our beliefs and accomplish the 5-year strategic objectives
- B. Advance our mission and vision for student learning and organizational excellence

Core Strategies

Student Growth and Achievement

- Ensure the equitable access and delivery of educational services.
- Nurture the social, emotional, physical and mental health of all students.

Staff Effectiveness and Development

- Provide effective professional development that addresses trauma and challenging behaviors.
- Support the effective application of data for regular classroom use.

Facilities and Operations

- Assess necessity, condition, and use of district properties to determine and enact a sustainable plan.

District and Community Engagement

- Improve the marketing/branding of the district to attract/retain residents, business, and staff
- Increase student and staff partnerships with local businesses, colleges, and organizations.

2020 - 2021 School Hours, Administration, Faculty, and Staff Listing

Office Information

Main phone 920.885.7313
Attendance 920.885.7313 ext. 2300

Main Doors Open: 7:20 a.m.

Office Hours: 7:20 am - 3:30 pm

School Day Hours: 7:50 a.m. - 3:10 p.m.

Administration

Russ Tronsen	Principal	920.885.7313 ext. 2112	tronsenr@bdusd.org
John Casper	Associate Principal 12th grade 10th-11th grade students A - K	920.885.7313 ext. 2102	casperj@bdusd.org
Rob Essig	Associate Principal 9th grade 10th-11th grade Students L - Z	920.885.7313 ext. 2110	essigr@bdusd.org
Melissa Gehring	Associate Principal Activities & Athletics	920.885.7313 ext. 2176	gehringm@bdusd.org

Office Staff Contacts

Julie Brewer	Student Services-Transcripts, report cards, college visits, and counselor questions	brewerj@bdusd.org 920.885.7313 ext. 2114
Roxanne Cromheecke	Attendance, general high school information	cromheecker@bdusd.org 920.885.7313 ext. 2018
Kathy Hupf	Attendance, general high school information	hupfk@bdusd.org 920.885.7313 ext. 2111
Anne Pearson	Activities & Athletics, fines & fees	pearsona@bdusd.org 920.885.7313 ext. 2105
Melissa Schreiner	Principal's Administrative Assistant, scholarship committee	schreiner@bdusd.org 920.885.7313 ext. 2109

Student Services

Counselor	Class 2022-23	Class 2020-21	Contact Information
Stephanie Buss	A-E	A-F	buss2@bdusd.org 920.885.7313 ext. 2115
Rebecca Droessler	F-K	G	droessler@bdusd.org 920.885.7313 ext. 2116
Jackee Hill	L-R	H-O	hillj@bdusd.org 920.885.7313 ext. 2117
Nate Wilke	S-Z	P-Z	wilken@bdusd.org 920.885.7313 ext. 2118

Core Values

We are committed to having “**PRIDE**” in BDHS!

(P) **Perseverance**

We will...

- have a growth mindset
- work toward excellence
- not give up on ourselves or each other

(R) **Responsibility**

We will...

- take ownership of learning, actions, and attitude
- have the courage to think and act as individuals

(I) **Integrity**

We will consistently...

- do what is right and is fair
- be honest, kind, and respectful

(D) **Diversity**

We will...

- show mutual respect and appreciation for different backgrounds and experiences

(E) **Engagement**

We will...

- focus our time and effort on learning
- work collaboratively in a positive manner
- contribute ourselves positively to the BD community

SHOW YOUR SCHOOL SPIRIT



School Mascot: Golden Beaver (Benny)

School Colors: Green and Gold

School Song

To you we pledge our loyalty
You are the best school in the land.
Our hearts will always sing to thee
There's no other quite so grand.
You'll always be our loyalty
With faith that never fails.
So fight, Beavers, fight, fight, fight
We'll win this game.
U-Rah Rah Beaver Dam
U-Rah Rah Beaver Dam
U-Rah Rah Beaver Dam
Yea!

Alma Mater

Beaver Dam, our Alma Mater
Hail, all hail to thee.
Praises that are strong and true
We ever sing with glee.
As our paths move forward,
Toward our destiny.
Beaver Dam, our Alma Mater
Hail, all hail to thee.

BDHS Traditional Daily Schedule	
7:50 – 8:33 (Hour 1)	
8:38 – 9:21 (Hour 2)	
9:26 – 10:12* (Hour 3)	
10:17-11:00 (Hour 4)	
Lunch 1 11:00-11:30 Eat <u>B</u>efore 5th hour	11:05-11:48 (Hour 5A)
11:35-12:18 (Hour 5B)	Lunch 2 11:48-12:18 Eat <u>A</u>fter 5th hour
12:23-1:06 (Hour 6)	
1:11-1:54 (Hour 7)	
1:59-2:42 (Hour 8)	
2:47-3:10 Flexible Instruction Time	

*Indicates 3 additional minutes at the beginning of the hour for announcements

BDHS Traditional Schedule 2 Hour Delay Schedule	
9:50 – 10:22 (Hour 1)	
10:27 – 10:59 (Hour 2)	
11:04 – 11:39* (Hour 3)	
11:44 - 12:16 (Hour 4)	
Lunch 1 12:16-12:46 Eat <u>B</u>efore 5th hour	12:21 - 12:52 (Hour 5A)
12:51 - 1:22 (Hour 5B)	Lunch 2 12:52-1:22 Eat <u>A</u>fter 5th hour
1:27 - 1:58 (Hour 6)	
2:03 - 2:34 (Hour 7)	
2:39 - 3:10 (Hour 8)	

ACADEMICS & GRADUATION REQUIREMENTS

ACADEMIC AND CAREER PLANNING PORTFOLIO

Academic and Career Planning (ACP) is an essential part of the student services delivery model and state requirement for all high school students. The ACP components will help guide students in meeting goals and selecting learning choices throughout their career at BDHS. Students that do not have their portfolio approved and completed by administration may not be able to participate in the graduation ceremony and may lose the privilege of senior release.

Examples of required components include: resume, personal statement of career plans, letters of recommendation, award certificates, career interest inventories, pictures of projects and accompanying write-ups, examples of quality work from academic classes and writing samples. Students are also encouraged to include materials from out of school activities. For additional information or questions related to this initiative, please contact a school counselor.

ACADEMIC DISHONESTY

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 focus must be kept on learning. Academic dishonesty in any of its forms will not be tolerated. Some examples of academic dishonesty are as defined below.

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:

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.

Plagiarism: The inclusion of another's works, ideas, or data as one's own work. This covers unpublished as well as published sources. Plagiarism includes, but is not limited to the following examples:

1. Quoting another person's words, sentences, paragraphs, or entire work without acknowledgement of the source or proper use of quotations;
2. Using resources without documentation on a task that is to be completed without resources;
3. Copying, or allowing another student to copy, a computer file that contains another student's assignment, and submitting it, in part or in its entirety, as one's own;
4. Working together on an assignment, sharing the computer files and programs involved, and then submitting individual copies of the assignment as one's own individual work;
5. Submission in a paper or other academic exercise of false or fictitious data, or deliberate and knowing concealment or distortion of the true nature, origin, or function of such data.

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.

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 district's policies and will not be tolerated.

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 handbook, 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 un-credited source documentation.

The **students** of the district are responsible for upholding the highest standards of academic honesty.

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.

Consequences for Academic Dishonesty:

First Offense:

1. The teacher will explain the infraction and consequences to the student and his/her parents;
2. The incident will be documented as a major referral;
3. A reminder will be given to the student(s) of the policy and the consequences of subsequent infractions;
4. The teacher may utilize but is not limited to one of the following options:
 - the student will receive partial credit on a revised assignment specified by the teacher;
 - the student will receive no credit on the assignment and/or;
 - have no opportunity to make up the assignment.

Second Offense:

1. The teacher will set up a conference to include the parents, student, administrator, and/or counselor to explain the infraction and the consequences;
2. The incident will be documented as a major referral;
3. The student(s) will receive a "0" on the assignment and the term grade will reflect this score;
4. A reminder will be given to the student(s) of the policy and the consequences of subsequent infractions.

A student, who receives documented incidents of Academic Dishonesty, may have the following actions taken, specific to their grade level:

Grade 9: *(Two documented incidents of academic dishonesty in same school year)*

- Removal from honor / high honor roll and/or;
- Loss of points awarded for calculation in determining Academic Awards (certificates, letters, medallions, plaques).

Grade 10: *(Two documented incidents of academic dishonesty in same school year)*

- Removal from honor / high honor roll;
- Loss of points awarded for calculation in determining Academic Awards (certificates, letters, medallions, plaques) and/or;
- Ineligible for National Honor Society.

Grade 11: *(One documented incident of academic dishonesty in combination with prior academic dishonesty documentation)*

- Removal from honor / high honor roll;
- Loss of points awarded for calculation in determining Academic Awards (certificates, letters, medallions, plaques);
- Ineligible for National Honor Society;
- Ineligible for consideration for any other recognition in which the High School verifies grades obtained.

Grade 12: *(One documented incident of academic dishonesty in combination with prior academic dishonesty documentation)*

- Removal from honor / high honor roll;
- Loss of points awarded for calculation in determining Academic Awards (certificates, letters, medallions, plaques);
- Ineligible for National Honor Society;
- Ineligible for consideration for any other recognition in which the High School verifies grades obtained;
- Ineligible for locally awarded scholarships as distributed through the High School Scholarship Committee;
- Ineligible for Valedictorian or Salutatorian Awards and/or;
- Ineligible for consideration for any other recognition in which the High School verifies grades obtained (examples WI All-State Scholar, Kohl Scholarships, etc.).

CANVAS

Teachers utilize Canvas, a platform for class organization, communication, and links to assignments. Students are responsible for accessing Canvas information based upon classroom teacher expectations.

EARLY GRADUATION

The deadline for mid-senior year graduation is by the end of the first semester of the junior year. Students can consult with their school counselors if interested.

GRADES

Grades are reported twice each term, once at midterm and at the end of the term. Students need to be aware that many courses are sequential and require satisfactory completion of prerequisite courses. Also, students who are involved in co-curricular activities need to be aware that failing grades during these reported periods will affect participation. Students who receive incompletes will have 10 school days to makeup the assigned work. Understanding students learn at different rates, in certain circumstances students may be offered extended time to complete work at the teacher's discretion. If incompletes are needed due to medical reasons, it is the responsibility of the student and their parent/guardian to make arrangements through the student services office and seek administrative approval. *(School Board Policy 5421)*

Incomplete grades may be given if:

- A student has a long-term medical exemption the month prior to grades being due.
- A student is gone at the end of the grading period on an excused family vacation.
- Any other special circumstances per administration approval.

Incomplete grades are not given:

- When a student fails to turn in assignments or needs additional time on coursework.
- When a student has an unexcused absence for finals. Finals should be made up by the time grades are due.

Grading

All classes at BDHS will have the following grade makeups:

Summative assessments: $\geq 70\%$

Formative assessments: $\leq 30\%$

At the end of the semester, there will be a cumulative final exam. Students will not be allowed to retake this assessment. This will comprise 15% of the semester grade.

Grade mark	%	GPA points
A+	97-100	4.0
A	93-96	4.0
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.0
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.0
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.0
D-	60-62	0.67
F	0-59	0.00

Reassessments

Students receiving a C or lower on a summative assessment will have the opportunity to make up the assessment one time once all other associated formative assessments are complete.

- It is up to teacher discretion on how to give the retake and what time frame to give the student to complete it (has to be a different assessment)
- It is the student's responsibility to advocate for this opportunity and make the necessary arrangements.

HOMEWORK

Homework, which is properly designed, carefully planned, and geared to the development of individual students, meets a real need and has a definite place in the educational program. It is assigned to help the student become more self-reliant, learn to work independently, improve the skills that have been taught, and complete certain projects. Home study assignments also afford a way for parents and guardians to acquaint themselves with the school program and their own child's educational progress. If you have questions about homework assignments, please contact the teacher directly.

Make-up Homework for Absences

1. In cases of **excused absences**, it is the student's responsibility to request work and to see that the work is completed and submitted at a reasonable time as determined by his/her teacher. Students have one day for each day of excused absence. Teachers may, at their discretion, grant additional time. Requests for homework can be made by calling the student services office at extension 2114.
2. In cases of **unexcused absences**, if it is possible to make up missed class work, the work is to be completed and submitted at a reasonable time as determined by his/her teacher. Major tests and final exams will be taken at a time designated by the teacher. **Examples of class work that might not be made up include but are not limited to:** simulations, presentations, and lab experiments.
3. A **suspended student** shall be afforded the opportunity to make up missed work, tests and final examinations during the period of suspension or upon return. These absences will be treated as an **excused absence**. The student is responsible for making arrangements with his/her teachers.
4. Students will be allowed to make up work when absent due to participating on field trips and in co-curricular events. It is the student's responsibility to make arrangements for make up work prior to the anticipated absence.
5. In all instances, it is extremely important that communication between home and school takes place. Students who miss school for an extended period of time, may need a plan developed to ensure that success is found in the classroom (health plan). This type of absence may be due to medical reasons and as such every effort will be made to accommodate the student.

HONOR ROLL

Honor Roll is determined by cumulative GPA and is grouped into these categories:

- Honor roll is 3.00 - 3.49
- High Honors is 3.50 and above.

MEDICAL EXEMPTION FOR PHYSICAL EDUCATION

Students who temporarily cannot participate in the physical education program must present a written excuse from a doctor to their physical education teacher and school counselor. It is the student's responsibility to return to active participation at the prescribed time. It is also encouraged that a student who might have limited ability to participate, work with the physical education teacher to find alternative methods of participation.

PROGRESS REPORTS

Mid-term grades will be posted as progress reports via skyward family access. Term grades will be emailed home via skyward. Semester grades will be mailed home. If you do not have access to skyward, you can call to have progress reports printed and sent home or picked up in the high school office.

SUPPLY LISTS

School supply lists will be published during summertime on our district website. Additionally at the start of the school year, individual classes may require additional materials. Should a student need assistance with purchasing these supplies, please communicate with the teacher, counselor, or associate principal.

TEXTBOOKS & OTHER CLASS RESOURCES

Textbooks, laboratory equipment, shop tools, and certain other materials required for classes are provided by the school district. These items must be returned to the school in a condition that represents normal wear. In cases where there has been obvious misuse and destruction of school furnished tools, equipment or other items, the student must pay for the damage of the item. All tools and equipment lost or damaged beyond use must be paid for at the replacement value of the item. Damaged or lost textbooks must be paid for as outlined in school policy for textbook damage. Consumable materials required for specific classes (i.e. workbooks, lumber, fabrics, and certain art supplies) have to be purchased by the student. Please refer to the High School Course Description Booklet for fees for specific courses.

TRANSCRIPTS

Student services will be happy to process your transcript request in a timely manner. Information about transcript requests can be found at the following website:

<http://www.bdusd.org/schools/high/students/transcripts.cfm>

Questions about transcripts can be directed to student services via email at: brewerj@bdusd.org

ACTIVITIES & ATHLETICS

CO-CURRICULAR ACTIVITIES

Beaver Dam High School provides many opportunities to learn in many different ways. One of the most enjoyable ways to become involved in school is to participate in the wide variety of co-curricular activities offered. Not only do students get to know classmates and teachers on a more personal level, but they also learn about individual strengths and how to meet challenges.

A new club may be organized if a sufficient number of students desire it and a faculty sponsor is found. For a detailed description of the clubs and activities offered, please refer to the Co-Curricular Handbook. Beaver Dam High School sponsors the following clubs and activities, assuming there is adequate student interest:

INTERSCHOLASTIC SPORTS

Fall Sports	Winter Sports	Spring Sports
Boys Cross Country	Boys Basketball	Boys Baseball
Girls Golf	Girls Basketball	Boys Golf
Football	Girls Hockey (co-op)	Girls Softball
Girls Swimming (co-op)	Wrestling	Boys Tennis
Girls Tennis	Boys Hockey	Boys Track
Girls Volleyball	Boys Swimming (co-op)	Girls Track
Girls Cross Country		Girls Soccer
Boys Soccer		

CLUBS AND ORGANIZATIONS

Academic Decathlon	German American Partnership Program (GAPP)	RoboHackerz Robotics Club
Agriscience/FFA	Jazz Ensemble	Solo-Ensemble
Art Club	Key Club	School Play Set Construction
Powerlifting	Marching Band	Student Council
Chess Club	Mock Trial	SWAZZ
Drama Club	National Honor Society (NHS)	Trap Shooting
Forensics	Pep Band	Visual Arts Classic
DECA	Pit (Theater) Orchestra	Yearbook
Doctor Who	Prom	Gay/Straight Alliance (GSA)

DANCES

The following are general rules that will apply to all activities and dances held for students at Beaver Dam High School:

- Students who have had a suspendable offense within the term of a dance will not be permitted to attend.
- Students who have unserved detentions may not be allowed to participate in the dance.
- Entrance to the event will be closed one hour after the event starts. If a student leaves, he/she will not be able to re-enter.
- There will be no admittance after the doors close unless special permission has been obtained, in writing, through the office prior to 3:30 p.m. on the day of the activity.
- Beaver Dam High School students must request a guest pass to invite someone who is not currently a BDHS student. Administrative approval and a guest pass must be obtained and returned to the office prior to the due date listed. The Beaver Dam High School student is responsible for his/her guest. The guest must have an acceptable form of photo identification upon entrance. All guests are subject to a criminal background check.
- All students must show ID when entering dances.
- Appropriate attire is required for all dances.
- Normal ending time for dances is 11:00 p.m. (Exceptions may include: Homecoming and Prom)
- All school regulations are in effect at school dances.

FIELD TRIPS

If a student has major attendance or discipline infractions, or has unserved detentions, his/her eligibility to participate in field trips may be withheld. An alternative assignment will be given to the student so he/she can stay on track for grading purposes, as well as curriculum coverage. All school rules apply when students participate in school-sponsored field trips.

PRINTED MATTER

Bulletin board space is provided for student use and for student organizations. This includes an area for information relating to out-of-school activities or matters of general interest to students. Students must have administrative approval in order to post this information. They must also state the name of one or more students responsible for its posting and an official posting date. All posted materials must be removed after a reasonable time to assure full access to the bulletin board. All posters must be submitted to and be approved by an administrator before they are posted. Only posters for school-sponsored events are permitted and all school posters must be affixed to tile or brick. They may not be posted on any painted surface.

ATTENDANCE

Every Minute Matters! Every minute of every school day is essential to student learning and achievement. Families play a critical role in ensuring students attend school regularly. Making school attendance a priority now assists students in developing positive work and social habits beyond high school. We realize some absences are unavoidable, but research shows that when students are chronically absent, it causes them to fall behind in school academically.

Regular school attendance is essential for student achievement. Research suggests that any more than five absences in a school year – for any reason – begins to have negative consequences on school achievement. It is impossible to make up a missed class, especially when the emphasis is on discussion, teamwork, or solving problems in a group setting. The richness of the classroom experience cannot be duplicated by doing the assignments on your own. Furthermore, Wisconsin State Statute 118.15 (1)(a) mandates compulsory school attendance for all children until the end of the term in which they become 18 years of age or graduate. Attendance at school is primarily the responsibility of the student and the parent.

A record of attendance is required by state law and is carefully noted in a student's permanent record where prospective employers and other schools will find it. All students are responsible for attending all classes, study halls, flexible instruction hours and assigned activities on a daily basis.

It is the responsibility of the parent/guardian to provide reasons for their child's absence.

- Parents/guardians are to call the school by 9:00am on the day of the absence to explain the reason for their child's absence. Include your child's full name, the reason for the absence, and the date(s) you are excusing.
- The attendance phone number (885-7520 ext. 2300) is available 24 hours a day to accept calls.
- If there is no contact between the school and parent/guardian within 48 hours of the absence, the absence will be considered truancy. Once an unexcused absence becomes truancy, it may not be excused and consequences may be assigned.

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). Please provide notes of appointments from the doctor to the attendance office.

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
- funerals
- required court appearances
- programs at prospective college or university campuses
- religious observances required by church of preference
- family trip (includes hunting)
- family wedding
- driver's license examination

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 in writing and shall state the time period for which it is valid and not to exceed 30 days. If absences are due to illness or medical appointments, it is suggested that the student provide medical documentation (with specific dates) whenever possible to be eligible for medical exemption per state and local requirements.

We understand that student absences may exceed ten (10) days throughout the school year in rare circumstances. Any and all absences in excess of ten require administrative approval.

Anticipated absence forms are available in the administration office. Arrangements for anticipated absences must be made at least two days prior to the anticipated absence. (*School Board Policy 5200*)

A student may be excused from regular school attendance to participate in a program or curriculum modification. A student's parent/guardian may request, in writing, to provide the child with program or curriculum modification as provided by Wisconsin State Statute 118.15(d) and 118.15(1)(dm). (*School Board Policy 5200*)

Tardiness

Tardiness is a disruption to the teaching and learning that occurs. Tardiness is defined as not being in the assigned room when the bell rings. If you are tardy to school, you must check in at the administrative office and obtain a pass. Tardiness that exceeds fifteen (15) minutes will be considered an unexcused absence. Students who are chronically tardy will have parents contacted and may be referred to the administrative office for additional consequences.

Consequences for tardiness include:

- 1st Tardy: Brief discussion with teacher. (minor referral)
- 2nd Tardy: 10 minute detention with the classroom teacher and communication to parents. (minor referral)
- 3rd Tardy: 20 minute detention with the classroom teacher and communication to parents. (minor referral)
- 4th Tardy and on: Major Referral to administration and consequences that may include one or more of the following:
 - Administrative detention
 - Closed campus during lunch
 - Revocation of parking permit
 - Revocation of junior responsibility or senior release pass
 - Student escort and/or attendance contract
 - Referral to law enforcement for loitering (This may occur on the 7th tardy. The Associate Principal and School Resource Officer will meet with the student prior to a citation being written.)
 - In-school or out-of-school suspension

Truancy

Truancy is defined as being absent from part or all of class, study hall, enrichment hour, assigned activity without permission, or leaving the building without a pass. This includes any 'skip days.' There is no legitimate reason for skipping class. Doing so may result in penalty for all class work missed, detention, loss of school and activity privileges, parent conference, suspension, municipal citations for truancy, and/or court referrals. Severity of the discipline will depend on the record of the student and the frequency of the offense.

A "habitual truant" is defined by state law as a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. Beaver Dam High School will enforce Beaver Dam's Municipal Truancy Ordinance.

Unexcused Absences

A student will be considered unexcused and subject to disciplinary action if the student:

- Leaves the building without a “Leave the Building Pass.”
- Leaves the classroom, study hall, work area, or teacher’s supervision without having permission from the teacher.
- Does not report to the office or any other designated location after being sent by a staff member.
- Is over 15 minutes late to class.
- Is in any unsupervised area of the building without a pass when classes are in session.
- Is gone an excessive amount of time, after securing permission to leave the classroom.

If the student does not get the unexcused absence cleared by his/her teacher, by the end of the next school day, an automated phone message is sent informing the parent/guardian that their son/daughter was marked unexcused for the prior day.

<h2>OPPORTUNITIES FOR SUPPORT</h2>

PST (PROBLEM SOLVING TEAM)

Problem Solving Team (PST) are vehicles which allow teams of educators, parents and agencies to come together and develop a plan for a given child. Assessment is a necessary component to assist in determining student growth as compared to his/her peers and against specific individual goals. RtI is a process involving a team approach and a common belief that all students can and will continue to learn and grow in the general education classroom.

“Response to Intervention (RtI) is the practice of providing high quality instruction and interventions matched to student need, monitoring progress frequently to make decisions about changes in instruction or goals, and applying student response data to important educational decisions. RtI should be applied to decisions in general, remedial, and special education, creating a well-integrated system of instruction/intervention guided by student outcome data.” (NASDSE)

The concept of RtI supports early intervening services versus waiting for a student to fail. In the Beaver Dam Unified School District a three-tier intervention model exists; universal, selected and targeted. Instruction becomes more intensified and specific as a student fails to reach grade level expectations. The instruction and interventions are monitored and a team continuously meets to determine the effectiveness of the interventions.

ENGLISH LANGUAGE LEARNERS (ELL)

Students in the Beaver Dam Unified School District are identified as English Learners (ELs) 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 high school EL teachers provide English EL classes. ELs may also receive one or more resource periods, which are bilingual support study halls for grades 9-12. In resource periods students receive bilingual support in all subject areas. They are able to work on homework, quizzes, and tests. The EL Coordinator, EL teacher/tutor, and school counselors design an appropriate plan of services or IRP (Individual Record Plan) for students based on their individual English language proficiency level. All ELL students are scheduled for accredited classes needed for graduation.

FLEXIBLE INSTRUCTION TIME (Suspended during the 2020-21 School Year)

Flexible Instruction Time will generally occur at the end of the day on Tuesdays-Fridays. This shortened class period is an opportunity for students to get additional support in areas where they struggle or need to get additional help from staff. Occasional enrichment opportunities will also be available for students earning Cs or higher in their classes.

HOMEROOM

Homeroom teachers are additional adult support for the students and the first line of contact for parents. Homeroom teachers ideally will work with the students for their four years of high school. These teachers will assist in monitoring academic progress, assisting with Academic and Career Portfolio and develop a positive connection with each student they are working with. Homerooms meet on Monday of each week.

STUDENT ASSISTANCE PROGRAM

Success in school depends on a student's overall health and well-being. We encourage students to access the support they need in order to positively address problems and/or concerns that affect them or those close to them. There are many people, such as teachers, administrators, school counselors, school social workers, and the ATODA Program Specialist to whom students can turn for assistance. School counselors, social workers, and the ATODA Program Specialist have specialized training in counseling for a wide variety of concerns. Some teachers have also received training, particularly regarding drug and alcohol issues. We encourage all students to talk with whomever they feel comfortable. SAP (Student Assistance Program) services range from individual counseling, small group participation, and/or referral to a community agency for assistance.

STUDENT SERVICES

School counseling services are available to each student. If a student wishes to see a school counselor, social worker, or psychologist, they should make an appointment via the google form on the app or high school website. Individual and small group counseling is available to every student for academic, personal/social, and career needs. In addition, the school counselors assist classroom teachers by acting as a resource for student issues.

TESTS FOR EDUCATIONAL AND CAREER PLANNING

To get the most from the high school experience, students need to prepare themselves academically. They should pursue every opportunity to take tests and assessments to help them determine their career interests, skills and critical thinking abilities. The self-awareness gained from these opportunities will positively impact their future. The following lists a number of opportunities that are available in alphabetical order.

ACT

The ACT assesses the skills that enable a student to be successful at the college level. Students who intend to apply to a college or university in Wisconsin must take the ACT or SAT-I (The ACT is preferred by Wisconsin colleges and universities). Typically the student would take the assessment in April or June of their junior year, and we highly recommend taking the ACT at least two or three times to achieve your best results for college entry. ***All junior students are mandated by the state to complete the ACT. Students at BDHS will complete the test in late winter.* This test is at no cost to the student.**

ACT Test Prep opportunities are available throughout the year. More information can be obtained in the Student Services Office.

ACT Aspire

The ACT Aspire is an electronically administered comprehensive assessment series that will be given to students in grades 3-10. The series of assessments will connect student performance from

elementary through high school grades by providing longitudinal data. The results of the ACT Aspire will efficiently and affordably provide timely, accurate and useful information to help teachers and parents prepare students for 21st century demands. All freshman and sophomore students are mandated by the state to complete this test. This free test will be given during the school year at BDHS in late April or early May.

ASVAB

The ASVAB Test (Armed Services Vocational Aptitude Battery) measures those abilities that students have already learned or acquired. It also determines your aptitude or readiness to become proficient in a skill if given the opportunity. The ASVAB Test is appropriate for any junior, whether you are considering working or going on for more schooling after graduation. It is especially recommended for students who (1) plan to enter the military service after high school, (2) plan to go to a two-year college, or (3) are going directly into the labor force after high school. This free test will be given in November at BDHS.

Forward

The Wisconsin Forward exam was implemented in spring 2016. The new custom assessment will be administered in English Language Arts and mathematics in grades 3 through 8, in science in grades 4 and 8, and in social studies in grades 4, 8, and 10. All sophomore students are mandated by the state to complete this test (in the area of social studies). They will take the Forward exam during the school day in the spring.

PSAT/NMSQT

The PSAT is a shortened version of the SAT-I, and when taken during the junior year, is the only method of entry into the highly competitive National Merit Scholarship competition. This test will also give students information about their progress in developing skills for college success. A sophomore can take this test as practice, but it is the junior test result that is used for National Merit consideration. (This test is not given at BDHS).

SAT

The Scholastic Aptitude Test, like the ACT, is used as a "college entrance exam." It measures the knowledge and abilities important for success in college.

OTHER

In order to ensure that we are providing all of the support necessary for our students, it is important that we be able to assess their progress in a variety of ways. As such, students may be required to take assessments or tests in core academic areas to provide data necessary for appropriate interventions and support.

EARLY COLLEGE CREDIT PROGRAM

Wisconsin's youth options program as we know it has been changed to the Early College Credit Program and Start College Now Program as of July 1, 2018. The new program allows 9-12 grade students at both public and private schools to take advantage of earning credits at Institutes of Higher Education (UW system, tribally controlled colleges, private colleges) & technical schools. If approved by the school board, the pupil will receive both high school and postsecondary credit for a successfully completed course. ***Deadlines for Early College Credit Programs are March 1 for the Fall term and October 1 for the Spring term. Please see your counselor for more information.***

STUDENT CONDUCT

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 his or her potential.

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. (*School Board Policy 5500*)

ALCOHOL AND OTHER DRUGS

If you feel that you are having a problem dealing with drugs or alcohol or if someone close to you has an abuse problem that is negatively affecting your life, there are many people on our staff that can help. Seek out a staff member that you feel comfortable with, and he/she will make sure that you are put in contact with someone who can assist you. (See Student Services.)

Students shall not consume, deliver, or have in their possession alcoholic beverages or controlled substances while in school or on school property or while attending a school activity. No student shall be on school grounds or attend a school activity while under the influence of alcohol or illegal drugs. Violation of this policy may result in appropriate disciplinary action by way of suspension or expulsion.

In the event that a student sells, possesses, deals in, or delivers drugs (including prescription medications not prescribed for the individual) on school property, in school or otherwise, or when attending or participating in school events, disciplinary action may be imposed varying from suspension to expulsion, depending upon the nature of the offense. In all situations where there are violations of the law the matter will be immediately referred to the Beaver Dam Police Department. A student who takes medicine prescribed by a physician is required to keep this medication with the school health supervisor who will dispense the medication.

CHROMEBOOKS

- Daily Expectations
 - Bring Chromebook charged each day.
 - Bring Chromebook to every class.
 - If there is any damage or something is not working properly, report it immediately to the classroom teacher. Classroom teacher can decide to send you to the tech center to receive help.

- Classroom Expectations
 - Chromebooks are only for educational use.
 - Chromebook use will be determined by the teacher on a daily basis.
 - Stop light system.
 - Green = lids up and working on Chromebooks
 - Yellow = chromebooks out, lids down
 - Red = chromebooks away
 - Printing will be done with the teacher's permission.
 - Any printing will be done at a designated computer in the library.
 - Printing from Chromebooks will not be available.

- Home Expectations
 - Chromebooks are for educational purposes only.
 - Remember it is a property of Beaver Dam District.
 - There should be no expectation of privacy when using the Chromebook and BDUSD accounts.
 - Computers are going to be monitored by *Securly* both at home and at school.
 - Treat like a textbook.
 - Charge Chromebooks every night.
 - If the charging cord is damaged, you will need to purchase a new one.
 - A fully charged battery will last 8 - 10 hours.

- Chromebook Care
 - Never leave a device unattended.
 - Place the device in a safe location when transporting it in the case/bag.
 - Keep the device away from food and drinks.
 - Chromebooks should not be used or stored near pets.
 - Chromebooks and cords should remain free of personalization, such as writing, drawing, or stickers.
 - Avoid sharp objects around the Chromebook, especially the screen.
 - Do not slide or throw the Chromebook.
 - Avoid placing heavy objects on top of the Chromebook, when it is open or closed.
 - All devices will be labeled with an identification tag. The tag must stay on the device.
 - Do NOT lend your Chromebook to anyone else.

- Charging Chromebooks at school
 - There are two charging stations located at BDHS. One is located in the commons. The other is located in the breakout area between rooms 932 and 918 near the library.
 - Students may bring their Chromebook to the Tech Center if it needs to be charged. It can stay overnight in the Tech Center to charge.

- Chromebook Discipline Issues
 - Chromebook discipline issues will be handled by the office in conjunction with teachers.
 - If a Chromebook is taken away from a student, it will stay in the office area.
 - The building administrators will have the Chromebook returned to the student at the time they deem appropriate.

CLOSED CAMPUS/SCHOOL ACCESSIBILITY

Students are expected to remain in the building between the scheduled school hours of 7:50 a.m. and 3:10 p.m. Students who have the privilege of junior lunch release as well as seniors may leave the building if they have met the requirements to leave. Junior lunch release and senior release are considered privileges. As with any privilege, there are responsibilities that must be demonstrated. Juniors can earn open campus lunch based on academic performance and behavior, but an application must be submitted and approved. **These privileges can be denied and/or lose this privilege for poor academic performance and/or disciplinary infractions.**

Students are not to remain after school unless they have a valid reason, such as, the use of the library, computer labs, detention, co-curricular activities, or working with a teacher. All after school activities require the presence of a supervising staff member.

For safety and supervision purposes it is important that all students not participating in school-sponsored activities after school **must leave the building by the 3:20 bell.**

BOOK BAGS/BACKPACKS/PURSES/PERSONAL BELONGINGS

We care about student well-being and the safety of our school. In an effort to prevent possible threats to well-being, it is important to take steps to reduce the likelihood of individuals bringing inappropriate items to school. In addition, book bags/backpacks/purses can constitute a disruption in the classroom. Therefore, we require that book bags/backpacks/purses be kept in student lockers during the school day. These items should be placed and remain in the student's locker between the hours of 7:40 a.m. and 3:10 p.m. (Semester one P.E. students are allowed a string bag.).

SKATEBOARDS: While we recognize skateboarding as a mode of transportation for some, in order to ensure the safety and well-being of all students, these items must be kept in the student lockers during the school day. Failure to comply may result in confiscation of the skateboard and/or suspension from school.

BUS BEHAVIOR

Bus transportation is a service to our students. We are liable for student safety and well-being from the time they get on the bus to the time they deboard the bus. Only students of the district and persons authorized in writing, by an administrator, may ride the bus to and/or from school or a school-sponsored activity. Any student who rides a school bus to a school-sponsored activity must return to school by the same bus unless a travel release form has been submitted and approved by an administrator. Consequences for inappropriate bus behavior may result in loss of rider privileges.

EARLY OUT/TWO HOUR LATE START

Adverse weather conditions may affect the operation of buses or alter the total school schedule. Announcements about these will be made on local radio station WBEV as soon as possible following the decision to close schools or to change a schedule from standard daily practice.

1. If bus runs are delayed in the morning, pick-up will begin two hours later than normal.
2. First period/class of the day will begin at 9:50 a.m.
3. If inclement weather develops during the course of the school day, buses will leave at the necessary time. Announcements relative to this change will be made to students in school over the public address system and to parents on local radio station WBEV.

COMMONS/CAFE

How students conduct themselves in the cafeteria is a strong indication of who they are and how they treat others. Lunchtime is a great opportunity to socialize. The cafeteria is open to students during their lunch hour. Food and drinks are to be consumed in the cafeteria and cafe area only. Students are asked to please be considerate and clean up their own area. Our cooks and custodians work hard to provide a pleasant lunch environment. It is up to students to assist them by doing their part.

Here are some simple procedures to follow:

1. Return trays or any other disposable containers to the area provided for this purpose.
2. Dispose of empty juice and water bottles in the appropriate recycling containers.
3. Food and drink items, napkins, etc. are to be disposed of properly when leaving the lunch table. The table and floor area should be free of debris. Students will be disciplined for throwing such items.

Failure to comply with expectations may result in consequences such as: lunchroom clean-up, detention, and/or loss of lunchroom privileges, and/or other disciplinary actions.

CORRIDOR (HALLWAY) CONDUCT

Approximately 1,200 people share this building on a daily basis. It is, therefore, essential that each person show respect for one another as you move to assigned classes. All students are expected to be in a study or work area, and out of the hallways, before the end of the passing time. This is the time period in which students are expected to take care of restroom, locker, and other personal business needs. Loitering in the halls and/or restrooms is not permitted for reasons of safety and security, as well as out of respect for classes being conducted. Students should make wise choices, and they will be held accountable for hallway behavior.

DEROGATORY STATEMENTS

We work towards creating an environment in which individuals respect one another. Statements made which degrade or demean others on the basis of appearance, body type, ethnicity, gender, sexual preference, or handicapped condition are counterproductive to establishing an environment of respect between individuals and groups. Such statements are contradictory to our mission and generally disruptive to the educational process.

It is expected that students will use appropriate language. Hateful language that does not respect individual characteristics, such as race, gender, sexual orientation, cultural background, religious belief, body type, etc., is inappropriate and will not be tolerated.

If any student is a victim of this type of behavior or is being harassed over time, they are encouraged to alert a trusted adult and to report the infraction. Offensive language, disrespect, or the use of profanity are unacceptable in most educational and social contexts, including the workplace, and will not be permitted in our schools. Disciplinary referrals for language offenses may be made on a progressive scale. Progressive discipline includes consequences, which range from reprimand, to out-of-school suspension(s) and possible police referral.

DISRUPTION

It is expected that students will act in a respectful manner toward others. It is expected that students will not cause disruptions on school grounds. This would include, but is not limited to, congregating in a manner that disrupts traffic flow such as: running, horseplay, jumping, grabbing, pushing, and creating a disruption for a classroom. If a student is disrespectful or causes a disruption, a referral may be made to administration and disciplinary action may be taken, which may include referral to law enforcement for disorderly conduct. It is expected that students follow staff directions. For example, when a staff member asks a student to show his/her student ID, he/she is expected to give the ID to the staff member. If the student chooses not to give the ID to the staff, the consequences will increase. If a student chooses not to follow directions, a referral will be made to administration and disciplinary action may be taken.

DRESS AND APPEARANCE

As stated in Beaver Dam Unified School District Board Policy, the responsibility for personal appearance of students enrolled in the district normally rests with the students and their parents. It is the responsibility of the school district to prohibit students from attending school when their personal appearance or attire is of a nature which interferes with the instructional purposes of the school district or attracts undue attention which is detrimental to the normal operation of the school district. (*Board of Education Policy 5511*) When a student's appearance disrupts the educational process or causes a health or safety problem, he/she may be referred to the building administration for possible action.

Since styles of dress change rapidly, the administration will interpret this policy and may restrict certain styles deemed distracting to the learning environment. Hats, bandana's or jackets may not be worn in school unless approved by administration. Students are expected to remove these items and place them in their lockers upon entering the building. If wearing hooded apparel items, they must be

lowered during the school day. Student dress may **NOT** promote racial, ethnic or other types of discrimination, obscenities, sex, drugs, alcohol, or tobacco products. Any clothing with inappropriate (profane, vulgar, sexually explicit or suggestive, racially or ethnically offensive, alcohol, drug or gang-related) sayings, slogans or graphics will not be allowed. This list is not meant to be exhaustive.

Student dress at extra and co-curricular activities, dances, and other school-sponsored events shall be appropriate, not disruptive to the activity, and ensure health and safety. (*School Board Policy 5511*)

FINES

Students who owe fines or fees to the school must pay these fines or fees before they are allowed to participate in extracurricular activities. Students will be informed of the amount of fines at the time of disciplinary or administrative intervention, and will have a minimum of five school days to pay fines before losing extracurricular participation privileges. Furthermore, students wishing to participate in graduation activities and ceremonies must have all fines and fees paid. This also includes eligibility for locally awarded scholarships. If fees/fines are a financial burden to the student and/or family, please contact the building principal to work through these issues and resolve them.

FOOD & DRINK

Food is not permitted in most learning spaces. Students are allowed to have beverages as long as they are covered. In the event of a spill, a student should help clean it up and notify a staff member who can get assistance. Some learning spaces do not permit food or drink.

LOCKERS

The school district strives to provide a safe and healthy school environment for students and staff. School lockers and locks are provided for the convenience of students and are to be used solely and exclusively for the storage of outer garments, footwear and other school-related items. The lockers assigned to students are the property of the Beaver Dam Unified School District. Under state law and district policy, the building principal, associate principals, district administrator, school employees (specifically designated), a police liaison or law enforcement officer, working in cooperation with school officials, may search a student's locker as determined necessary or appropriate without notice or consent of the pupil and without a search warrant. Any unauthorized items found in the locker may be removed, confiscated, or held for disciplinary proceedings, turned over to law enforcement officials, or returned to the parent/guardian of the student. Any non-school issued locks will be cut off and the student will have to pay for a new school issued lock.

It is important for students to **lock their lockers**. Broken locks should be reported to the administrative office. The school district is not responsible for thefts of books or personal items from student lockers. Students are to remove all valuable or personal items prior to the end of the school year, and lockers should be emptied at the end of the school year.

Just as communities have restrictions about multiple families living in a single occupancy home, students are not permitted to share lockers or their locker combination. Sharing of lockers exposes each individual to the potential consequence of the other's poor judgment. Students who share lockers will have their articles removed and stored until retrieved.

The school board recognizes that the problem of illegal drug and alcohol abuse presents a continuing challenge in its schools, and a clear danger to the student population. To meet this challenge, and to address this danger, the board authorizes the use of trained drug-sniffing dogs by school officials when and at such intervals deemed appropriate, at the discretion of the district administrator or his/her designee. (*School Board Policy 5771*).

Use of drug-sniffing dogs shall be approved and overseen by the high school principal or his/her designee. Under normal circumstances, the use of the dogs shall be limited to sniffing students' lockers, possessions (such as backpacks or jackets, when removed) or cars in the parking lots of the school.

LOITERING

Beaver Dam High School students are considered to be loitering under Beaver Dam Municipal Ordinance 50-9 if students are not in their properly assigned area. Loitering may result in consequences, such as detention, suspension and/or police referral.

Any unauthorized persons found in the school building shall be referred to the police and prosecuted under Beaver Dam Municipal Ordinance 50-9.

PASSES/STUDENT ID/SIGNING OUT

Students are expected to arrive at their classes on time and prepared, having taken care of any other needs during the five-minute passing period. If an emergency arises and they must leave their classroom, they are required to get a pass and sign out with the classroom teacher. Restroom and locker passes are not considered an emergency and generally will not be issued. However, we recognize that things come up, therefore students will be allowed up to 2 passes in each class throughout the semester. Teachers are allowed to ask students to leave their cell phone when they are out of the classroom. Students may have opportunities to make up certain assignments or late work as an alternative for not using one of their passes. As always, it is up to the discretion of teachers whether or not to allow students in the halls during a class period. No passes will be issued the first or last 10 minutes of any given class period. If students are stopped in the halls and asked to see their student id's and pass, it is expected that it will be displayed in a respectful manner. Hall traffic is a serious disruption to the educational environment. In addition, we have a responsibility to ensure that only members of the school community are in the building for safety reasons. Use the privilege wisely and with respect.

PERSONAL ELECTRONIC DEVICES

Understanding that technology has changed the way young adults communicate, the high school recognizes that students will bring cell phones and other technologies into the school setting. The task of the school is to educate students in the appropriate uses of this technology. The responsibility of students is to use this technology in a manner that does not interfere with teaching and learning.

Wisconsin State Statute 118.258 prohibits electronic devices from being used or possessed, while on premises owned or rented by or under the control of a public school.

- Electronics are not allowed to be used in locker rooms or bathrooms. Possible consequences include:
 - Suspension
 - Police involvement
 - Electronic device confiscated
- Students at Beaver Dam High School are not allowed to use electronics in the classroom unless approved by the classroom teacher. Students may only use electronics before school, after school, lunch, and during the 5 minute passing time between classes.
- If electronics are being used during class without prior permission from a staff member:
 - 1st Offense - Warning.
 - 2nd Offense - Turned into teacher until the end of class.
 - 3rd Offense - Turned into the administrative office until the end of the day (possibly only returned to parent/guardian).
 - Habitual offenders of the electronic device policy may have to turn in their device for an extended period of time to the main office or be recommended to not bring it to school.

- Any photographs or videos taken during the school day must have prior approval from the administration or designated staff member.
(School Board Policy 5136)

Subsequent violations may result in confiscation and suspension from school for repeated non-compliance.

(A school day is defined as a day that school is in session and does not include weekends or non-school days.)

THREATS TO SAFETY

Beaver Dam High School is a safe environment for all who enter. Any threats to that safety, impact the educational process. The costs and anxiety that come to a community as a result of destructive acts are not acceptable. Be aware that Wisconsin law provides that "whoever intentionally conveys or causes to be conveyed any threat or false information, knowing such to be false, concerning an attempt or alleged attempt being made or to be made to destroy any property by means of explosives is guilty of a Class I felony, a fine not to exceed \$10,000 or imprisonment not to exceed 3 years and 6 months, or both." Additional consequences may include suspension and/or referral for expulsion.

THEFT AND VANDALISM

It is important to respect the property and rights of others. Students will be held accountable if they cause, or attempt to cause damage to school or private property. The same applies if they steal school or private property, either on school premises, during a school function, or off school premises. He/she may be referred to law enforcement and consequences as outlined in "Progressive Discipline" may apply. Other consequences include restitution and community service. Students and their parent/guardian(s) will be held accountable for damages. (School Board Policy 5513)

TOBACCO/ELECTRONIC CIGARETTES

Smoking cigarettes, the use of an electronic cigarette/vaporizer, or other tobacco-like products and chewing tobacco are prohibited at all times while any person is on the school premises or under the school's jurisdiction. The use/possession of any of these products/devices on school grounds or at a school-sponsored event may result in suspension and/or a citation. The school strongly discourages students from loitering or smoking on the property of neighbors. Pursuant to City of Beaver Dam Ordinance 2-93 and Wisconsin State Statute 48.983, no minor may possess or use any cigarette or tobacco products. Any minor while on school premises, near school premises, or under the school's jurisdiction, who possesses cigarette or tobacco-like products will have such products confiscated and may be referred to the Beaver Dam Police along with school consequences. (School Board Policy 5512)

WEAPONS

The Beaver Dam Unified School District is committed to maintaining a positive, safe, secure learning and work environment. In striving to attain such an environment, the district takes the position of no tolerance for weapons in any school facility, on any school grounds, or in a school zone as defined by State Statutes, on school buses, or at any school-sponsored function. Exceptions to this policy are weapons under the control of a law enforcement official, or those used for educational purposes, authorized in advance by the building principal or his/her designee. (School Board Policy 5772)

STUDENT DISCIPLINE

PROGRESSIVE DISCIPLINE

When students display appropriate behavior, such as regular attendance, promptness, and good citizenship, they will be recognized in a positive manner. This positive recognition may include praise from a staff member, certificates, awards, recognition at awards assemblies, and community recognition. When students face consequences for inappropriate behavior or decisions, we firmly believe in fairness and in providing opportunities for them to learn from their mistakes. We recognize their efforts to improve and to make better choices. The idea behind progressive discipline is that the severity of the consequence increases as the number and severity of the behaviors increases. Since the school setting is a mirror of a larger community, the use of progressive discipline is applicable. Students who make poor decisions relative to their behaviors will be held accountable for their actions.

The notion of discipline is to educate the student to accept responsibility for their actions, change the decision-making process so those actions do not occur again, and to restore dignity. The school can respond to behavioral incidents in a number of ways as outlined in board policy (*School Board Policy 5630, 5610, and 5605*). In all instances, it is the goal of the school to educate and shape student responses that would be deemed acceptable. This education not only involves the school and the child, but also the parent(s), counselors, health officials, law enforcement or other agencies.

Students who are involved in co-curricular activities are held to a higher standard based on their elective participation. By their participation, they represent the school, community and family. See the Athletic/Activities Co-Curricular Handbook for further explanation. Please refer to "Disruption," for further information on unacceptable behavior and accompanying consequences. If a student engages in inappropriate behavior not specifically cited in this document, the behavior will be dealt with in a manner that reflects the spirit of this document. School Board policy will be adhered to in carrying out any actions related to school disciplines.

Suspension (In-School/Out-of-School)

The highest level of student discipline at the building level is that of suspension. The act of suspension occurs when the administration balances the needs of the whole school community against that of the individual. A student may be suspended from school and classes for failure to serve detentions, excessive or serious violations of school rules, insubordination, abusive or vulgar language, extreme disrespect to staff members, drug and/or alcohol use/possession, fighting, illegal, improper, or dangerous use of equipment or materials, theft, assault, harassment, or for other serious offenses as deemed warranted by school officials. The maximum number of days a student can be suspended from the school site by a school administrator is five school days consecutively. A student can be suspended from one to five days to the custody of the parent. Suspension types include in-school or out-of-school. A student who faces the consequences of out-of-school suspension is suspended from all school activities taking place on or off school grounds. Suspended students are not to be on school grounds or present at any school-sponsored activities throughout the period of suspension. Students suspended on a Friday may not participate in school activities until Monday. (*School Board Policy 5610 & 5605*) During the time of an **out-of-school suspension** the student is not allowed to be on the school premises or attend any school activity. In the case of an **in-school suspension**, if the suspension is for consecutive school days, the student will not be allowed to attend any school activity. Prior to re-admittance to school, parents or guardians may be asked to accompany the student to school for a conference.

After repeated suspensions by an individual student, high school administration may make a recommendation for a hearing before the Superintendent of Schools and place the student on a probationary contract outlining behavior expectations. A student who does not follow the behavior recommendations or receives additional suspensions for any reason may result in a recommendation for the Superintendent of Schools to request an expulsion hearing before the Board of Education or a committee thereof.

Legal Authority Regarding Suspension/Expulsion

Suspension is a function of the school administration; expulsion is a function of the Board of Education.

Suspension

1. Prior to any suspension, a student must be given an informal hearing (due process) including:
 - a) oral or written notice of the charges against him/her.
 - b) an opportunity to present his/her side of the story.
 - c) an explanation of the evidence.
2. Parents shall be notified promptly and be given the reason for the suspension.
3. Students whose presence poses a danger to persons or property, or are an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the necessary notice and informal hearing shall follow as soon as practicable.
4. Students who are suspended from school to the custody of their parents may not participate in any school-sponsored activities and are not permitted on school grounds during the period of suspension.
5. Continued and willful disobedience, the habitual use of profanity or obscene language, injury of individuals or school property, are causes for punishment and suspension from school. A student can be suspended for something he/she has done off as well as on school property if school authorities can prove that such action is reasonably necessary for the student's physical and emotional safety or that of other members of the school community. (Legal reference Wis. State Statute 120.13).
6. Either an administrator or the superintendent of schools may reinstate a student after suspension.
7. Suspended students and parents may have a conference with the superintendent (or his designee) within five school days of a suspension. The purpose of this conference is to provide an opportunity to review the facts surrounding the suspension to determine if it was fair, just and appropriate. If it is determined that the suspension was unfair, unjust, or inappropriate, references to the suspension will be removed from the student's record.
8. There is no statutory right in Wisconsin to appeal a suspension to the State Superintendent of Schools.

Expulsion

1. School boards may expel any obstinately (repeatedly) disobedient and disorderly student, or a student who engaged in conduct while at school or under the supervision of school authorities which endangers the health, safety, or property of others, after a proper investigation of his/her behavior, if found necessary to the peace and usefulness of the school. School Boards can also restore him/her on satisfactory evidence of his/her repentance and amendment.
2. In expulsion proceedings a student has a right to the following elements of due process:
 - a. written notice of grounds
 - b. hearing
 - c. means of effective appeal
3. The following are the rights of a student regarding a hearing:
 - a. Student has the right to demand a hearing before the Board of Education; which demand shall be in writing and given to the Superintendent within ten days from the date on which notice of grounds were sent to the student.
 - b. Hearing shall be held within a reasonable time after demand thereof has been received.

- c. The student is entitled to the rudiments of an adversary proceeding, and the right to be represented by a lawyer.
- d. A record must be kept of the hearing procedures. A student is entitled, at his/her own expense, to copy the transcript.
- e. If a student is found innocent, he/she may request that any written entry referring to the incident be expunged from the school records.
- f. Appeal of an expulsion order can be made to the State Superintendent of Schools. A decision of the State Superintendent may be appealed to a circuit court.

GENERAL INFORMATION

ANNOUNCEMENTS

Announcements will be read over the PA daily and will be posted on the school website. If a student wishes to submit an announcement, it must be initiated by a teacher, advisor, or administrator. Announcements are for student information and benefit. Please listen carefully!

DIRECTORY DATA

The Federal 'No Child Left Behind Act' of 2001 requires that school districts receiving federal funds provide institutions of higher education or military recruiters, on request, access to secondary school students' names, addresses and telephone numbers. The law allows parents and students to request that the student's name, address, and telephone number not be released.

EMERGENCY PROCEDURES

Students will participate in multiple safety drills throughout the year. In addition, students are to read the emergency procedures posted in each classroom.

FAMILY ACCESS SKYWARD

"Family Access" is a tool that allows parents to keep in touch with their child's activities at school. "Family Access" gives parents the opportunity to login to the Beaver Dam High School database and obtain their child's:

- Student Information – name, address, family, and emergency contact information.
- Attendance – absences and tardies.
- Current Class Schedule.
- Lunch Account Information – balance, purchases, and deposits.
- Grading Information – current grades, assignment/test/project grades, grade point average, and class rank.

FEES

- The annual book rental/material usage/technology fee is \$65.
- A \$25 activity pass allows admission to all athletic/activity events (except for dances, musicals, plays and WIAA Tournament games).
- The student parking pass is \$50 per year.
- Students who participate in athletics will be required to pay a user fee of \$100 per sport in which they participate. Families who have completed an application and have qualified for Free and Reduced Lunch will have their athletic fee waived. The maximum charge for a family is \$300 per year.
- Students enrolled in **Advanced Placement** courses will have an \$93 (per course) fee associated with the cost of the AP tests given in May. These fees are due by April 15th. Families that qualify should complete a Free and Reduced Lunch Application located in the main office in order to have their AP testing fees waived.

Copies of the Parent/Athlete Handbook are available from the Associate Principal/Activities & Athletics in the administrative office. *(School Board Policy 6152)*

HEALTH ROOM

A school health supervisor is available throughout each school day to help students in case of an accident or illness. If a student becomes ill, he/she should get a pass from his/her teacher in order to report to the administrative office. If illness occurs during a passing period, the student should get a pass from his/her next period teacher. If he/she needs to go home, the school nurse or school secretary will contact the parent/guardian or the person identified for emergencies.

(School Board Policy 5330)

Medication

If a student requires medication it should be taken at home rather than at school, whenever possible. Any parent/guardian requesting school personnel to administer any medication(s) must complete and submit the *Medical Consent Form*. Medication(s) are to be in a clearly labeled pharmacy container indicating the name of the student, the name of the medication, the dosage, the time to be given, the name of the physician, and any other pertinent information. All medication in the school is to be locked in storage in the health room. It is the responsibility of the student's parent/guardian to deliver medication as necessary and appropriate to the health room personnel. All unused medications must be picked up by the parent/guardian within one week of the termination date of administration or on the last day of school, as applicable, unless other arrangements have been made with the school. *(School Board Policy 5330)*

School personnel authorized to administer medications shall not be required to administer any medication to a student by any means other than ingestion unless trained to do so. *(School Board Policy 5330)*

Procedures for Responding to Injury

Any student who is injured during a class or at an activity should report said injury to the supervising adult. If the student needs medical attention, the administrative office should be contacted immediately and a determination will be made to have the student transported to the hospital. In all circumstances, an accident report needs to be completed by the supervising adult. Parental contact will be made. *(School Board Policy 5335, 5310, & 8442)*.

IMMUNIZATIONS

To be admitted to the Beaver Dam Unified School District, a student must have on file Immunization records as required by law; or an immunization waiver. *(School Board Policy 5320)*

LOST AND FOUND

Items that have been either lost or misplaced may be turned into the administrative office. Items not claimed by the end of each term and by the end of the school year, will be donated.

NON-DISCRIMINATION POLICY PUBLIC NOTIFICATION

The District Administrator shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, Title VII, Title IX, Section 504, and the Age Discrimination and Employment Act is provided to students, their parents, staff members, and the general public.

The District encourages informal resolution of student discrimination complaints under School Board Policy 2260. A formal complaint resolution procedure is available, however, to address allegations of violations of the District's student nondiscrimination policy.

Any questions concerning this policy should be directed to: District Superintendent or Director of Human Resources.

PARENT/TEACHER/STUDENT CONFERENCES

Student success highly correlates to parental engagement and involvement. To promote this, conferences are scheduled four times each year—half-way through each term. Please make every effort to attend. If you wish to meet with teachers at other times during the year, please call or email the teachers to set up a meeting. Communicating with your child as well as his/her teachers will play a significant role in his/her academic and personal success.

PARENT/GUARDIAN RIGHTS TO THE CURRICULUM

The Beaver Dam Unified School District recognizes the right of parents/guardians to inspect instructional materials and to deny their child's participation in certain curricular activities in accordance with state and federal laws and regulations. The school board further recognizes that reasonable accommodations with regard to examinations and other academic requirements may have to be made from time to time because of a student's sincerely held religious beliefs.

Parents/guardians may make requests regarding the above to the building principal. All requests shall be judged individually, based upon state and federal guidelines. The school district's attorney may be contacted when making decisions under this policy. The principal shall inform the parent/guardian in writing of the decision in a timely manner.

If a parent/guardian is not satisfied with the building principal's decision, he/she may appeal to the Director of Instruction. Further appeals may be made to the District Administrator, the Board, and, if necessary, to the State Superintendent of Public Instruction.

Accommodations made under this policy shall be provided to students without prejudice affect (*School Board Policy 2416, 2260, 9130*).

PARKING PERMITS

Students may purchase a single permit for their vehicle. The number of permits sold will not exceed the number of available parking spaces. The permit must be placed in the back left rear window. If a student uses a different family vehicle on any given day, this vehicle must also be registered and have a permit. When obtaining the permit the student/parent must supply all necessary vehicle information (vehicle year, make, model, color, and license plate number). Students will not be provided with a parking permit unless the above information is supplied. If a student sells a registered vehicle and buys a different vehicle, the student must return the old permit and complete a new registration form. There will be no charge for the new registration.

Parking on school grounds is a privilege extended only to students who have purchased a permit and observe all motor vehicle rules and regulations established for the safety and convenience of all. The speed limit is 5 mph and drivers are to yield the right of way to all pedestrians.

Student's parking on school grounds is only allowed in the designated stalls in the student parking lot which is located on the east side of the building closest to MPTC. The staff parking lots and visitor lot is off-limits to students during the school day. Students found loitering in the parking lot or in parked cars during the hours school is in session will be subject to disciplinary action and possible referral to the Beaver Dam Police Department for loitering as defined in the City of Beaver Dam Ordinance 50-9.

Any motor vehicle parked on school grounds may be searched by appropriate school personnel at any time without consent. There is no expectation of privacy when motor vehicles are parked on school grounds.

PUBLIC DISPLAYS OF AFFECTION

School appropriate behaviors show respect for individuals and are consistent with those found in a workplace. Individuals found to be conducting themselves in a manner which is contrary to this will have parents contacted.

SENIOR RELEASE PRIVILEGE (study halls; seniors are granted open campus for lunch already)

Students who have reached 12th grade status (Seniors) are eligible to apply for Senior Release. This privilege is afforded to those seniors who meet the following criteria:

Eligibility criteria:

- Application must be completed and turned into the office no later than the first day of the term.
- Must have signed permission from a parent/guardian.
- Must be on track to graduate with your class. Students must be in their 4th year with at least 18 credits by the start of the first semester senior year.
- No failing grades during the previous term/mid-term.
- May not drop a class or change schedule without administrative approval. Changes that allow for a better senior release schedule or more release time will not be considered.
- Students need to maintain 6 credits their senior year to qualify and maintain senior release.
- Senior release will not be given for more than 2 class periods per semester.

Once you have qualified for this program, to maintain eligibility you must agree to and meet all the following conditions:

In order to maintain eligibility you must agree to and meet all of the following:

- Understand that senior release is a privilege and not a right. Administration can deny or revoke this privilege for academic or disciplinary reasons at any time.
- Have no unexcused absences or excessive/habitual tardiness.
- Have no major referrals for behaviors or tardiness, including unserved detentions.
- Have no failing grades on mid-term or term progress reports.
- Students who lose the privilege may not apply for reinstatement until the beginning of the next term.

JUNIOR RELEASE PRIVILEGE (lunch and study halls)

Students who have reached 11th grade status (Juniors) are eligible to apply for Junior Release. This privilege is afforded to those Juniors who meet the following criteria:

Eligibility criteria:

- Application must be completed and turned into the office no later than the first day of the term.
- Must have a 2.75 cumulative GPA.
- Must have signed permission from a parent/guardian.
- Must be on track to graduate with your class. Student must be in their 3rd year with at least 12 credits by the start of first semester junior year.
- No failing grades during the previous term.
- Students need to maintain 6 credits their junior year to qualify and maintain junior release.

Once you have qualified for this program, to maintain eligibility you must agree to and meet all the following conditions:

In order to maintain eligibility you must agree to and meet all of the following:

- Understand that junior release is a privilege and not a right. Administration can deny or revoke this privilege for academic or disciplinary reasons at any time.
- Have no unexcused absences or excessive/habitual tardiness.

- Have no major referrals for behaviors or tardiness, including unserved detentions.
- Have no failing grades on mid-term or term progress reports.
- Students who lose the privilege may not apply for reinstatement until the beginning of the next term.

SOPHOMORE RELEASE PRIVILEGE (study hall only) see page 46 for special statement**

Students who have reached 10th grade status (Sophomores) are eligible to apply for Sophomore Release. This privilege is afforded to those Sophomores who meet the following criteria:

Eligibility criteria:

- Application must be completed and turned into the office no later than the first day of the term.
- Must have a 2.75 cumulative GPA.
- Must have signed permission from a parent/guardian.
- Must be on track to graduate with your class. Student must be in their 2nd year with at least 6 credits by the start of first semester sophomore year.
- No failing grades during the previous term.
- Students need to maintain 6 credits during the school year to qualify and maintain release.

In order to maintain eligibility you must agree to and meet all of the following:

- Understand that sophomore release is a privilege and not a right. Administration can deny or revoke this privilege for academic or disciplinary reasons at any time.
- Have no unexcused absences or excessive/habitual tardiness.
- Have no major referrals for behaviors or tardiness, including unserved detentions.
- Have no failing grades on mid-term or term progress reports.
- Students who lose the privilege may not apply for reinstatement until the beginning of the next term.

FRESHMAN RELEASE PRIVILEGE (study hall only) see page 46 for special statement**

Students at the 9th grade status (Freshman) are eligible to apply for Freshman Release. This privilege is afforded to those Freshman who meet the following criteria:

Eligibility criteria:

- Application must be completed and turned into the office no later than the first day of the term.
- Must have signed permission from a parent/guardian.
- Students need to maintain a minimum of 6 credits during the school year to qualify and maintain release.

In order to maintain eligibility you must agree to and meet all of the following:

- Understand that freshman release is a privilege and not a right. Administration can deny or revoke this privilege for academic or disciplinary reasons at any time.
- Have no unexcused absences or excessive/habitual tardiness.
- Have no major referrals for behaviors or tardiness, including unserved detentions.
- Have no failing grades on mid-term or term progress reports.
- Students who lose the privilege may not apply for reinstatement until the beginning of the next term.

STUDENT EXPECTATIONS

Students are expected to attend school, arrive at class on time and prepared to work, complete assigned work and follow school rules. Beyond academic expectations, students are encouraged to become involved in the school community. The Beaver Dam Unified School District not only values academic achievement but also citizenship and life skills. (*School Board Policy 2105 and 2110*)

STUDENT HARASSMENT

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.

Students who engage in any act of harassment, intimidation, bullying, or cyber-bullying at school, at a school function, or in connection with any activity sponsored by the district, or while en-route 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. *(School Board Policy 5516, 5517, and 5517.01)*

STUDENT SEARCHES

We have a responsibility to ensure the safety of all students. Therefore, school officials may search students (their possessions, lockers, or vehicles) if there are reasonable grounds for suspecting that the search will turn up evidence that they have violated or are violating either the law or the rules of the school. The search measures taken must be reasonably related to the objectives of the search and not excessively intrusive in light of the student's age and sex and the nature of the infraction. A law enforcement officer or school resource officer can conduct a search of the same if asked by school officials. *(School Board Policy 5771)*

TECHNOLOGY

The Beaver Dam Unified School District provides students access to computers and related technologies as a means to further the educational goals and objectives of the district. Misuse of these resources may result in loss of technology privileges and/or disciplinary action. If a parent wishes to deny their child individual access to the Internet, form 361.2 Student Access to Electronic On-Line Resources must be submitted to the administrative office prior to the first day of class instruction. *(School Board Policy 7540)*

VISITORS

The school policy is to accept only those visitors who have legitimate business to attend to at the high school. Guests and visitors must register in the administrative office. Visitors are expected to leave promptly when their business is completed. Of course, parents are always welcome but must sign-in at the main office and check-in with an administrator. *(School Board Policy 9150)*

Students of Beaver Dam High School, who wish to have student visitors, must turn in a student visitor request form one week prior to the date of the intended visit. Visitors must be of high school age and currently attend a public or private high school. The high school administration reserves the right to deny any request. Visitor passes for students will only be granted for special circumstances.

WITHDRAWAL FROM SCHOOL

If a student is withdrawing from school, he/she must begin the process with his/her school counselor. It is essential that students complete and turn in a withdrawal form in order to accommodate transfer of records to another school.

WORK PERMITS

Work permits are issued in the administrative office. Minors who are 16 and 17-year-old do NOT have to obtain a work permit. The following information, which is a requirement of state statute, MUST be provided before a work permit can be issued by one of our licensed Work Permit Officers:

- Proof of age (Birth Certificate, valid Wisconsin Drivers' License, Baptismal Certificate or State ID

Card)

- Employer written intent to hire, on company letterhead, including job duties to be performed, hours and time of day, employer address, telephone number and signature
- Parent/guardian written consent (the employer's written statement may be countersigned)
- Social Security Card
- \$10.00 permit fee paid by the employer (If the minor pays for the permit, the employer must reimburse the minor no later than the first paycheck.)

The minor must be present when applying for the permit. Please allow proper notice when requesting a work permit. In some instances, these may take 24 hours to complete.

Note: According to state statute, all forms of identification needed to obtain a work permit must be presented to the Work Permit Officer in its original form (i.e., Social Security Card, Baptismal Certificate, Driver's License or State ID Card).

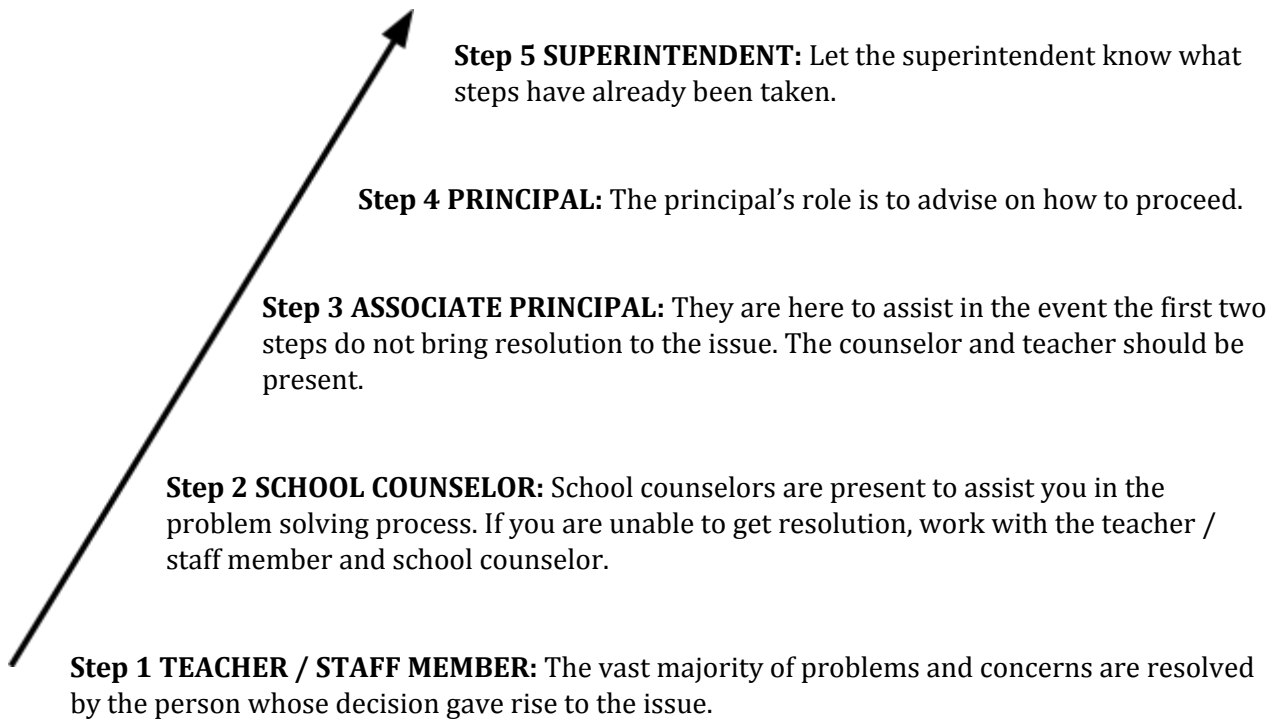
ADMINISTRATIVE RESPONSIBILITIES

Russ Tronsen -Principal-	Rob Essig -Associate Principal-	John Casper -Associate Principal-	Melissa Gehring -Associate Principal- (Activities & Athletics)
Goals & Mission	Attendance /Discipline All Freshmen	Attendance/Discipline All Seniors	A&A Discipline
Shared Leadership Team Facilitation	10th/11th L-Z	10th/11th A-K	A&A Oversight
PLCs & Professional Development	Freshman Transition	Senior Transition	A&A Facilities
Budget	PBIS/Core Values	Building Safety	A&A Event Management
Building Safety	Building Safety	Cross-Content Studies	A&A Transportation
Master Schedule	Interventions/PST All Freshmen	Interventions/PST All Seniors	Building Use
Teacher & Support Staff Supervision & Evaluation	10th/11th L-Z	10th/11th A-K	9-12 Discipline Support
Field Experience/Trip Approval	At-Risk/Alt. Ed. All Freshmen	At-Risk/Alt. Ed. All Seniors	Advisor & Coach Supervision & Evaluation
College/University Partnerships	10th/11th L-Z	10th/11th A-K	Curricular/Department Oversight: <ul style="list-style-type: none"> ● Activity Staff ● Coaching Staff ● P.E. / Health ● Music
Community Partnerships & Relations	IEP Participation All Freshmen	IEP Participation All Seniors	<i>Other: Community Activities & Club Sports Liaison</i>
Transcript & Diploma Confirmation	10th/11th L-Z	10th/11th A-K	
Curricular/Department Oversight: <ul style="list-style-type: none"> ● Math ● English ● FCS ● Tech Ed 	Aspire & Forward Testing	ACT Testing	
	Teacher & Support Staff Supervision & Evaluation	Summer School	
	Curricular/ Department Oversight: <ul style="list-style-type: none"> ● Social Studies ● Art ● Business ● ELL ● Agriscience ● World Language ● IMC 	Teacher & Support Staff Supervision & Evaluation	
		Curricular/Department Oversight: <ul style="list-style-type: none"> ● Science ● Special Ed 	
*Reports to BDUSD Superintendent	*Reports to BDHS Principal	*Reports to BDHS Principal	*Reports to BDHS Principal

GUIDELINES FOR RESOLVING PROBLEMS OR CONCERNS

- ☑ Start with the person whose decision has given rise to the concern or problem.
- ☑ Always give each step a chance to correct the problem before you proceed to the next step.

Guideline: As you encounter an issue or concern remember to treat each individual with respect and courtesy. Part of one's character is how you deal with difficult situations. We understand that your perspective may not be that of administration or staff. We also understand that some come from an environment where it may be difficult to problem solve alone. If you feel you need assistance, ask. Your school counselor would be more than willing to assist in the problem solving steps. While you might disagree with a decision, try to keep your emotions out of the mix. We really are here to help.



WHOM SHOULD I CONTACT?

As hard as we try, schools can be confusing places to parents/guardians and community members.
We hope you find the following chart helpful.

Questions or Concerns	First Contact	Second Contact	Third Contact
Academic Progress	Teacher/Class	School Counselor	Associate Principal or Principal
Alcohol/Drug Use or Abuse	School Counselor	Psychologist/Social Worker	Associate Principal or Principal
Attendance	High School Administrative Office	School Counselor Associate Principal	Social Worker
Behavioral or Emotional Issues	School Counselor	Psychologist or Social Worker	Associate Principal
Busing (Routes)	Associate Principal	Director of Business Services	
Busing (Behavior)	Bus Driver/Company	Associate Principal	
Athletics or Co-Curricular Activities	High School Administrative Office	Associate Principal of Activities & Athletics	Principal
Class Schedule/Class Selection	School Counselor	Associate Principal	Principal
Discipline in a Particular Class	Teacher	Associate Principal	Principal
Financial/Resource Assistance	Social Worker	School Counselor	Associate Principal
Food Service-Student Lunch Accounts	Food Service Manager	Director of Business Services	
Grades/Assessment	Teacher	School Counselor	Associate Principal
Projects/Field Trips	Teacher	Associate Principal	Principal
Registration Fees, Bus Passes, Lockers	High School Administrative Office	Associate Principal	
School Involvement with Outside Agencies Community, Mental Health, Human Services	School Counselor/Social Worker/Psychologist	Associate Principal	Principal
Health Concerns and Medications	School Nurse	School Counselor	Associate Principal
School Policies or Procedures	Associate Principal	Principal	
Summer School High School Program	School Counselor	Associate Principal	
IEP/Special Education	IEP Case Manager	School Counselor	Pupil Services Director

TELEPHONE NUMBERS AND EXTENSIONS

Beaver Dam High School Administration (920) 885-7313		
Principal	Russ Tronsen	X2112
Associate Principal - All Freshmen and 10th & 11th Students L-Z	Rob Essig	X2110
Associate Principal - All Seniors and 10th & 11th Students A-K	John Casper	X2102
Associate Principal - Activities & Athletics	Melissa Gehring	X2176
School Resource Officer	Kevin Rohde	X2117
Activities & Athletics Secretary	Anne Pearson	X2105
Administrative Assistant	Melissa Schreiner	X2109
Attendance Secretaries	Kathy Hupf	X2111
	Roxanne Cromheecke	X2108
Student Services		
Director of Student Services	Laura Schieffer	X1121
School Counselors	Stephanie Buss	X2115
	Jackee Hill	X2117
	Nate Wilke	X2118
AP/Virtual Academy Coordinator	Rebecca Droessler	X2116
School Social Worker	Bailey Kittel	X2120
School Psychologist	Janessa Schwobe	X2119
Student Services Secretary	Julie Brewer	X2114
School Nurse	Krisitn Chitko	X2121
Food Services	TAHER Food Service	X2137
Johnson Bus Company	Nan Bolker	887-8390
Beaver Dam Unified School District (920) 885-7470		
Superintendent	Mark DiStefano	X1111
Director of Human Resources	Nicole White	X1112
Director of Teaching and Learning	Rob Meyer	X1110
Director of Business Services	Anne-Marie Woznicki	X1113
Coordinator of District Technology	Jesse Peters	X1208
Network Administrator	Eric Alvin	X1202

MIDDLE/ELEMENTARY SCHOOLS

BDMS	885-7365	South Beaver Dam	885-7383
Jefferson	885-7392	Washington	885-7376
Lincoln	885-7396	Wilson	885-7373
Prairie View	885-7380		



BOARD OF EDUCATION POLICIES

Click on the policy number to view the policy

<u>POLICY NUMBER</u>	<u>POLICY TITLE</u>
2260	Nondiscrimination and Access to Equal Educational Opportunity
2261	Title I Services
2270	Religion in the Curriculum
5136	Personal Communication Devices
5200	Attendance
5500	Student Code of Classroom Conduct
5511	Dress and Grooming
5512	Use of Tobacco by Students
5513	Care of District Property
5516	Student Hazing
5517	Student Anti-Harassment
5517.01	Bullying
5530	Drug Prevention
5610	Suspensions and Expulsions
5611	Due Process Rights
5771	Search and Seizure
5772	Weapons
7440.01	Video Surveillance and Electronic Monitoring
7540	Technology
7540.01	Technology Privacy
7540.03	Student Technology Acceptable Use and Safety
8510	Wellness
9130	Public Requests, Suggestions, or Complaints

Title IX

The Board of the Beaver Dam Unified School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinators are:

Jesse Peters
District Assessment & Technology Officer
705 McKinley Street
Beaver Dam, WI 53916
petersj@bdusd.org
(920)885-7300

OR

Laura Schieffer
Director of Student Services
705 McKinley Street
Beaver Dam, WI 53916
schiefferl@bdusd.org
(920)885-7300

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinators, the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: <https://go.boarddocs.com/wi/bdusd/Board.nsf/Public>. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

COVID-19 INFORMATION AND PROCEDURES

At Beaver Dam High School is our utmost priority to provide a safe and healthy environment for both students and staff. Due to the current pandemic affecting our community and nation, we have put in place new procedures with guidance from local health officials. The following procedures will be in effect throughout all or parts of the school based on the current recommendations being provided to schools.

- Face masks required for all inside of our school building. Reusable face masks should be washed on a regular basis.
- Face masks are required for all people inside the high School.
 - Facemasks should be worn at all times when inside.
 - Facemasks may be removed: during lunch, when outside, or if medically necessary (student's will be required to provide medical documentation in these instances)
- Proper face mask wear should cover both the nose and mouth.
 - Examples of suitable masks
 - Surgical Masks
 - N95 Respirator
 - Cloth Masks
 - Items prohibited for mask use at the high school
 - Bandanas
 - Any type of masks with inappropriate/offensive print on them
 - Refer to student dress code
- Students should not congregate in any area in school or on school grounds while not social distancing or wearing masks.
- Students should sanitize their own desks before class is over with the provided materials..
- Students should social distance when on school grounds, including during lunch and in the lunch line

STUDY HALL RELEASE for the 2020-21 School Year

****This revised release procedure is in effect while operating during COVID Pandemic. When school resumes to operate not under a Pandemic, we will revert to Junior and Senior release protocol. All Freshmen and Sophomores would be under closed campus regulations.**

To promote safety during this time, we are looking at opportunities to reduce the number of students in our building. As a result, students may be eligible to leave the building during study hall. Please see the following specific grade level expectations and criteria to participate in this (**Listed on Pages: 36-37**). These expectations must be maintained throughout the term to continue to be eligible for this opportunity.

Hybrid Learning

5 Day School Week

<u>Day</u>	<u>Student Last Name</u>	<u>Schedule</u>
Monday	A-L	Odd Period Classes: 1, 3, 5, 7
Tuesday	A-L	Even Period Classes: 2, 4, 6, 8
Wednesday	ALL	Virtual Learning Day
Thursday	M-Z	Odd Period Classes: 1, 3, 5, 7
Friday	M-Z	Even Period Classes: 2, 4, 6, 8

*Changes may occur when there are fewer school days in the week
 (Example: We may have students in the building on Wednesday's if we do not have school on Monday or Friday.)

BDHS *HYBRID* DAILY SCHEDULE

1st Lunch (A)	2nd Lunch (B)	3rd Lunch (C)
7:50 - 9:27 (Period 1 or 2)	7:50 - 9:27 (Period 1 or 2)	7:50 - 9:27 (Period 1 or 2)
9:33 - 11:14 (Period 3 or 4)	9:33 - 11:14 (Period 3 or 4)	9:33 - 11:14 (Period 3 or 4)
11:14 - 11:44 [A Lunch]	11:20 - 12:07 (1st part of Period 5 or 6)	11:20 - 12:57 (Period 5 or 6)
11:50 - 1:27 (Period 5 or 6)	12:07 - 12:37 [B Lunch]	
	12:40 - 1:27 (2nd part of Period 5 or 6)	12:57 - 1:27 [C Lunch]
1:33 - 3:10 (Period 7 or 8)	1:33 - 3:10 (Period 7 or 8)	1:33 - 3:10 (Period 7 or 8)

Hybrid Learning

5 Day School Week

<u>Day</u>	<u>Student Last Name</u>	<u>Schedule</u>
Monday	A-L	Odd Period Classes: 1, 3, 5, 7
Tuesday	A-L	Even Period Classes: 2, 4, 6, 8
Wednesday	ALL	Virtual Learning Day
Thursday	M-Z	Odd Period Classes: 1, 3, 5, 7
Friday	M-Z	Even Period Classes: 2, 4, 6, 8

*Changes may occur when there are fewer school days in the week
 (Example: We may have students in the building on Wednesday's if we do not have school on Monday or Friday.)

BDHS *HYBRID* 2 Hour Late SCHEDULE

1st Lunch (A)	2nd Lunch (B)	3rd Lunch (C)
9:50 - 10:58 (Period 1 or 2)	9:50 - 10:58 (Period 1 or 2)	9:50 - 10:58 (Period 1 or 2)
11:01 - 11:31 [A Lunch]	11:03 - 11:36 (1st part of Period 3 or 4)	11:03 - 12:11 (Period 3 or 4)
11:36 - 12:44 (Period 3 or 4)	11:37 - 12:07 [B Lunch]	
	12:11 - 12:44 (2nd part of Period 3 or 4)	12:14 - 12:44 (C Lunch)
12:49 - 1:57 (Period 5 or 6)	12:49 - 1:57 (Period 5 or 6)	12:49 - 1:57 (Period 5 or 6)
2:02 - 3:10 (Period 7 or 8)	2:02 - 3:10 (Period 7 or 8)	2:02 - 3:10 (Period 7 or 8)