



# **BDUSD Elementary School**

## **Parent and Student Handbook**

### **2023-2024**



## Jefferson Elementary



301 Brook Street  
Beaver Dam, WI 53916  
920-885-7392  
Principal: Jesse Peters  
Associate Principal: Celina Alvin

## Lincoln Elementary



210 Gould Street  
Beaver Dam, WI 53916  
920-885-7396  
Principal: Wyatt Tramburg

## Prairie View Elementary



510 N. Crystal Lake Road  
Beaver Dam, WI 53916  
920-885-7380  
Principal: Brandon Krause  
Associate Principal: Katelyn Dwyer

## Washington Elementary



600 Grove Street  
Beaver Dam, WI 53916  
920-885-7376  
Principal: Paul Wilson

## Wilson Elementary



405 W. Third Street  
Beaver Dam, WI 53916  
920-885-7373  
Principal: Ashley Jansma

## Table of Contents

Page	
BDUSD Non-discrimination Policy.....	ii
BDUSD School Year Calendar.....	1
BDUSD Mission, Vision and Belief Statements.....	2
BDUSD Core Strategies.....	3
BDUSD Daily Health Checklist for Parents.....	4
Student Daily Schedule.....	4
Asbestos Information.....	5
Assessments.....	5
Attendance and Truancy.....	5
Bullying and Other Forms of Aggressive Behavior.....	6
Care of District Property.....	7
Code of Classroom Conduct.....	7
Communication.....	7
Dress and Grooming.....	7
Emergency Contact Information.....	7
English Language Learners.....	8
Family Access.....	8
Food Service Program.....	9
Lost and Found.....	10
Lunch Balance Policy.....	10
Medication at School.....	10
Music Program.....	11
Parent/Guardian Rights to the Curriculum.....	12
Parent/Teacher Conferences.....	12
Parent/Teacher Organization.....	12
Parent Volunteers.....	12
Party Invitations.....	12
Positive Behavior.....	13
Pets on School Property.....	13
Personal Electronic Devices.....	13
Public Requests, Suggestions, or Complaints.....	13

Pupil Services.....	13
Raptor Visitor Management System.....	14
Recess Guidelines .....	14
Registration Fees .....	14
Safe Arrival at School .....	14
Smoking Ban .....	15
Special Education .....	15
Special Services.....	15
Student Anti-Harassment.....	15
Student Hazing.....	16
Student Records .....	16
Student Technology Acceptable Use and Safety.....	16
Technology .....	16
Title I.....	16
Title IX .....	17
Transportation .....	17
Weather Information .....	18
Student-Related School Board Policies .....	19
Appendices:	
Appendix II: Jefferson Elementary.....	20
Appendix III: Lincoln Elementary .....	22
Appendix IV: Prairie View Elementary.....	24
Appendix V: Washington Elementary.....	27
Appendix VI: Wilson Elementary .....	29

"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 gender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes") in any of its student programs and activities."  
 (Refer to [Board Policy 2260](#))

# BDUSD SCHOOL YEAR CALENDAR



*Guiding students. Empowering futures.*

## **2023-2024 SCHOOL YEAR CALENDAR**

### DAILY SCHEDULE

**High School:** 7:50 am – 3:10 pm  
**Middle School:** 7:40 am – 3:00 pm  
**All Elementary Schools:**  
 8:35 am – 3:40 pm

AUGUST 2023						
Su	M	T	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Aug. 7-10: New Teacher Week  
 Aug. 21: Teacher Collaboration Day  
 Aug. 24: Middle School Open House  
 Aug. 22-24 & 29-31: Staff Inservice  
 Aug. 30: Open House – All Elementary Schools

SEPTEMBER 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Sep. 4: No School – Labor Day  
 Sep. 5: First Day of School  
 Sep. 29: No School – Inservice

OCTOBER 2023						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Oct. 16: High School & Middle School P/T Conf  
 Oct. 17 & 19: Elementary School P/T Conf.  
 Oct. 20: No School

NOVEMBER 2023						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Nov. 6: No School – Inservice / End of Term 1  
 Nov. 22: Digital Distance Learning Day  
 Nov. 23-24: No School – Thanksgiving Break

DECEMBER 2023						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

Dec. 4: High School & Middle School P/T Conf.  
 Dec. 25-Jan. 1: No School - Holiday Break

JANUARY 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan. 1: No School – Holiday Break  
 Jan. 15: No School – Inservice  
 Jan. 22: No School – Inservice  
 End Term 2 / Semester 1

FEBRUARY 2024						
Su	M	T	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb. 12: High School & Middle School P/T Conf.  
 Feb. 13 & 15: Elementary School P/T Conf.  
 Feb. 16: No School  
 Feb. 19: No School - Inservice

MARCH 2024						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

Mar. 18-22: No School - Spring Break  
 Mar. 29: No School – Easter Break

APRIL 2024						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr. 1: No School – Inservice  
 End of Term 3  
 Apr. 22: High School & Middle School P/T Conf.

MAY 2024						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 27: No School – Memorial Day  
 May 31: Last Day of School  
 End of Term 4/ Semester 2

JUNE 2024						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23 30	24	25	26	27	28	29

June: 3 Inservice or Emergency Make-up Day  
*(if needed)*  
 June 4: Inservice or Emergency Make-up Day  
*(if needed)*



### **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

## Core Strategies

*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*

## 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.

## **BDUSD DAILY HEALTH CHECKLIST FOR PARENTS**

Keep student home if **ONE** of the following:

- Fever of 100.0 or higher, without the use of fever-reducing medications
- Vomiting
- Diarrhea
- Cough
- Rash
- Skin Lesions/Sores
- Other: Symptoms that prevent the student from active participation in usual school activities or the student is requiring more care than school can safely provide.

If student is experiencing difficulty breathing or is difficult to arouse CALL 911 IMMEDIATELY  
Please consult your Medical provider as needed.

Please DO NOT administer Tylenol or Ibuprofen/Advil/Motrin to “get through the day” as these may mask symptoms and students may unknowingly spread germs to others.

### **STUDENT DAILY SCHEDULE**

District Website [www.bdusd.org](http://www.bdusd.org)

Click on “Schools” and your child’s school name for ongoing announcements and specific information.

**Office Hours:** Contact building

#### **Early Childhood**

8:35 am - 11:15 am - AM Session (Prairie View)

12:30 pm - 3:10 pm - PM Session (Prairie View)

#### **4-year-old Kindergarten**

8:35 am - 11:15 am - AM Session (Prairie View and Wilson)

12:30 pm - 3:10 pm - PM Session (Prairie View)

8:35 am - 3:15 pm - All day (Jefferson)

#### **Kindergarten through 5th Grade**

##### **Regular School Days**

<b>1st Bell</b>	<b>Tardy Bell</b>	<b>Dismissal</b>
8:30 am	8:35 am	3:40 pm

***See appendix for building-specific lunch schedules***

#### **2-Hour Delay**

No breakfast

No AM Session of Early Childhood or 4K

<b>1st Bell</b>	<b>Tardy Bell</b>	<b>Dismissal</b>
10:30 am	10:35 am	3:40 pm

Each class has an additional 15-minute recess each day



## **ASBESTOS NOTIFICATION**

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

All asbestos materials in the schools are in good condition and we will continue to manage them in place, as recommended by the accredited management planner. The management plan is on file in the school's administrative office. Everyone is welcome to view these anytime during normal school hours.

If you have questions or concerns regarding asbestos you can contact our District Facility and Safety Officer, Pete Woreck at 885-7300 ext. 1144.

## **ASSESSMENTS**

### **District Assessments**

I-Ready and Forward Exam assessments are given to students during the year to measure growth and progress in the areas of reading and/or math. This information is used to set individual learning goals and to identify the need for additional assistance in these areas.

### **Progress Reports**

Communication between home and school is extremely important. Parents/guardians should feel free to come to school to discuss specific problems with the teacher whenever the need arises. Teachers are also encouraged to contact parents/guardians when the need arises. Goals can best be obtained when the parents/guardians and the classroom teacher work together with one interest, the student, in mind. Scheduled parent-teacher conferences are held twice a year for all grades. Reporting students' progress to parents/guardians by means of a report card is done twice each year. If you would like to know your student's progress other than conferences/report cards, please contact the teacher.

## **ATTENDANCE AND TRUANCY**

Regular school attendance is essential for successful school work. However, we do not expect a student who is ill to attend school. Children contracting a communicable disease should be reported to the school nurse. The nurse will be able to tell you how long your child must stay out of school for the various diseases.

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

### **Absences Excusable Under School Board Policy**

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

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

- illness without medical excuse
- funerals
- required court appearances
- religious observances required by church of preference
- family trip (includes hunting)
- family wedding



Excessive excused absences are monitored with parental involvement. The school reserves the right under Wisconsin State Statute 118.15(3) to require further verification of the reason for repeated or extended absences. In the event that a student has a significant number of absences related to illness, the school through the office of the school health supervisor will work with parents to develop a health plan for the student. Doctor's notes may be requested by the attendance office at any time. If absences are due to illness or medical appointments, it is suggested that the student provide medical documentation whenever possible to be eligible for medical exemption to the state statute, Beaver Dam Unified School District attendance protocol, and school board policy requirements for student attendance. (Refer to [Board Policy 5200](#))

### **Doctor's Notes**

Sometimes a student does not feel good and parents ask that the student stay inside for recess or sit out of gym. A note from a Physician is required to keep students in from recess or gym. If you are waiting to hear from your doctor about your child's condition, your child can stay in for recess or sit out of gym for one day.

### **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 for 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.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions, which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved, or school-related activity or function, such as field trips, athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

(Refer to [Board Policy 5517.01](#))

## **CARE OF DISTRICT PROPERTY**

Basic to the philosophy of the School Board is a respect for the rights of others. Students are urged to exercise this respect in regard to the belongings of others, including District property. Each student should realize that vandalism to District property is costly to repair and is directly related to increased school taxes.

In accordance with law, students who cause damage to District property shall be subject to disciplinary measures including suspension and expulsion. Also, their parents shall be financially liable for such damage to the extent of the law except that students over eighteen (18) years of age shall be liable for damage they cause.

(Refer to [Board Policy 5513](#))

## **CODE OF CLASSROOM CONDUCT**

The Wisconsin Legislature's Act 335, Code of Student Conduct, helps define inappropriate student behaviors for classrooms throughout the state so that all Wisconsin schools are consistent in classroom-based student discipline. The code allows teachers to remove students from class if their behavior disrupts learning or teaching. Classrooms need to be orderly, safe, and free of distraction so that students can learn effectively. Students who are removed from class may spend time in the office or might even be sent home. They will not be allowed back into class until the principal or his/her designee believes that the student's conduct will be appropriate. Removal from class is a serious action. It may be temporary, but extreme or repeated inappropriate conduct may result in suspension or even expulsion. Either the teacher or the building principal will notify parents/guardians when removal from class occurs. Parents/guardians may request a meeting with the student's teacher or principal to learn more about the circumstances related to the removal decision, even though there is no formal right to appeal a decision to remove a student.

(Refer to [Board Policy 5500](#))

## **COMMUNICATION**

### **Address Change**

There are occasions during the year when families change their place of residence. It is very helpful if we are informed in advance, especially if your student will be leaving the Beaver Dam Unified School District. If the new place of residence remains within the district, a "Student Information Change" form and a "Proof of Residency" form needs to be filled out at the school office.

### **Changes in Schedules, Transportation**

If your student has a change in their daily care or transportation arrangements, please send a note to the teacher when your student comes to school or inform the office before 9 a.m. The office receives many calls right before dismissal, and it is often difficult to get messages to your students. Students also get confused and worried. Thank you for planning ahead.

## **DRESS AND GROOMING**

The Board recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools. (Refer to [Board Policy 5511](#))

## **EMERGENCY CONTACT INFORMATION**

Registration forms include information about parent/guardian worksites and emergency contacts. If you change jobs, please let us know so that we can contact you in case of an emergency. It is also very important to list two additional local people as emergency contacts.

## **ENGLISH LANGUAGE LEARNERS**

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

At the elementary level, ELLs receive instruction and academic support in various settings, such as in the classroom or in a pullout session. ELL tutors collaborate with classroom teachers to plan and design instructional activities that will help students improve their English skills to achieve grade level standards. At the middle and high school, an ELL teacher provides English ELL classes. ELLs may also receive one or more tutorial periods, which are bilingual support study halls for grades 6-12. In tutorials students receive bilingual support in all subject areas. They are able to work on homework, quizzes, and tests. The ELL Coordinator, ELL teacher/tutor, and guidance counselors design an appropriate Plan of Services or IRP (Individual Record Plan) for students based on their individual English language proficiency level. The middle and high schools use similar scheduling processes. All ELL students are scheduled for accredited classes needed for graduation.

If you have any questions about the program, please contact the ELL Coordinator at (920) 885-7300 Ext.2362.

## **ENGLISH LANGUAGE LEARNERS (ELL) APRENEDORES DEL IDIOMA INGLES**

Los estudiantes del colegio del Distrito de Beaver Dam son identificados como estudiantes del language Inglés, cuando un idioma diferente que Inglés influir en su adquisición del lenguaje. Los estudiantes son localizados en los salones de clase apropiados a su edad correspondiente: primaria (elementary), secundaria (middle school), preparatoria (high school). El profesorado provee instrucción modificada basada en el nivel academico educativo y conocimiento del idioma Inglés asi como también el nivel cognitivo. Servicios de traducción para los estudiantes y su familia, se encuentran disponibles en cuanto a conferencias con los profesores o cualquier otras necesidades de comunicación entre la casa y el colegio.

En el nivel primario, los alumnos del programa de ELL reciben instrucción y soporte academico en forma variada; como en el salón de clases o retirandolos de la clase por un cierto tiempo diario. Los tutores del departamento de ELL, colaboran con los profesores para planear y diseñar actividades instruccionales que ayuden a los estudiantes del ELL a alcanzar unos niveles requisitos. En el nivel secundario y la preparatoria (middle/high school), la profesora de ELL es la que dicta las clases de inglés. El programa de ELL también ofrece uno o más periodos de tutorio para los estudiantes que se encuentren entre el 6 y 12 grado, como una ayuda extra en los estudios fuera del las clases (study halls). En estas clases de tutorio los estudiantes reciben ayuda bilingüe en las areas más difíciles. Dentro de estas clases los estudiantes podran trabajar en tareas y exámenes. La coordinadora del programa de ELL, maestros/tutores de ELL, y consejeros designan un plan de servicio o IRP apropiada de trabajo, basado en el nivel que se encuentre el estudiante en el Inglés. La preparatoria (high school), usa la misma forma de trabajo como la secundaria (middle school). También quisiera decirles que todos los horarios de los estudiantes brindan clases acreditadas necesarias para obtener su graduación.

Si usted tiene alguna pregunta acerca del programa no dude en conectarse conmigo la Coordinadora del Programa de ELL teléfono (920) 885-7300 Ext.2362.

## **FAMILY ACCESS**

Family Access is a web-based service that empowers parents/guardians and students to view school-related information anywhere they have access to the internet. Information available online includes:

- Calendar information with assignments, attendance, and message information.

- Detailed gradebook information (Middle & High School only)
- Messages posted by teachers and school
- Attendance records by data and types of attendance
- Student schedule
- Food service balance, payments and purchase history
- Fee Management
- Login history

The Family Access User's Guide is located at the following web address:

<https://www.bdusd.org/Skyward/Family%20Access%20User%20Guide.pdf>

## **FOOD SERVICE PROGRAM**

### **Breakfast** (\$1.45 includes milk)

Breakfast is offered to students every regular school day in the classroom. This cost is deducted from your student's lunch account. Students should not arrive before 8:25 a.m.

### **Lunch** (\$2.80 includes milk)

We have an excellent lunch program with eye-appealing, well-balanced meals. Our school district uses an automated lunch program. This means payments can be made for the FAMILY ACCOUNT at any school. Please send payment in a sealed envelope with your student's full name, grade, and the amount enclosed written on the outside of the envelope. You can send one check for all your students attending the district. Lunch prices are higher at the Middle School and High School. Feel free to contact the school office at any time to inquire about the balance in your family account or log into Family Access from the school district website at [www.bdusd.org](http://www.bdusd.org). For those students eating a cold lunch, milk may be purchased for 45¢ per carton. Students are encouraged to drink a carton of milk and attempt to eat their complete lunch. We encourage students to eat nutritional lunches. Please help us by not sending soda with your student's cold lunch. Thank you for your cooperation. If your student will be arriving late, you may indicate their hot lunch choice when you call the school office by 9 a.m. Thank you for your cooperation.

### **Milk** (45¢)

Students will choose if they want to have milk at break time each day. If your student chooses to take milk, the money will be deducted from your family's lunch/breakfast account. Snack milk will cost 45¢ per carton (students who qualify for free or reduced-price lunches will not be charged for snack milk).

### **USDA Nondiscrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or  
(3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).  
This institution is an equal opportunity provider.

## **LOST AND FOUND**

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

## **LUNCH BALANCE POLICY**

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

### **Payment Policy**

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

### **Negative Balance**

Families will be notified when their Family account reaches a positive \$20.00 through email. Students with negative account balances will receive a reimbursable meal only and will not be allowed to purchase a la carte items. If families are having difficulty making deposits, contact the Food Service Department to make arrangements. Reduced price and free meals are available to those who qualify and an application can be obtained from the school that your student attends.

### **Account Balances**

Parents/guardians may restrict students from making additional purchases by calling the Food Service Department. A message will show up on the account which will notify the lunch cashier. The restriction on the system will show up from year to year unless the Food Service Department is contacted through email ([taher@bdusd.org](mailto:taher@bdusd.org)). Family balances and purchases made on accounts are available on the District website through Family Access. Payments can also be made through the website or they can be sent to the school of which your student attends.

### **Definitions**

A 5-component **Lunch** is defined as follows:

- A. Vegetable
- B. Fruit
- C. Grain
- D. Protein
- E. Milk

Three out of the five must be taken to qualify for a reimbursable lunch. One component out of the three must be a 1/2 cup of fruit, vegetable or a combination of both. A 4-component Breakfast is defined as follows: a. Protein b. Grain c. Fruit d. Milk Three out of the four components must be taken to qualify for a reimbursable breakfast. An a la carte item is defined as an item purchased outside the reimbursable breakfast or lunch. For example, an additional milk, fruit or cookie will be charged individually. A second meal that has three of the five food groups may be purchased at a price set higher than the lunch price.  
(Refer to [Board Policy 8510](#))

## **MEDICATION AT SCHOOL**

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

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

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

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

All consent forms and related materials must be renewed annually and/or at any time a medication is changed.

2. Medication Information: Medication to be administered at school must be given from the original and properly labeled container. In the instance of prescription medications, a pharmacy-labeled container is required and includes:
  - a. Student's full name
  - b. Name of drug and dosage
  - c. Mode of administration
  - d. Time to be given
  - e. Date of expiration
  - f. Physician's name

When over-the-counter medication is to be administered the medication must be in the original manufacturer's package with the ingredients and recommended therapeutic dose clearly visible. School staff can only give over-the-counter medication in doses listed on the package as "therapeutic" or safe. School staff may administer a non-prescription medication to a student in a dose other than the recommended therapeutic dose only if the request to do so is accompanied by the written approval of the student's health care practitioner.

3. Responsibility: Authorized school personnel will give medication to the student at the designated time. Normally it is the responsibility of the student, not school personnel, to get his/her medication at the designated time. All non-emergency prescription medication for students in grades K-8 must be administered by school staff. Students in grades 6-12 may self-administer oral non-prescription medications while at school with parental consent. Such medications may be kept by the individual student. The non-prescription medication must be in the original package/container. Students in grades K-5 may not self-administer non-prescription medications while at school with the exception of sunscreen. Parents/guardians must sign a medication consent form and provide the sunscreen product. All non-emergency prescription medication at the high school must be kept in a secure place determined by the principal and/or school nurse. A Medication Consent form must be on file.
4. Only limited quantities of medication should be kept at school. Please refer to board policy for complete policy/procedures.

## **MUSIC PROGRAM**

### **Band and Orchestra**

Students wishing to begin taking lessons register in the spring for summer school beginners' classes. Students playing string instruments begin after completing grades 4 or 5. Band students begin after completing grades 4 or 5. Band and orchestra students are given whole-group lessons at the Middle School prior to school, and individual or small group lessons at their elementary school. Students are then bussed to their elementary school for the beginning of the school day.

## **General Music**

The music program seeks to enhance the quality of student's lives by extending the boundaries of their thinking. Music provides an important means for self-expression and personal fulfillment and aids in the development of confidence and self-discipline. Students receive music instruction by a music specialist for 30 minutes two times per week. Some of the areas explored are melody, rhythm, harmony, form, expression, singing, playing, and listening. In addition to the regular music class, a chorus is offered to fourth and fifth grade students who wish to enhance their regular classroom music experience. This group meets during class time and once weekly (optional) during their noon hour recess. Students learn how to display proper rehearsal behavior. The chorus performs 2-4 times.

## **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 student's participation in certain curricular activities in accordance with state and federal laws and regulations. The School Board further recognizes that reasonable accommodations with regards 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 Teaching and Learning. 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 effect  
(Refer to Board Policies [2416](#), [2260](#), [9130](#)).

## **PARENT/TEACHER CONFERENCES**

Conferences are held twice each year, in October and again in February. Parent involvement is very important in your student's educational experience. Talk with your kids about what's going on in school and discuss ways to improve their progress. Review weekly assignments to see where your student is being successful and where help is needed. Remember to praise your kids. Students really do respond best to compliments. Being prepared for the parent-teacher conferences helps your student achieve success in school. Please see the 2023-24 school year calendar located in the front of the handbook for the parent/teacher conference dates and times.

## **PARENT/TEACHER ORGANIZATION (PTO)**

We encourage all parents to join their child's PTO. The goal is to sponsor school related activities which strengthen the home/school community, build school spirit, and raise a little extra money for the school. Every parent is a member of the PTO and your involvement is encouraged.

## **PARENT VOLUNTEERS**

All elementary buildings encourage parents/guardians to volunteer whether it is in the classroom, chaperoning field trips, or helping in the office or library. If you are interested in volunteering, a background check must be completed at least two weeks prior to volunteering. Please feel free to stop by the office for an application.

## **PARTY INVITATIONS**

Throughout the year we know students have birthday parties or other celebrations which they want fellow classmates to attend. We ask that you do not send personal invitations for parties to be handed out at school. When students see others receiving invites and they are not included, it often leads to hurt



feelings and can result in conflicts within the school.

A majority of our families prefer to keep their information confidential. Therefore, we are unable to assist with names and addresses.

### **POSITIVE BEHAVIOR**

We have a school wide commitment to teaching students appropriate behavior, acknowledging them when they get it right, and supporting them when they don't.

This process focuses on improving a school's ability to teach and support positive behavior for all students. Common routines and uniform language with respect to appropriate school behaviors are consistent throughout. As a result, instructional time is more effectively used for teaching and the overall school environment is calm, pleasant and conducive to learning.

Our school wide expectations lay the foundation for student success in all school settings.

### **PETS ON SCHOOL PROPERTY**

Non-sanctioned animals are not permitted on school property (READ dogs and service dogs are permitted). There are students, staff and parents/guardians who have allergies or a fear of animals which makes it necessary to prohibit non-sanctioned animals from coming onto school grounds, which includes the playground area.

### **PERSONAL COMMUNICATION DEVICES**

Understanding that technology has changed the way young adults communicate, the district 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. When technological devices, such as cell phones are used during the day in the school setting, there is an understanding that this device could be used to bully other students, photograph or communicate via text messaging information concerning course work, or be a general disruption to the instructional process.

Electronics are not allowed in locker rooms or bathrooms. Possible consequences include:

- Suspension
- Police involvement
- Electronic device confiscated

Students are not allowed to use electronics in the classroom unless approved by the classroom teachers. Students may only use electronics before school and after school. Electronics that are being used during the classroom will be confiscated and returned at the end of the day to a parent/guardian.

Any photographs or videos taken during the school day must have prior approval from the administration or designated staff member.

(Refer to [Board Policy 5136](#))

### **PUBLIC REQUESTS, SUGGESTIONS, OR COMPLAINTS**

Any individual(s) having a legitimate interest in the staff, programs, and operations of this District shall have the right to present a request, suggestion, or complaint to the District and the Board. At the same time, the Board reserves the right to protect District staff and students from harassment, disclosure of confidential information, and other violations of the staff or student's rights. (Refer to [Board Policy 9130](#))

### **PUPIL SERVICES**

#### **Counseling and Consultation**

Guidance counselors, school psychologists, school social workers and the school nurse are available to

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

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

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

For specific questions about any aspect of the Pupil Services Program, contact Tiffany Sponholz, Director of Student Services, at the Educational Service Center (885-7300, ext. 1121).

### **RAPTOR VISITOR MANAGEMENT SYSTEM**

The Beaver Dam Unified School District uses the Raptor Visitor Management System in all district schools. Upon entering a district building, you will be asked to present a valid state-issued ID, which will be scanned into the system, even if you have done so in the past. The Raptor System checks to ensure that registered sex offenders are not entering our buildings. Note that the Raptor System only scans the person's name, date of birth, and photo for comparison with a national database of registered sex offenders. Additional data from the ID is not gathered nor accessible by users, and the system is not connected to any other organization.

### **RECESS GUIDELINES**

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

### **REGISTRATION FEES**

Elementary schools will be collecting the \$30 per student registration fee at the beginning of the school year. Families who are required to pay the registration fee can submit payment to the office. Checks made payable to BDUSD. Please note, "registration fee" in the memo.

### **SAFE ARRIVAL TO SCHOOL**

There has been a growing concern for the safe arrival of students to school each morning. We expect a call from parents/guardians prior to a student's absence. In the event a parent/guardian has not called or sent a note, the school will call parents/guardians at home or work to verify the absence. Call back time will be around 9:30 a.m. Please follow these instructions:

1. Call your child's school before 8:45 a.m. each day that your student will be absent. There is an answering machine to leave a message on in the event you do not reach the secretary. OR
2. Send a written note with a brother or sister to be delivered to the classroom teacher of the absent student. This note should be presented to the classroom teacher before the start of the school day. Should you be unsuccessful in reaching us, please keep trying.

## **SMOKING BAN**

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

(Refer to [Board Policy 5512](#))

## **SPECIAL EDUCATION**

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

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

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

## **SPECIAL SERVICES**

### **Art Program**

The art program is concerned with the total growth of the student as an individual (educational, emotional, mental, physical, and aesthetic growth), as well as the expressive ability of the student as an artist. It is a vital part of the school program and is coordinated as much as possible with classroom activities and those of other special areas. Art classes are conducted once per week and are 60 minutes for grades K-5.

### **Partners Are Learning – Academic Support Program Partners are Learning**

(PAL) is a program that matches a student who is in need of academic assistance with a trained community volunteer who will tutor and mentor the student. The volunteer and student meet twice a week to work on teacher-directed activities. The PAL program meets from October through early May. PAL is open to second, third, fourth and fifth grade students who are referred by their teachers and permitted by their parents/guardians. There is no cost to the parent/guardian for participation. If you have any questions, please discuss it with your student's teacher, principal or call the program coordinator, Barb Loeffler-Hartl at 885-7300, Ext. 1135.

### **Physical Education**

All students in grades K-5 have four physical education periods of 30 minutes in length per week. This is a teacher-organized period in which students participate in the President's Physical Fitness Program. Each physical education period may consist of a vigorous warm-up period, which then leads to tumbling, rhythm work, volleyball, track events, and many other types of activities. All are designed for personal skill development. In addition, a daily 15- minute recess period is given to K-3rd graders. Students **are required** to wear tennis shoes and wear shorts under skirts or dresses. (Refer to [Board Policy 8510](#))

## **STUDENT ANTI-HARASSMENT**

It is the policy of the School Board to maintain an educational environment that is free from all forms of harassment, including sexual harassment. This commitment applies to all District operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to

conduct occurring in any manner or setting over which the Board can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the Board.

The School Board will not tolerate any form of harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students and disciplinary action against any other individual in the School District community. Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

(Refer to [Board Policy 5517](#))

### **STUDENT HAZING**

The School Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or event.

(Refer to [Board Policy 5516](#))

### **STUDENT RECORDS**

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

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

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

(Refer to [Board Policy 8330](#))

### **STUDENT TECHNOLOGY ACCEPTABLE USE AND SAFETY**

Students are responsible for good behavior when using District technology resources - i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. The School Board does not approve any use of its technology resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District technology resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

(Refer to [Board Policy 7540.03](#))

### **TECHNOLOGY**

Students' use of District technology resources is a privilege, not a right. Students and their parents must sign and submit a Student Technology Acceptable Use and Safety form annually.

(Refer to [Board Policy 7540](#))

### **TITLE I**

The Board elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Elementary and Secondary Education Act of 1965, as amended.

The District Administrator shall prepare and present to the Department of Public Instruction (DPI) a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan. The District will periodically review and revise the plan, as necessary.  
(Refer to [Board Policy 2261](#))

In accordance with federal law requirements, a student's parent/guardian may request information regarding the professional qualifications of the student's classroom teachers, including the following:

- whether the teacher has met state licensing criteria for the grade level(s) and subject area taught,
  - whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived, and
  - the undergraduate degree major of the teacher, and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.
- Information may also be requested regarding the professional qualifications of any paraprofessional providing services to students. Requests for teacher and paraprofessional qualification information should be directed to: Rob Meyer, Director of Teaching and Learning, 400 E. Burnett St., Beaver Dam, WI 53916. The requested information will be provided in a timely manner.

(Refer to [Board Policy 2261.02](#))

## 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  
Principal, Jefferson Elementary School / Assessment Officer  
301 Brook Street  
Beaver Dam, WI 53916  
[petersj@bdusd.org](mailto:petersj@bdusd.org)  
(920)885-7392, x4101

OR

Tiffany Sponholz  
Director of Student Services  
400 E. Burnett Street  
Beaver Dam, WI 53916  
[sponholz@bdusd.org](mailto:sponholz@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 [Board Policy 2266](#). 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.

## TRANSPORTATION

### Bus

If a school bus is required to provide adequate transportation for your student, good behavior while entering, riding, and leaving the bus is essential to provide safe transportation. Such conduct makes it possible for the driver to give full attention to the roadway and other drivers.

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

For routing questions or problems concerning buses or drivers please call First Student Bus Company at (920)880-1170.

### **Daily Busing Changes**

Please remember that it is the parent's responsibility to notify the bus company of daily changes. If notification is not made to the bus company, they have the right to refuse service. These changes may include:

- The child is not riding the bus in the morning but will be picked up after school.
- The child is not riding the bus after school.
- The child will not be riding the bus due to a family vacation.

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

## **WEATHER INFORMATION**

### **Clothing**

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

### **Inclement Weather**

Throughout the school year inclement weather conditions may arise. The decision to delay or close school is made prior to 6:00 a.m., based on district policy and procedure and the best available weather information. District weather emergency procedures and other weather-related closing information is available on our website at [www.bdusd.org](http://www.bdusd.org).

Parents will receive an auto-call for any weather-related school closures or delayed starts. In addition, information will be posted on the district website at [www.bdusd.org](http://www.bdusd.org) and district [Facebook page](#). You may also listen to local radio station WBEV 1430AM / WXRO 95.3FM ([dailydodge.com](http://dailydodge.com)).

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

In the event of an emergency weather late start, classes for all students will begin at 10:20 a.m. Buses will begin routes two hours later than normal. If school is dismissed in the afternoon, a time will be announced, and buses will depart as soon as students can be loaded onto them. If school is canceled for the afternoon, students will be fed lunch and will then be dismissed.

### **Tornado**

We will not dismiss students at the end of the day if a tornado warning is in effect. We will, however, dismiss them if a tornado watch is in effect. We encourage you to discuss with your student the difference between a tornado watch and a tornado warning. All classes take cover in the safest designated area when a warning is sounded. If you would like to pick up your student during a tornado warning, please do not call; come inside the school and pick up your student.

## **STUDENT-RELATED SCHOOL BOARD POLICIES**

*Click on the policy number to view the policy*

- [2240](#) Controversial Issues in the Classroom
- [2270](#) Religion in the Curriculum
- [5530](#) Drug Prevention
- [5610](#) Suspensions and Expulsions
- [5611](#) Due Process Rights
- [5771](#) Search and Seizure
- [5772](#) Weapons
- [7440.01](#) Video Surveillance and Electronic Monitoring

## JEFFERSON ELEMENTARY SCHOOL

**Mission:** Promoting the growth of all students and achieving excellence together.

**Vision:** To create a safe and nurturing learning environment where all students feel confident and grow academically, socially, and emotionally.

### **Collective Commitments:**

In order to ensure we live our mission and realize our vision, we will:

- be a positive contributing member of the school community and our collaborative teams to support student success.
- provide a safe and nurturing work and learning environment to create a sense of belonging for all.
- take shared responsibility and commit to working together to achieve our common goals.
- be open-minded and approach professional practices with a growth mindset.
- implement the district's guaranteed and viable curriculum through universal instruction, intervention, and enrichment.

### Daily Schedule

Grade	Lunch	Lunch Recess
4K and Kindergarten	11:50 a.m.-12:15 p.m.	12:15 p.m.-12:35 p.m.
First Grade	12:40 p.m.-1:05 p.m.	1:05 p.m.-1:25 p.m.
Second Grade	12:15 p.m.-12:35 p.m.	11:50 a.m.-12:15 p.m.
Third Grade	11:20 a.m.-11:45 a.m.	11:00 a.m.-11:20 a.m.
Fourth Grade	1:05 p.m.-1:25 p.m.	12:40 p.m.-1:05 p.m.
Fifth Grade	11:00 a.m.-11:20 a.m.	11:20 a.m.-11:45 a.m.

### Walking, Busing/Taxi/Daycare Transportation, and Parent Pick-ups General Information

Jefferson Elementary is a neighborhood school. Most of our students walk to and from school each day. We do have students that are transported to and from school via buses, taxis, and daycare vehicles. In addition, some families choose to transport their children to and from school with their personal vehicles. Below are guidelines for these options.

#### Students who walk to and from school

- Students will exit the building from their designated grade level door.
- The playground is unsupervised by adults at the end of the day. Upon exiting the building, students will begin walking home. They may not play on the playground when school is dismissed.

#### Students who are transported to and from school via Bus/Taxi/Daycare

- School buses, taxis and daycare vehicles will park on Brook Street in front of the Commons entrance.
- This is a **NO PARKING ZONE**.

#### Students who are transported to and from school via their family's personal vehicle

- Parents who wish to park and escort or drop off their children to and from the building will park on Jefferson Street.
- For their safety, students will cross on Jefferson Street with the crossing guard. Students will not cross in the middle of the street.



- Students who are waiting for parents to arrive for pick up will wait outside the building in front of the main entrance on Brook Street.

### **Student Arrival and Dismissal Procedures**

The school day for all students in grades kindergarten through fifth grade is 8:35 a.m. to 3:40 p.m. daily. The school day for all day 4K students is 8:35 a.m. to 3:15 p.m.

#### **Student Arrival**

- Drop off begins at 8:25 a.m. Because there is no morning recess or supervision on the playground, for your child's safety, please ensure they arrive no earlier than 8:25 a.m.
- Buses will release students at 8:25 a.m.
- Upon arrival students will report to their designated grade level entrance.
- Students who arrive by bus will be dropped off on Brook Street and will line up on the playground with their class.
- Students who arrive via parent drop off will be dropped off on Jefferson Street and will line up on the playground with their class.
- Classes begin promptly at 8:35 a.m. and students must be in their classrooms ready to learn at 8:35 a.m.
- Students arriving at school after 8:35 a.m. will enter through the main entrance on Brook Street. Students arriving after 8:35 a.m. are considered tardy, and they will need to check in with the office staff for a tardy pass before proceeding to their classrooms.
- Breakfast will be served in the Commons before school for those students wishing to purchase breakfast.

#### **Student Dismissal**

- Students who walk or get picked up by family will exit the building through their designated grade level exit. The classroom teacher will escort the class out of the building.
- Students who are transported via bus, taxi, or daycare will board transportation from the Commons exit on Brook Street. These students are supervised by staff until they board the bus, taxi, or daycare vehicle.

#### **Y-Care Before and After School**

The YMCA offers a before and after school program for children in grades 4K-5 who attend Jefferson. This program is based at Jefferson in the Commons. The Commons entrance/exit, located on Brook Street, is used for both drop off and pick up from this program. For more information about this program contact the Dodge County YMCA at 920-887-8811.

## LINCOLN ELEMENTARY SCHOOL

**Mission:** Lincoln Elementary exists to establish a safe, structured learning community where ALL students achieve high expectations, and educators ignite a passion for lifelong learning.

**Vision:** Lincoln Elementary is a place where excellence is achieved and goals are surpassed.

### **Collective Commitments:**

- The Lincoln Elementary Staff will collaborate to meet the needs of all students.
- The Lincoln Elementary Staff will work through challenges and mistakes with a 'can do' attitude.
- The Lincoln Elementary Staff will build meaningful relationships with staff, students, families, and our community.
- The Lincoln Elementary Staff will listen to and seek to understand each other and students in order to address the needs of the whole individual.
- The Lincoln Elementary Staff will use best practices to support high student achievement and growth.
- The Lincoln Elementary Staff will give their best every day.
- The Lincoln Elementary Staff will model and share a passion for lifelong learning.

### Daily Schedule

Grade	Lunch	Lunch Recess
Kindergarten	12:30 p.m. - 12:55 p.m.	12:55 p.m. - 1:15 p.m.
First Grade	12:00 p.m. - 12:25 p.m.	12:25 p.m. - 12:45 p.m.
Second Grade	11:30 a.m. - 11:55 a.m.	11:55 a.m. - 12:15 p.m.
Third Grade	12:00 p.m. - 12:25 p.m.	12:25 p.m. - 12:45 p.m.
Fourth Grade	12:30 p.m. - 12:55 p.m.	12:55 p.m.- 1:15 p.m.
Fifth Grade	11:30 a.m. - 11:55 a.m.	11:55 a.m. - 12:15 p.m.

### Walking, Busing/Taxi/Daycare Transportation, and Parent Pick-ups General Information

Lincoln Elementary is a neighborhood school. Most of our students walk to and from school each day. We do have students that are transported to and from school via buses, taxis, and daycare vehicles. In addition, some families choose to transport their children to and from school with their personal vehicles. Below are guidelines for these options.

#### Students who walk to and from school

- Students are to report directly to their assigned door in the morning. They should not arrive before 8:25 am. Students are not to be on the playground before school.
- Students will exit the building from their designated grade level door.
- The playground is unsupervised by adults at the end of the day. Upon exiting the building, students will begin walking home. They may not play on the playground when school is dismissed unless supervised by a parent/guardian.

#### Students who are transported to and from school via Bus/Taxi/Daycare

- Most school buses, taxis and daycare vehicles will park on Gould Street.
- This is a **NO PARKING ZONE**

#### Students who are transported to and from school via their family's personal vehicle

- Parents who wish to park and escort or drop off their children to and from the building will park on

Wayland Street or in a **designated parking spot** in the lot. Cars may not park/block traffic as it flows on the north side of the building.

- For their safety, students will cross on Wayland Street with the crossing guard. Students will not cross in the middle of the street.
- Students who are waiting for parents to arrive for pick up will wait outside the building in front of the main entrance nearest the playground.

### **Student Arrival and Dismissal Procedures**

The school day for all students in grades kindergarten through fifth grade is 8:35 a.m. to 3:40 p.m. daily.

#### **Student Arrival**

- Drop off begins at 8:25 a.m. Because there is no morning recess or supervision on the playground, for your child's safety, please ensure they arrive no earlier than 8:25 a.m.
- Students should not be on the playground before school.
- Buses will release students at 8:20 a.m.
- Upon arrival students will report to their designated grade level entrance.
- Students who arrive by bus will be dropped off on Gould Street and will line up with their class.
- Students who arrive via parent drop off will be dropped off on Wayland Street or the parking lot and will report to their designated grade level entrance.
- Students taking breakfast will enter the building at the 8:25 am bell to get breakfast. Breakfast carts are done serving at 8:35 a.m.
- Classes begin promptly at 8:35 a.m. and students must be in their classrooms ready to learn at 8:35 a.m.
- Students arriving at school after 8:35 a.m. will enter through the main entrance on Gould Street nearest the playground. Students arriving after 8:35 a.m. are considered tardy, and they will need to check in with the office staff for a tardy pass before proceeding to their classrooms.

#### **Student Dismissal**

- Students will exit the building through their designated grade level exit. The classroom teacher will escort the class out of the building.
- The playground is not supervised after school. Students should not be on the playground after school unless they are with a parent or guardian.

## PRAIRIE VIEW ELEMENTARY SCHOOL

**Mission:** Prairie View School is a supportive community that has high expectations for all students to grow socially, emotionally, and academically to be productive citizens in society.

**Vision:** Prairie View School will be a safe learning environment that celebrates all students, staff and families as they unite to achieve success in social, emotional, and academic growth at high levels.

**Collective Commitments:**

In order to ensure we live our mission and realize our vision, **we will:**

- Model a growth mindset and foster a culture of respect, responsibility, and motivation to provide a safe environment for learning.
- Embrace and respect the diversity of all within our school community.
- Hold high expectations for ourselves, our colleagues and all students.
- Be flexible and open minded in our teaching practices, instructional strategies and interventions.
- Be positive, contributing members of a collaborative team taking collective responsibility for student learning where our members are mutually accountable.
- Have a system of interventions and extensions to ensure high expectations for students at all learning levels.
- Be proactive to collaborate with, involve, and engage parents, guardians, and families in the education of their children by communicating student progress and providing a support system for students.

### Daily Schedule

Grade	Lunch	Lunch Recess
Kindergarten	11:50 a.m. - 12:10 p.m.	12:15 p.m. - 12:35 p.m.
First Grade	11:00 a.m. - 11:20 a.m.	11:25 a.m. - 11:45 a.m.
Second Grade	12:40 p.m. - 1:00 p.m.	1:05 p.m. - 1:25 p.m.
Third Grade	12:15 p.m. - 12:35 p.m.	11:50 a.m. - 12:10 p.m.
Fourth Grade	11:25 a.m. - 11:45 a.m.	11:00 a.m. - 11:20 a.m.
Fifth Grade	1:05 p.m. - 1:25 p.m.	12:40 p.m. - 1:00 p.m.

### Arrival and Dismissal Procedures



### **Kiss and Drop Circle Driveway**

- ★ This is a **NO PARKING ZONE**. Cars should not be parked in this area and drivers should not exit their vehicle. If it is necessary to exit your vehicle, please use our designated parent parking sections.
- ★ Main purpose is for quick curbside drop-off and pick-up only (to be used only if a child is dropped off late or picked up early).

### **Parent Parking**

- ★ Parents who wish to park and escort their children to and from the building will park in our designated Parent Parking areas.
- ★ For their safety, students should use the marked crosswalk areas and be escorted by an adult.

### **Bus Lanes**

- ★ School buses and daycare vans will use the bus lanes only.
- ★ This is a **NO PARKING ZONE**.
- ★ Before and after school, buses and daycare vans will exit using the bus lane on the west side of the building leading to Hwy E.
- ★ Buses and daycare vans transporting Early Childhood and 4K students will exit onto N. Crystal Lake Road.

## **Student Arrival and Dismissal Procedures**

### **Kindergarten-5th Grade (8:35-3:40 PM)**

#### **Student Arrival**

- Drop off begins at 8:20 AM for students. For your child's safety, please ensure they arrive at our school no earlier than 8:20 AM (no supervision prior to 8:20 AM).
- Upon arrival, students will report to the playground area directly to their lineup space. Students who eat breakfast at school will be let in to report to the MPR to eat.
- Students who arrive by bus will be dropped off on the west side of the playground and line up with their class.
- Students who arrive via parent drop off need to be dropped off at the S2 (Multipurpose Room) doors and follow the marked walking path along the west side of the building to enter the playground (red arrow on the above map).
  - Vehicles dropping off students should pull as far ahead as possible to the end of the sidewalk to drop students off at the S2 doors (releasing students earlier creates a bottleneck and parents will be asked to wait in order to continue the flow of traffic).
  - Vehicles should follow arrows through the parking lot to exit on N. Crystal Lake Rd.
  - Parents who wish to park and escort their child(ren) should drop off their child(ren) at the S2 doors.
- Students should be in their classrooms ready to learn at 8:35 AM. Students arriving at school after this time are considered tardy, and they will need to check in with the office staff for a tardy pass before proceeding to their classrooms.

#### **Student Dismissal**

- Our school day ends at 3:40 PM.
- Parents wanting to pick their child(ren) up should pick them up:
  - At the S2 (Multipurpose Room) Doors
    - Vehicles picking up students should pull as far ahead as possible to the end of the sidewalk to pick students up at the S2 doors (students will not be sent to vehicles until the vehicle is at or past the S2 doors to not create a bottleneck. Parents will be asked to wait in order to continue the flow of traffic). This is a continual flow of traffic and parents should not exit their vehicle.
    - Vehicles should follow arrows through the parking lot to exit on N. Crystal Lake Rd.
    - Parents parking to escort their child(ren) should continue to wait at the front of the building (behind the colored cones) and students will be released out the S2 doors.

- ALL STUDENTS THAT ARE PARENT PICKUP WILL BE DISMISSED FROM THE S2 (MPR) DOORS

### **Early Childhood and 4-Year-Old Kindergarten (Drop off and Pick-up at the E1 Doors)**

#### **AM Session 8:35-11:15 AM**

- Students should arrive no earlier than 8:25 AM. Drop off will be at the east entrance (E1 Doors) near N. Crystal Lake Road. Students should wait outside the building with a parent/guardian until the teacher arrives.
- Parents picking up their children are welcome to wait outside the building at the east entrance.

#### **PM Session 12:30-3:10 PM**

- Students should arrive no earlier than 12:20 PM. Drop off will be at the east entrance (E1 Doors) near N. Crystal Lake Road. Students should wait outside the building with a parent/guardian until the teacher arrives.
- Parents picking up their children are welcome to wait outside the building at the east entrance.

**THE PLAYGROUND IS NOT SUPERVISED PRIOR TO 8:20 AM OR AFTER SCHOOL**

## **TRANSPORTATION TO PRAIRIE VIEW**

### **Circle Drive**

The circle drive is a drop off and pick up location only. **No parking is allowed in this location.** It is a flow-through location only. **Students should always enter/exit on the passenger side of the vehicle.**

### **Cars**

When escorting your child to the building please park in a parking stall. Please emphasize that your child should stop and look both ways before crossing the parking lot. This will ensure the safety of all. Please do not park in the two turning areas. These are marked as No Parking on the asphalt. The area by the dumpsters is the turn area for bus use. The turn area between the gym and office doors is to be used for all other vehicles. If traffic does not pull as far ahead when possible, traffic becomes bottlenecked. You will be asked to move prior to dropping off/picking up your child(ren). Please do not park or idle in the handicap stalls or the striped area between them unless you have a handicap parking plate/tag. Every day these stalls are needed for families to get their children to and from school.

### **Buses**

Students who are transported by the bus company will arrive and depart in the Bus Only zone (west side of the building). These are the only children who should be in the bus area before and after school. Buses will depart the parking lot along the side of the school closest to the soccer field and follow the service road out to Hwy E. This is for buses only. All other vehicles will enter and leave the parking lot through the main entrance/driveway (to N. Crystal Lake Rd.).

### **Children Who Walk to School**

Children who walk to school should plan on leaving their house so they arrive at Prairie View NO EARLIER THAN 8:25 AM. For your child's safety, please instruct them to follow the parking lot safety guidelines and use the crosswalk by the dumpster area.

### **Y-Care Before and After School**

The YMCA offers a before and after school program for children in grades K-5 who attend Prairie View. This program is based at Prairie View in the Multipurpose Room. Before school entrance is made at the MPR doors of the building (S2). More information about this program can be obtained by contacting the YMCA at 920-887-8811.

## WASHINGTON ELEMENTARY SCHOOL

**Mission:** Washington School will ensure learning in all aspects for every student.

**Vision:** Washington Elementary is equitable, inclusive and safe for all.

### **Collective Commitments:**

In order to ensure we live our mission and realize our vision, we will:

- communicate and collaborate with colleagues in a positive manner.
- be open to new ideas, listen to and be supportive of our team.
- develop students who are confident, empowered, kind and excited about learning.
- set high expectations for ourselves and our students.
- hold ourselves accountable using reflective practices to ensure each student's needs are being met.

### Daily Schedule

Grade	Lunch	Recess	Additional Recess
Kindergarten	11:00 a.m.-11:25 a.m.	11:25 a.m.-11:45 a.m.	9:30 a.m.-9:45 a.m.
First Grade	11:50 a.m.-12:15 p.m.	12:15 p.m.-12:35 p.m.	10:30 a.m.-10:45 a.m.
Second Grade	12:40 p.m.-1:05 p.m.	1:05 p.m.-1:25 p.m.	2:30 p.m.-2:45 p.m.
Third Grade	11:25 a.m.-11:45 a.m.	11:05 a.m.-11:25 a.m.	2:45 p.m.-3:00 p.m.
Fourth Grade	12:15 p.m.-12:35 p.m.	11:55 a.m.-12:15 p.m.	2:00 p.m.-2:15 p.m.
Fifth Grade	1:05 p.m.-1:25 p.m.	12:40 p.m.-1:05 p.m.	2:30 p.m.-2:45 p.m.

### Student Arrival and Dismissal Procedures

Grade	Entrance	Arrival Time	Time Class is Entering Building	Dismissal Time
Kindergarten	W1	8:25 a.m.	8:30 a.m.	3:40 p.m.
First Grade	E3	8:25 a.m.	8:30 a.m.	3:40 p.m.
Second Grade	E2	8:25 a.m.	8:30 a.m.	3:40 p.m.
Third Grade	E1	8:25 a.m.	8:30 a.m.	3:40 p.m.
Fourth Grade	W3	8:25 a.m.	8:30 a.m.	3:40 p.m.
Fifth Grade	W2	8:25 a.m.	8:30 a.m.	3:40 p.m.

- If your child arrives after their class has entered the building, please have them report directly to the main office. The student is marked late and transitioned to his or her appropriate class.
- The playground is not supervised before or after school. Please drop your son or daughter off as close to the arrival time as possible and near their entrance door to the school. Also, please pick up your child promptly after school or encourage them to walk directly home. Please practice safe routes with your child prior to the start of school so that your child feels comfortable and safe transitioning to and from school.
- When dropping off your child, please do not linger in the front of the building. This will help traffic to flow smoothly, eliminate congestion, and create a safe drop-off area for our students. PLEASE DRIVE SLOWLY and CAUTIOUSLY during drop-off and pick-up times.

- If it is necessary to exit your vehicle, please use a designated parking space away from the front of the building.
- Buses, taxis, shuttle vans use the Circle Driveway to drop off students in the morning and pick up students after school. Please DO NOT PARK in the small parking lot adjacent to the Circle Driveway. Again, please park only in city approved parking spots where the curb is not painted yellow.

#### **Y-Care Before and After School**

The YMCA offers a before and after school program for children in grades K-5 who attend Washington Elementary. The Y-care program at Washington uses the cafeteria located in the north-east corner of the building near the teacher's parking lot. Please use the door adjacent to the E1 Doors to drop off or pick up your child from Y-care. More information about this program can be obtained by contacting the YMCA at 920-887-8811.



## WILSON ELEMENTARY SCHOOL

**Mission:** The purpose of Wilson Elementary is to ensure that all students demonstrate a high level of growth and achievement. All Wilson Elementary students will exceed typical yearly growth as measured by diagnostic measures.

**Vision:** Wilson Elementary School is an exemplary learning community in which students will thrive socially, emotionally, and academically.

### **Collective Commitments:**

We will:

- Design intentional and engaging standard based lessons to support optimal student growth and achievement and provide targeted, differentiated instruction to meet the needs of all students.
- Assess, provide feedback, and set goals to track students' learning.
- Develop individual and school SMART goals to close achievement gaps.
- Collaborate regularly to help each other grow professionally.
- Engage in continual professional development to improve our pedagogical practice.
- Form positive relationships with students, parents, and community.
- Collectively problem solve to support and respond to student SEL needs.

### Daily Schedule

Grade	Lunch/Recess
Kindergarten, First Grade, & Second Grade	11:00 am- 11:45 am
Third Grade, Fourth Grade, & Fifth Grade	11:40 am - 12:25 pm

### Student Arrival and Dismissal Procedures

#### Arrival

- Students will **report to the playground in the morning to line up with their class/teacher.**
- Students should **arrive no earlier than 8:25 a.m.** The playground is not supervised until 8:25 a.m.
- Breakfast will be available before school, **NOT during school hours.** Breakfast is charged to your child's(ren) account just like lunch. If you would like your child(ren) to purchase and eat breakfast before school, they can be dropped off at the **front doors** at 8:20 am. Breakfast will be supervised at that time. Students will eat their breakfast in the cafeteria and then join their class.
- **Do not park or pull into the small parking lot** on the West side of the building. Due to the limited visibility and access, this has been a **safety concern for our students** as they walk down the West Third sidewalk.
- **Do not stop in the middle of West St. to drop off or pick up your child.** Also, **do not have your child cross West St. where there isn't a crossing guard** to enter a vehicle. This has been a **safety concern for our students.** There are vehicles and buses going both ways on West St. during arrival and dismissal.
- There will be a cone set out on West St. outside of the E1 doors (by the ramp), please do not park between the intersection of West St. and Third St. and the cone. **This spot is saved for our buses.** This ensures that our bus has a spot available to safely drop off and pick up students.

#### Dismissal

- Students will exit the building through **Playground Doors (S3) and E1 Doors by West St.** Please greet your child(ren) at the playground or on the sidewalk and/or communicate an alternate plan with your child(ren) and their teacher.

- **Do not park or pull into the small parking lot** on the West side of the building. Due to the limited visibility and access, this has been a **safety concern for our students** as they walk down the West Third sidewalk.
- **Do not stop in the middle of West St. to drop off or pick up your child.** Also, **do not have your child cross West St. where there isn't a crossing guard** to enter a vehicle. This has been a **safety concern for our students.** There are vehicles and buses going both ways on West St. during arrival and dismissal.
- There will be a cone set out on West St. outside of the E1 doors (by the ramp), please do not park between the intersection of West St. and Third St. and the cone. **This spot is saved for our buses.** This ensures that our bus has a spot available to safely drop off and pick up students.
- The playground is **NOT supervised after school.** We ask that all students go home after school to check in with a guardian and drop off their items at the end of the school day.