



School District of  
**BELOIT**  
Family Handbook  
2022 - 2023



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## THE SCHOOL DISTRICT OF BELOIT

On behalf of the Board of Education and the School District of Beloit we stand against all forms of systemic and institutional racism. Now more than ever it is necessary for our community's institutions and organizations to commit to be anti-racist. We are proud of the diversity within the School District of Beloit and we acknowledge the challenges and adversity that so many of our families of color are facing. We are always committed to supporting our students, families, and staff. We are here for you and we are stronger together. #BeloitProud

At the School District of Beloit, we believe in **Diversity** (honoring and respecting our human differences); **Equity** (removing barriers and providing support for individuals to achieve their greatest potential); and **Inclusion** (ensuring each and every one belongs).

### MISSION

The mission of the School District of Beloit, committed to excellence and strengthened and enriched by diversity, is to prepare each student to compete, contribute and thrive as an admirable person in a rapidly changing world by engaging students in a wide variety of high quality, relevant programs in partnership with families, schools and the stateline community.

### VISION

Preparing and inspiring each student to succeed in life and contribute to an ever-changing world.

### MOTTO

Thinking Beyond Now

## **SCHOOLS & ADMINISTRATION DIRECTORY**

**Superintendent of Schools:**                      TBD    361-4017

### **Executive Directors:**

<b>Business &amp; Operations</b>	TBD	361-4011
<b>Communications and Marketing</b>	Monica Krysztopa	361-4032
<b>Human Resources</b>	Dianelis Almendares	361-4010
<b>Special Education &amp; Student Services</b>	Melissa Beavers	361-4026
<b>Teaching, Learning &amp; Equity</b>	Theresa Morateck	361-4022

### **Elementary Schools:**

**Converse**  
1602 Townline Avenue  
Secretary: Tea Luehne  
361-2105

**Hackett**  
625 Eighth Street  
Secretary: TBD  
361-2405

**Robinson**  
1801 Cranston Road  
Secretary: Amanda Bennett  
361-2805

**Gaston**  
1515 W. Grand Avenue  
Secretary: Pam Zimmerman  
361-2305

**Merrill**  
1635 Nelson Avenue  
Secretary: TBD  
361-2605

**Todd**  
1621 Oakwood Avenue  
Secretary: Mary McNulty  
361-4205

### **Secondary Schools:**

**Cunningham Intermediate**  
910 Townline Avenue  
Secretaries:  
Heidi Moore  
361-2204  
Rosa Najera  
361-2205

**Aldrich Intermediate School**  
1859 Northgate Drive  
Secretaries:  
Amy Montour  
361-3602  
Ashley Soderberg  
361-3606

**Beloit Memorial High School**  
1225 Fourth Street  
Deb Edmonds, 361-3005

**McNeel Intermediate**  
1524 Frederick Street  
Secretaries:  
Esther Sherrod  
361-3802  
Donna Anderson  
608-361-3806

**Fruzen Intermediate School**  
2600 Milwaukee Rd  
Secretaries:  
Melissa Workman  
361-2006  
Corina Hill  
361-2005

**Beloit Learning Academy**  
1033 Woodward Avenue  
Paula Hunt, 361-4305

## **NON-DISCRIMINATION COMPLIANCE DIRECTORY**

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination against students based on their membership in any protected class.

The School District of Beloit encourages informal resolution of complaints and concerns through communication with your child's classroom teacher or building principal. A formal complaint resolution procedure is available if a resolution cannot be met at the school level.

The following District staff members have been designated to coordinate compliance with these requirements:

### **Food Services, Transportation, Tax Levy, Budget, Technology, Financial Concerns:**

TBD, Executive Director of Business and Operations  
Phone: 361-4011 e-mail:

### **Buildings, Grounds, Custodial Services, and Maintenance:**

TBD, Facilities Director  
Phone: 361-3304 e-mail:

### **Personnel Concerns, Title VI / Age Discrimination & Title IX / Sexual Harassment, & Title IX:**

Dianelis Almendares, Executive Director of Human Resources  
Phone: 361-4010 e-mail: [dalmendares@sdb.k12.wi.us](mailto:dalmendares@sdb.k12.wi.us)

### **Equity Issues:**

Theresa Morateck, Executive Director of Teaching, Learning & Equity  
Phone: 361- 4022 e-mail: [tmorateck@sdb.k12.wi.us](mailto:tmorateck@sdb.k12.wi.us)

### **In District Transfers, Open Enrollment, Special Education, School Health, Safety and Security, Student Services, 504 Compliance of Federal Laws Requiring Reasonable Accommodations for those with Disabilities:**

Melissa Beavers, Executive Director of Pupil Services  
Phone: 361-4026 e-mail: [mbeavers@sdb.k12.wi.us](mailto:mbeavers@sdb.k12.wi.us)

### **Communications, Marketing and Community Outreach**

Monica Krysztopa, Chief of Communications and Marketing  
Phone: (608) 361-4032 email: [mkrysztopa@sdb.k12.wi.us](mailto:mkrysztopa@sdb.k12.wi.us)

## **YOUR INVOLVEMENT AS A PARENT**

### **Working Together as a Team**

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in the partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all school activities and academic programs, including special programs offered by the District. Discuss with the counselor or principal questions you may have about the options and opportunities available to your child.
- Monitor your child's academic progress by using available district resources such as the Skyward Family Access system. Contact teachers, administrators and the Student Services Department to monitor and intervene if your child experiences academic, social or emotional difficulty.
- Become a school volunteer. For further information, please contact your child's school.
- Participate in parent organizations (PTA, PTO, RPO, etc.)
- Offer to serve as a parent representative on District-level or school level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, please contact your child's principal.
- Attend Board of Education meetings to learn more about District operations.

### **Communicating with Parents**

The purpose of our school reporting system is to accurately and constructively inform parents of their child's progress in school. Progress is reported during the school year with written reports sent home at the end of each semester and given to parents at parent-teacher conferences. Please feel free to contact the teacher whenever you have a question about your child's progress. The best time to contact teachers is 7:30-8:00 a.m. and 3:00-4:00 p.m. Messages may be left with the school secretary.

The district has many communication tools to help keep parents informed including:

- Our district website: [LINK](#)
- Social media: Facebook @SchoolDistrictBeloit
- School Messenger: a voice, email, and text notification system
- School District of Beloit App - available for free at Google Play and at the App Store
- School websites
- School newsletters
- Skyward
- Local media outlets; such as Beloit Daily News, WCLO radio (1230 AM), Stateline News, and La Voz de Beloit.

## **ENROLLING YOUR STUDENT**

New student enrollment takes place at the Centralized Enrollment Office located at the Kolak Education Center at 1500 Fourth Street., Beloit, WI. The Central Enrollment Office phone numbers are 608-361-4171 and 608-361-4023. Hours of operation are Monday through Friday 8:00am - 4:00pm during the school year. Please call for summer hours. Documents needed for

enrollment include:

- Original Birth Certificate
- Proof of Residency (Electric/Gas bill, Cable TV bill, Lease, etc.)
- Parent/Legal Guardian Photo ID
- Child's immunization records

### **Address Changes**

Address changes may be made online or at the Central Enrollment Office. Proof of residency and parent/guardian Photo ID is required for address changes.

### **Family Changes (Marital Status, Guardianship, Caregiver, Name, etc.)**

Changes to family information may be made online or at the Central Enrollment Office. Please bring any legal/court documents necessary for guardian, caregiver, or name changes. For additional information refer to Policy 491.

### **In-District Transfer Requests**

In-district transfer requests can be made at the Central Enrollment Office if you wish your student to attend a school other than his/her Attendance Area school. The application period for in-district transfer requests begins the first attendance day in January and ends at 4:00 PM on the last attendance day in February. Applications for in-district transfer requests must be submitted on the district's application form, and are to be submitted by a student's parent/guardian to the Central Enrollment Office.

Exceptions to the application deadlines will be made for the following special circumstances, and will be considered on a case by case basis:

- a. Families who moved from their resident school into another school attendance area or walk zone within the School District of Beloit during the current school year and want their child to stay in his/her current school for the remainder of the current school year. The parent/guardian shall provide proof of residency for their new address.
- b. The student is homeless in the current or immediate preceding school year.
- c. The student has been a victim of repeated bullying and harassment, and the following apply:
  - i. The student's parent/guardian reported the bullying and/or harassment to the school's administration.
  - ii. In spite of action taken by school administration to relieve the bullying/harassment, the bullying/harassment still continues.
- d. The student's residence has changed as a result of a court order or custody agreement or because the student was placed in or removed from a foster home or with a person other than the student's parent.
- e. The student's attendance in a school in the nonattendance area school is considered to be in the best interest of the student. The application must justify the reasons for requesting this exception and why attendance at the nonattendance area school is in the best interest of the student.

Please refer to Policy 432 Rule 2 for additional information.

### **Phone Number Changes**

Please notify your student's school secretary or the Central Enrollment Office, of a change to your phone number(s).

### **ATTENDANCE PROCEDURES – FAMILY / HOME**

Research shows that chronic absenteeism significantly impacts the quality of education a child receives and the likelihood that a student will drop out of high school. Our goal is that 100% of our students achieve and graduate. You can invest in your child's education by ensuring they attend school daily and on time.

Parents/guardians must notify the school of the reason for their student's absence on the day of absence or within the next 24 hours following the absence. You may be contacted to verify the absence.

### **Ways to notify the school of the absence:**

- Phone call to the attendance line
- Skyward Family Access
- Email the attendance address
- Send a written note
- Visit the attendance secretary in person

### **Notification of student absence must include:**

- Your name
- Your child's name
- Date of absence
- Reason for absence (include symptoms for illnesses)
- A current phone number

Absences will be excused for student illness, significant family illness, or death in the family. Non-health related absence excuses or requests will be reviewed by the principal. Families are encouraged to make doctor and dentist appointments outside of school time, if possible. If your child needs to be released for an appointment, we ask that you send a note in the morning, enter the building at the pickup time to sign your child out of school, and return the child as soon as possible.

You may view your child's attendance at any time using Skyward Family Access through the SDB website or app. To obtain your family access, contact your school office for account information and a user guide. Please report any errors in attendance reporting immediately to the attendance secretary.

Students who are unexcused or absent due to illness from school for the day or afternoon may not attend an after school or evening school event.

You will receive a phone call each day that your child is marked absent unexcused in a class or in school. Please call immediately to reconcile any errors.

You will receive a letter if your child has been absent (unexcused all or part of) two days. This is to communicate that we did not receive your notification or that your child may be missing class without your knowledge. Please call immediately to reconcile any errors.

District policy does not allow regular early dismissal by parent request.

When a student has been absent for part or all of five (5) or more days of school, the parent/guardian will be notified in writing. The letter will request a meeting between the parent/guardian and the principal to identify the barriers that are keeping the child out of school, and to agree upon strategies to increase the child's attendance. If your child continues in a pattern of unexcused absences (truancy), there is a possibility that you or your child will be referred to the court for a truancy citation per state law. Students who meet the definition of "Habitual Truant" (students who have missed all or part of 5 days unexcused in a semester) may be subject to loss of school privileges and/or access to non-academic school events and activities based on the school's attendance plan.

All students are expected to be on time for class. Please do not bring your child to school before the time supervision is provided.

### **STUDENT DISCIPLINE AND CODE OF CONDUCT**

The School District of Beloit believes that positive discipline is a necessary element that provides all students with a healthy learning environment. Policy 443/447, The School District of Beloit Code of Conduct and Discipline, outlines universal behavioral expectations for all students and staff. Safety and security of our students is a top priority for the District. To make our school environments those that reflect standards of good citizenship, self-discipline, and respect, we must ensure that our students follow the Code of Conduct and display positive behavior in and out of the classroom. Therefore, it is important that you review this Policy and discuss its contents with your child. Doing so will reinforce school expectations and help the District achieve our goals to improve student achievement and create safe and supportive school environments. We also ask parents to work with teachers, principals, and school staff on conflict resolution and creating a positive school culture.

When it has been determined that a violation of the Code of Conduct has occurred, the school administrator will impose the appropriate disciplinary measures, which shall include Positive Behavioral Interventions and Supports, disciplinary consequences, or both. A discipline record will be maintained on each student who commits a violation. If a student continues to violate the Code of Conduct, appropriate progressive disciplinary consequences will be applied and/or more intensive interventions will be provided.

Students and their parents are required to read the Code of Conduct Policy 443/447, and sign the Acknowledgement Page.

## **STUDENT DRESS CODE**

Students are expected to dress in a manner that promotes a healthy, safe, and supportive learning environment. The principal has the discretion to prohibit any clothing or attire that is contrary to acceptable health and safety standards, or may disrupt the educational process or learning environment. Please refer to Policy 443.1 Rule 1 for the Elementary School Dress Code and Policy 443.1 Rule 2 for the Middle and High School Dress Code.

## **PERSONAL BELONGINGS**

Please label appropriate clothing such as coats, boots, gloves, etc. with your child's name. This helps us avoid confusion when a question arises as to the ownership of such items. Your child should not bring toys, such as dolls, toy trucks, electronic gaming devices, etc. to school. The school cannot take responsibility for items lost or stolen.

## **SAFETY**

The Board of Education is responsible for providing an educational environment which is concerned for the safety and welfare of students. School personnel are responsible for the safety of students enrolled in their schools during designated hours or whenever they are engaged in school-sponsored activities.

### **Drills: Fire, Tornado, and Other Emergencies**

During each academic year students, teachers, and other District employees will participate in drills of emergency procedures. Each school building must conduct a minimum of the following emergency drills:

- Fire drill once per month
- Tornado drill once per year
- Lockdown twice per year
- Backpack check twice per year
- Medical Emergency Response Drill twice per year

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment. Parent(s) and guardian(s) are asked each year during registration to complete an Emergency Medical/Dental and Contact Form to include medical information.

**Students are not allowed on field trips without these forms being completed.** Please make sure that emergency contact information and medical information is complete, accurate, and current at all times. Changes can always be made via Skyward. Please inform the school of any changes in contact information. Please inform the health office of any changes in health conditions. Please fill out the emergency cards and health information forms immediately and return them to school. This information is extremely important! We must have names and phone numbers of relatives and/or friends who may be contacted if a parent cannot be reached to pick up students within an hour.

## **Emergency School Closing Information**

Due to emergencies, the school district may determine that it is appropriate to close, delay start times, or close early. In the event of severe weather before the school day has begun, we try to make a decision and notify media outlets by 6 a.m. if schools are to be closed for any reason.

We will post school closing updates to the following: [LINK](#)

- Our district website/app
- Facebook
- Families with up to date phone numbers and email addresses will receive notification via School Messenger
- Skyward
- Local radio stations: WCLO-1230AM
- Families of elementary school children must make prior arrangements for childcare for their children on days when school is closed for emergency reasons. Schools will not be dismissed while tornadoes or similar severe weather conditions exist. As a parent, you have the right to come to school and pick up your child or keep your child at home

## **Communicable Disease/School Closings**

Any student with a temperature of 100 degrees or more (not due to activity or non-illness) or unknown cause of diarrhea may not attend school. If a student is sent home from school with a fever or diarrhea, he/she may not return to school until they are fever or diarrhea free for 24 hours. The school follows the WI department of communicable disease guidelines: [LINK](#).

**Please make sure someone is available to pick up your child in a reasonable timeframe which should be within the hour.**

In the event of a communicable disease outbreak, the School District of Beloit will take direction from the Rock County Health Department as to when a school closure or student quarantine/isolation is necessary. Parents/guardians are advised to have a child care plan in place should a school closure occur or should their child become ill and need to stay home for an extended period of time.

## **Visitors**

Upon entering any district building or school, all visitors will be required to sign in and present a picture ID. Acceptable IDs include, state-issued IDs such as a driver's license, a passport, or a consular card. The ID will be scanned into the Raptor software system. This protocol follows Board Policy 860, Rule 1 that states, "any person other than a student or district employee is regarded as a visitor and must report to the building's office for authorization before going anywhere in the school building."

## **Raptor Visitor Check-In**

The School District of Beloit utilizes a visitor management system called "Raptor". This system is designed to help keep our staff and students safe by knowing exactly who is entering and leaving our school buildings. Upon arriving at your child/teen's school, you will be asked to present a government issued identification card or passport. Upon being approved to enter, you will be provided an adhesive visitor badge that must be worn for the duration of your visit. Prior to leaving the school, we kindly ask that you stop by the front desk and sign out.

## **Speak UP, Speak OUT (SUSO)**

Students, parents, school staff and community members can submit a school safety concern, at any time, by downloading the SUSO app (Android and iOS), visiting [speakup.widj.gov](http://speakup.widj.gov) or by calling 1-800-MY-SUSO-1. Resource Center staff work around-the-clock to respond to reports and to deploy a response locally by communicating directly with school administrators, law enforcement and counselors. No one knows more about what is going on at school than students themselves, and they will be able to inform an adult online, via an app, or by calling a tip line. The Speak UP, Speak OUT (SUSO) threat reporting system is available 24/7 and is free to all.

## **PROGRAMMING**

### **Advanced Learners**

Giftedness exists in all populations. Students who are gifted and/or talented need learning experiences that allow them to develop and grow at a pace that matches their abilities. These students are best served through a continuum of services integrated into the educational programming that meets the needs of the whole child.

Components of the Advanced Learners programming include:

- Highly trained educators
- Rigorous core curriculum in grades K-12
- Assessment to inform instruction
- Response to intervention/instruction
- Differentiated curriculum and instruction
- Development of students as autonomous learners
- Identification matched with programming
- Flexible pace of instruction including opportunities for acceleration
- Guidance to meet a student's unique social and emotional needs
- Partnerships between homes, school, and the greater community

If you have questions about the Advanced Learners program, please visit the district website or call our resource teachers at 361-2642 for more information.

### **Dual Language Immersion (DLI) Program**

The Dual Language Immersion program is an option for families wishing their students to become bilingual in English and Spanish, regardless of their first language. The same grade level content is taught in the Dual Language classrooms, but half of the day is conducted in Spanish and the other half in English. The second language is taught through content, and not as content; students acquire the second language as they learn the content.

Although students can enter the program up to the beginning of first grade, families are highly encouraged to begin the program in 4K or Kindergarten if possible. Families submit an application for the program in late winter/early spring. Priority is given to families who already have siblings in the program or whose attendance area schools are Hackett, Robinson, Converse (Kindergarten only) or Todd; but families living in the Gaston, or Merrill attendance areas can request an in-district school transfer form as part of the Dual Language program application. Families are notified in middle to late spring about their application status.

## **STUDENT FEES, FINES, & CHARGES**

The School District of Beloit provides a total education program for students. In certain courses such as art, industrial technology and family and consumer economics, students must pay an extra cost for materials used in projects that students take home, consume and/or certification tests. The District will provide personal protective equipment (PPE) as required for student safety (example of PPE is safety glasses). Students may be requested to pay the price of admission for tickets for special field trips and transportation. A student who loses, defaces or destroys any textbook, equipment or other District property shall be required to pay the full replacement cost of such loss or damage.

### **General School Fees:**

Elementary School (Pre-K through 3<sup>rd</sup> grade) = \$25.00 per year

Intermediate School (4<sup>th</sup> through 8<sup>th</sup> grade) = \$35.00 per year

High School (9<sup>th</sup> through 12<sup>th</sup> grade) = \$38.00 per year

You may be eligible to receive a waiver of student general fees, athletic fees and activity fees. Please complete a Household Income Form and return to your child's school. Fees support academic programs. Fee collections will be applied retroactively (oldest fees first will be applied to student fees/fines/charges before being applied to athletic/activity fees).

It is the intent of the Board of Education that NO student be allowed to participate in any or all extra-curricular activities and athletics until all fees are paid. Prior year fees accumulate from one year to another. Attempts will continue to be made to collect fees through the student's school career. Unpaid fees accumulate and follow the student into intermediate and high school. The student is not permitted to participate in any secondary co-curricular activity until fees are paid, a payment plan is established, or the fees are waived or reduced. High school seniors with unpaid fees will not be allowed to participate in prom or graduation ceremonies and will not be granted senior privileges. Once the level of unpaid fees reaches \$1,000 per family, the District retains the option of seeking payment through small claims court or through a collection agency.

## **TRANSPORTATION**

The transportation program of the School District of Beloit operates within guidelines established by the Department of Public Instruction and state law. Safety of students, economy of operation, and efficiency of the overall program are the overriding concerns of the transportation program.

All Pre-K through 3<sup>rd</sup> grade students who reside one or more miles walking distance from their resident school and all 4<sup>th</sup> through 8<sup>th</sup> grade students who reside two or more miles walking distance from their resident school shall be eligible for bus transportation from their residence to their school and back to their residence (this does not apply to parent requested transfers). Such transportation is provided by the District at no additional cost to students. Students with disabilities, medical needs and students living in designated hazardous areas are provided transportation in accordance with state law.

The Board of Education has entered into a contractual agreement with a private firm for the bus transportation of students both in the regular program and for all extracurricular activities. See policies 443.2 Rule 1, 443.2 Rule 2 and 443.2 Rule 3.

## **FOOD SERVICE**

We are able to offer free breakfast and lunch through the federal government's Community Eligibility Provision (CEP) that allows low-income areas to offer free meals to everyone versus collecting individual applications. Students may either bring a sack lunch or participate in the free meal program beginning on the first day of school. Ala carte purchases, second meals, as well as milk purchased separately must be pre-paid. Families can make food service payments through Skyward Family Access. Parents can pay for more than one student in one transaction. Due to the Healthy Hunger-Free Kids Act, you may have noticed a change in the lunch menus that include more grains, fruits and vegetables. Please remember the District encourages healthy food choices and water bottles. Glass containers are not allowed in the lunchroom. Students with food allergies must complete the [WI dietary form](#) in order to receive substitutions.

## **COMPUTER / TECHNOLOGY RESOURCES**

To prepare students for an increasingly digital society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents are required to read the Technology Responsible Use Policy 368, Rule 1, and sign the Acknowledgment Page regarding the acceptable use of these resources. Also, parents are required to sign the Digital Device Agreement from the Digital Device Parent Handbook. Violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that electronic communications, e-mail, and using District devices are not private and may be monitored by District staff.

## **SCHOOL HEALTH SERVICES**

The Office of School Health is part of the Pupil Services Department. Building principals and/or teachers make referrals to the school nurse concerning student health matters. Questions about health related procedures can be directed to Michelle Babilius, Director of School Health, at 361-4024. For more information about student health and wellness services visit our [School Health and Wellness website](#).

### **Physical and Dental Exams AND Kindergarten Eye Exams**

All students entering Kindergarten, grades four and nine, and students new to the district are highly encouraged to have physical and dental exams. Certain information from the exam is entered into the school database and becomes part of the permanent health record of the student. Forms are available at most medical and dental offices in the Beloit area or from the school health office. In addition, an eye examination performed by a licensed optometrist or licensed physician shall be requested for students entering 4K / KG. Eye exam forms are available through area physicians, Office of School Health, and from the school nurse. Completed physical, dental, and eye exam forms should be returned to the school nurse.

### **Medications**

Parents should make every effort to administer medication at home. Daily medications will not be given at school unless there are special circumstances. In instances where medication is required to be administered during the school day, written authorization/consent by the parent/guardian and a healthcare provider's prescription order is required yearly.

**Parents/guardians must bring the medicine to the school health office in the original pharmacy labeled prescription container.** Over-the-counter medication must have an authorization/consent signed by the parent and student. Over-the-counter medication must be in the original manufacturer's package with all warnings and administration directions intact. In certain circumstances, students may carry medication with them to take during the school if written authorization is received from the parent/guardian and the healthcare provider. Prescription medication and over-the-counter consent forms can be accessed on our [website](#). Questions regarding medication procedures at school can be directed to the building school nurse or the Director of School Health at 361-4024. You may also reference policies 453.4 and 453.4 Rule 1.

### **Medical Homebound Instruction**

This specialized instruction is available to students who, because of illness, will be absent for more than 30 consecutive days for grades K-8 and 14 consecutive days for grades 9-12. Application forms are available by contacting your school nurse or by calling the Director of School Health at 361-4024.

### **Emergency Injury / Illness and First Aid**

In the event of an illness or injury during the school day, the student will be referred to the health office. The health office may be staffed with either a nurse, health room assistant, or designated staff member who will administer first aid treatment as approved by the Director of School Health and the District's Medical Advisor. The school must have on file the pupil emergency card/medical-dental authorization form signed by the parent/guardian. This information is needed to help ensure your child's safety at school. When students become ill or injured during the school day, all attempts will be made to notify the parents/guardian unless it is minor. If the parent/guardian is not available, an emergency contact, as provided by the parent/guardian, will be notified. The parent/guardian or emergency contact will arrange for transportation home within a reasonable timeframe that is within the hour.

### **Head Lice**

Please refer to Policy 453.32 for information on the control and treatment of head lice/nits in the schools. Symptoms of head lice may include:

- Persistent itching, often with infected scratches or rash on the scalp.
- The presence of nits which are small silvery eggs attached to the individual hair shafts and are very difficult to remove.
- Swollen lymph glands in the neck or underarms which may occur in severe cases.
- The presence of live lice. Head lice are wingless, crawling insects which are the size of a sesame seed or smaller. Head lice have 6 legs and are usually a grayish-white or tan color. Head lice do not jump, fly, or spread disease.

### **Vision and Hearing Screening**

The School District of Beloit will offer routine vision screening for all kindergarten and 3rd grade students unless it poses a health risk such as during a pandemic. A staff member or a parent/guardian may refer a student at all grade levels for suspected vision and/or hearing screening problems. All students referred for a special education evaluation will receive a vision/hearing screening if not done within the past year by a provider. Parents are contacted for failed screenings. Please contact the building school nurse for questions regarding vision/hearing screening procedures at school.

## Immunizations

Students enrolled in the School District of Beloit are required to follow the Wisconsin Department of Health Services Student Immunization Law. Wisconsin State Statute 252.04 requires that all students through grade 12 meet immunization requirements for their grade. Any student that does not meet the immunization requirements could face exclusion. These requirements can be waived only for health, religious, or personal conviction reasons. Students have until the 30<sup>th</sup> school day to provide the appropriate documentation of immunization or a signed waiver. Wisconsin students who attend a virtual school only and do not attend any classes/extracurricular activities at a brick and mortar school are not subject to the student immunization law. Please contact your building school nurse regarding student immunizations.

### STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS

The following are the minimum required immunizations for each age and grade level according to the Wisconsin Student Immunization Law. These requirements can be waived for health, religious, or personal conviction reasons. Additional immunizations may be recommended for your child depending on his or her age. Please contact your doctor or local health department to determine if your child needs additional immunizations.

Grade/Age	Number of Doses					
Pre-K (ages 2 through 4 yrs) <sup>1</sup>	4 DTaP/DTP/DT <sup>2</sup>	3 Polio	3 Hepatitis B <sup>6</sup>	1 MMR <sup>7</sup>	1 Varicella <sup>8</sup>	
Kindergarten through Grade 5	4 DTaP/DTP/DT/Td <sup>2,3</sup>	4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>	
Grades 6 through 12	4 DTaP/DTP/DT/Td <sup>2</sup>	1 Tdap <sup>4</sup>	4 Polio <sup>5</sup>	3 Hepatitis B <sup>6</sup>	2 MMR <sup>7</sup>	2 Varicella <sup>8</sup>

1. Children 5 years of age or older who are enrolled in a Pre-K class should be assessed using the immunization requirements for Kindergarten through Grade 5, which would normally correspond to the individual's age.
2. D = diphtheria, T = tetanus, P = pertussis vaccine. DTaP/DTP/DT/Td vaccine for all students Pre-K through 12; Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** A dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
3. DTaP/DTP/DT vaccine for children entering Kindergarten: Each student must have received one dose after the 4<sup>th</sup> birthday (either the 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> dose) to be compliant. **Note:** a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
4. Tdap is an adolescent tetanus, diphtheria, and acellular pertussis combination vaccine. If a student received a dose of a tetanus-containing vaccine, such as Td, within five years before entering the grade in which Tdap is required, the student is compliant and a dose of Tdap vaccine is not required.
5. Polio vaccine for students entering grades Kindergarten through 12; Four doses are required. However, if a student received the 3<sup>rd</sup> dose after the 4<sup>th</sup> birthday, further doses are not required. **Note:** a dose four days or less before the 4<sup>th</sup> birthday is also acceptable.
6. Laboratory evidence of immunity to hepatitis B is also acceptable.
7. MMR is measles, mumps, and rubella vaccine. The first dose of MMR vaccine must have been received on or after the 1<sup>st</sup> birthday. Laboratory evidence of immunity to all three diseases (measles and mumps and rubella) is also acceptable. **Note:** A dose four days or less before the 1<sup>st</sup> birthday is also acceptable.
8. Varicella vaccine is chickenpox vaccine. A history of chickenpox disease or laboratory evidence of immunity to varicella is also acceptable.

## ANNUAL NOTICES TO PARENTS AND STUDENTS

Each school year school districts are required by state and federal laws to publish notices informing parents and students of policies of the school district. Please find each required notice outlined below.

## STUDENT ACADEMIC STANDARDS

### What are academic standards?

The District's academic standards identify what students should know and be able to do within a given content area or subject. Standards serve as goals and guideposts for both classroom instruction and student learning. The standards also help parents and students gain a better understanding of the District's expectations for student learning.

Academic standards provide a critical foundation and framework for the District's sequential curriculum plans and for the District's student assessments in each content area. However, the standards are not an actual classroom curriculum. The curriculum that the District's schools implement in the various content areas remains flexible and adaptable, and there are many different instructional techniques and activities that could all be consistent with the District's academic standards. Stated another way, academic standards attempt to identify and focus on the most essential and fundamental aspects of student learning, but they do not attempt to describe all that can or should be taught. A great deal is left to the discretion of curriculum developers and teachers. In addition, the District's adoption and use of academic standards should not be confused with standardized testing of students. While the District implements various state and federal testing mandates and also implements various locally selected student assessments, the District's academic standards do not mandate the use of any specific standardized test or assessment.

### Why does the District have academic standards?

State law requires all school districts, charter schools, and certain private schools to adopt academic standards in mathematics, science, reading and writing, geography, and history. In addition, the School Board and the District's administrative team believe that identifying and implementing a set of Districtwide academic standards in various content areas is highly beneficial to staff, students, and parents.

### What are the academic standards that will be in effect during this school year?

State law requires the District to provide the parents and guardians of all enrolled students with notice of the academic standards in mathematics, science, reading and writing, geography, and history that have been adopted by the School Board and that will be in effect during each school year. Accordingly, the District academic standards that will be in effect in these specific content areas for this school year are listed below. Electronic links to the detailed version of the applicable standards are provided when available. To the extent a parent or guardian would like to review a copy of any of the standards in an alternative format, please contact: Theresa Morateck, Executive Director of Teaching, Learning & Equity at 608-361-4022.

<b>Content Area / Subject</b>	<b>The District's 2022-2023 Student Academic Standards</b>
English Language Arts (includes reading and writing)	The District has adopted the Wisconsin Model Academic Standards for English Language Arts, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction. These District standards include: Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects in grades K-5;

	<p>Standards for English Language Arts &amp; Literacy in History/Social Studies, Science, and Technical Subjects in grades 6–12; Standards for Literacy in All Subjects for grades K-5; and Standards for Literacy in All Subjects for grades 6-12</p> <p>A complete copy of these standards can be located and reviewed at:</p> <p><a href="https://dpi.wi.gov/ela/standards">https://dpi.wi.gov/ela/standards</a></p>
Mathematics	<p>The District has adopted the Wisconsin Model Academic Standards for Mathematics, as formerly adapted to Wisconsin by the Wisconsin Department of Public Instruction. These District standards include: Standards for mathematical content Standards for mathematical practice</p> <p>A complete copy of these standards can be located and reviewed at:</p> <p><a href="https://dpi.wi.gov/math/standards">https://dpi.wi.gov/math/standards</a></p>
Science	<p>The District has adopted the Wisconsin Standards.</p> <p>A complete copy of these standards can be located and reviewed at:</p> <p><a href="https://dpi.wi.gov/science/standards">https://dpi.wi.gov/science/standards</a></p>
Social Studies (includes geography and history)	<p>The District has adopted the Wisconsin Model Academic Standards for Social Studies. The five strands of the social studies standards encompass history, geography, behavioral science, economics, and political science.</p> <p>The model standards include both content standards and performance standards.</p> <p>A complete copy of these standards can be located and reviewed at:</p> <p><a href="https://dpi.i.gov/social-studies/standards">https://dpi.i.gov/social-studies/standards</a></p>

## **Has the District selected and implemented academic standards in other content areas?**

The District reviews Wisconsin state standards, other state's standards, and professional organization standards as it develops local standards for the District; the District develops standards locally to support our students' learning.

## **Who can I contact for more information about the District's academic standards?**

If you have any questions about this notice, please contact: Theresa Morateck, Executive Director of Teaching, Learning & Equity at 608-361-4022.

This notice is issued pursuant to section 120.12(13) of the state statutes.

## **SCHOOL ACCOUNTABILITY REPORT**

Under Section 115.38(2) of the state statutes, school boards are required to notify, by January 1, the parents/guardian of each student enrolled in the district of their right to request a school and school district performance report. The report must be distributed to those parents/guardians who request it by May 1 of each year. In addition, each public school that maintains an internet site is required to prominently display a link to the school's accountability report on the home page within 30 days after the DPI published the accountability report.

The School District of Beloit, through the Department of Public Instruction (DPI), provides data covering academic performance, state testing results and other student performance and participation data. This information can be found on the Wisconsin Department of Public Instruction's web site.

## **EDUCATIONAL OPTIONS**

There are many educational options available to your children who reside in the School District of Beloit including choice of our 6 elementary school (grades 4K-3), 4 intermediate schools (grades 4-8), Beloit Memorial High School (grades 9-12), Beloit Learning Academy (alternative learning, grades 6-12), and Beloit Virtual School (virtual learning, grades K-12). The State of Wisconsin also offers families the option to open-enroll out to a different public school district, private school, or homeschool.

Some of the specific education programs offered to eligible students who are enrolled in and attending the District's schools include the following:

- Early childhood special education (for students who are at least 3 years old but not yet school-age)
- Special education for students with disabilities
- Gifted and talented education
- English language learner education
- Dual language immersion (DLI)
- Career and Technical Education (CTE) programs
- Individualized program and curriculum modifications
- Alternative education program(s)
- At-risk education (e.g., students identified as being at-risk of not graduating from high school)
- Summer school programming

Educational option for students who are enrolled in the School District of Beloit that involve part-time attendance at an educational institution other than a school of the School District of Beloit include the following:

- Part-time Open Enrollment Program, which
  - provides opportunities to apply for approval to take up to 2 courses at a time at another educational institution;
  - is subject to state and local eligibility requirements, including the limitation that the courses must satisfy a high school graduation requirement; and
  - includes certain District-approved dual credit opportunities that the District offers in conjunction with a partner institution of higher education.
- The Early College Credit Program, which
  - provides opportunities to apply for approval to take courses at certain institutions of higher education; and
  - is available to students who are enrolled in 9th through 12th grade.

### **EARLY COLLEGE CREDIT PROGRAMS**

School District of Beloit students enrolled in grades 9 through 12 shall be eligible to participate in the Early College Credit Program in accordance with state law and established District procedures. Students in the Early College credit program and 11th and 12th grade students in the Start College Now program have an opportunity to take courses at technical colleges and institutions of higher education while in high school. An “institution of higher education” is an institution within the University of Wisconsin system, a tribally controlled college or a private, nonprofit institution of higher education located in this State.

For information regarding eligibility and procedures for applying, please refer to Policy 343.41 Early College Credit/Start College Now Program. Students and families may also contact School Guidance Counselors for further assistance.

### **STUDENT ASSESSMENTS**

The Wisconsin Student Assessment System (WSAS) is a comprehensive statewide program. The primary purpose of assessment is to improve and be accountable for student learning by providing stakeholders information needed for continuous improvement on Board-adopted academic standards and curricular objectives. In addition, assessment information assists teachers, instructional administrators, the Board of Education, and the community in understanding the quality of education in the School District of Beloit as it relates to student growth and achievement. Student performance on these assessments is reported in proficiency categories and used for accountability determination at the school, district and state levels.

Under current state law, parents are allowed to opt their children out of state testing. Please understand, should you elect to opt your child out of state testing, his/her score will be reported as a “non-tested student” when calculating overall achievement of students in the School District of Beloit. If a parent chooses to opt his/her child out of state testing, the parent must prepare a written request (not email) for student opt-out, and submit the request to the building principal.

Please note, opt out requests are valid for the current school year only. You must complete a new opt out request each year.

## **STUDENT NONDISCRIMINATION**

The School District of Beloit does not discriminate against pupils on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness, sexual orientation, or physical, mental, emotional, or learning disability in its educational programs or activities, including career and technical education opportunities.

The School District of Beloit will consider requests for reasonable accommodation of a student's sincerely held religious beliefs with regard to all examinations and other academic requirements. The School District does not discriminate in employment on the basis of age, race, color, national origin, sex, disability, creed, marital status, ancestry, arrest record or conviction record, or sexual orientation or membership in the national guard, state defense force or any reserve component of the military forces of the United States or the State of Wisconsin, or any other basis protected by law. Reasonable accommodations or exceptions shall be provided to individuals with disabilities in accordance with state and federal law. Exceptions to this policy may only be made in accordance with state and federal law. Inquiries or complaints regarding the interpretation or application of this policy shall be referred and processed in accordance with established procedures.

Copies of this policy shall also be made available to students, parents, job applicants and employees. Inquiries concerning the laws and regulations referenced above may be referred to: Kolak Education Center, 1500 Fourth Street, Beloit, WI 53511.

### **Teaching, Learning & Equity:**

Theresa Morateck, Executive Director of Teaching, Learning & Equity  
(608) 361-4022 E-mail: [tmorateck@sdb.k12.wi.us](mailto:tmorateck@sdb.k12.wi.us)  
Kolak Education Center, 1500 Fourth Street, Beloit, WI 53511

### **Special Education & Section 504:**

Melissa Beavers, Executive Director of Pupil Services  
(608) 361-4020 E-mail: [mbeavers@sdb.k12.wi.us](mailto:mbeavers@sdb.k12.wi.us)  
Kolak Education Center, 1500 Fourth Street, Beloit, WI 53511

## **STUDENT RELIGIOUS ACCOMMODATIONS**

The Board of Education desires to cooperate with those parents who wish to provide for religious instruction for their children but also recognizes its responsibility to enforce the attendance requirements of the State.

The Board shall permit students, with written parental permission, to be absent from school during required school periods at least sixty (60) minutes but not more than 180 minutes per week to obtain religious instruction outside of school.

A student must be properly registered and a copy of such registration must be filed with the principal. The supervisor of the religious instruction must report monthly to the District the names of the students who are attending the weekly instruction.

The District will assume no liability for a student while attending religious instruction nor will it provide transportation for such instruction. No solicitation for attendance at religious instruction shall be permitted on District premises. No member of the staff shall encourage nor discourage participation in any religious instruction program.

Absences for religious holidays consistent with the student's creed or sincerely held beliefs shall be excused so long as prior written notification is provided by the parent or guardian of the student or by the adult student. Consistent with School Board Policy 431 Rule 1, which states that students who are absent from school, whether the absence was excused or unexcused, shall be permitted to make-up coursework and examinations missed during the absence when they return to school, students missing school for religious holidays or for religious instruction will be permitted to make-up course work and examinations. At the secondary level, it is the student's responsibility to contact his/her teachers to determine what coursework and examinations must be made-up. Please contact your building principal with questions.

118.155, WIS. STATS.

### **EDUCATION OF HOMELESS CHILDREN AND YOUTH**

The McKinney-Vento Education for Homeless Children and Youth Act ensures that homeless children have equal access to the same free, appropriate public education as other children and youth. Children who lack a fixed, regular nighttime residence, share housing due to economic hardship, live in shelters, motels, or public spaces are afforded rights of immediate enrollment, and coordination of transportation. The Homeless Liaison for Children and Youth shall ensure that:

- Homeless child/youths are voluntarily identified by school personnel and through coordination with other entities and agencies.
- Homeless child/youths enroll in and have a full and equal opportunity to succeed in schools in the district
- Homeless families and child/youths receive educational services for which they are eligible and referrals to other appropriate services.
- The parents/guardians of a homeless child/youth or an unaccompanied homeless child/youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- Public notice of the educational rights of homeless child/youths is disseminated in such public places as schools, meal sites, shelters and other locations frequented by low income families.
- Compliance with all policies and procedures and mediate enrollment disputes
- The parents/guardians of a homeless child/youth and unaccompanied youth, are informed of all transportation services, including transportation to the school or origin or to the school that is selected.
- Coordination of services between the School District of Beloit and other homeless family service providers.
- Assistance is provided to child/youths that do not have immunizations, or immunization/medical records, to obtain necessary immunizations, or immunization or medical records.

- Child/youths are not segregated on the basis of their status as homeless.
- Programs for homeless children/youths are coordinated with other federal and local programs.

Student Services Staff can assist with services to ensure that homeless children have the opportunity to fully participate in school activities. Please refer to Policy 342.10, Rule 1 and contact Robin Stuhrt, Homeless Children and Youth Coordinator, at 361-4355 for more information.

### **STUDENT PRIVACY**

The Board of Education respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the student or his/her parents;
- B. Mental or psychological problems of the student or his/her family
- C. Sex behavior or attitudes;
- D. Illegal, anti-social, self-incriminating or demeaning behavior;
- E. Critical appraisals of other individuals with whom respondents have close family relationships;
- F. Legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. Religious practices, affiliations, or beliefs of the student or his/her parents; or
- H. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The Superintendent shall ensure that procedures are established whereby parents may inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the building principal. Consistent with parental rights, the Board directs building and program administrators to:

- A. Notify parents in writing of any surveys, analyses, or evaluations, which may reveal any of the information, as identified in A-H above, in a timely manner, and which allows interested parties to request an opportunity to inspect the survey, analysis, or evaluation; and the administrator to arrange for inspection prior to initiating the activity with students;
- B. Allow the parents the option of excluding their student from the activity;
- C. Report collected data in a summarized fashion which does not permit one to make a connection between the data and individual students or small groups of students;
- D. Treat information as identified in A-H above as any other confidential information in accordance with school board policies.

Additionally, parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the

building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

For the privacy of students whose parents request that they not take part in the survey, arrangements will be made prior to the time period when the survey will be given, for the student(s) to go to a supervised location where under the supervision of a staff member the student will be provided with an alternate activity.

The Board will not allow the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose). The Superintendent is directed to provide notice directly to parents of students enrolled in the District of the substantive content of this policy at least annually at the beginning of the school year, and within a reasonable period of time after any substantive change in this policy. In addition, the Superintendent is directed to notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the administration of any survey by a third party that contains one or more of the items described in A through H above are scheduled or expected to be scheduled.

For purposes of this policy, the term "parent" includes a legal guardian or other person standing in loco parentis (such as grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child).

#### **HUMAN GROWTH AND DEVELOPMENT**

Parent(s)/Guardian(s) will have the option to opt their student out of human, growth, and development instruction at the time of registration. While no child is required to take the HGD curriculum, these students will still receive instruction on basic physiology and hygiene per state statutes 118.01(2)(d)2c and 8. To review specific materials related to the curriculum that will be taught, please contact your student's building principal.

#### **PROGRAMS FOR STUDENTS WITH SPECIAL EDUCATION NEEDS**

The School District of Beloit provides a free and appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the district, as required by the Individuals with Disabilities Education Act (IDEA), the provisions of Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children identified with having a disability. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require the services pursuant to IDEA. For those students who are not eligible for services under IDEA, but because of a disability as defined by Section 504 of the Rehabilitation Act, need or are believed to need special accommodations, the district will follow procedures for identification and evaluation, and provide an accommodation plan if the evaluation process determines an accommodation plan is necessary.

Upon request, the School District of Beloit is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

The categories of impairment are: Autism, Other Health Impairment, Intellectual Disability, Speech or Language Impairment, Emotional/Behavioral Disturbance, Traumatic Brain Injury, Hearing Impairment, Visual Impairment, Learning Disability, Significant Developmental Delay, Orthopedically Impaired.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Melissa Beavers, Executive Director of Pupil Services, School District of Beloit, at 608-361-4020, by email at [mbeavers@sdb.k12.wi.us](mailto:mbeavers@sdb.k12.wi.us), or in writing. All children are evaluated in their primary language.

The School District of Beloit offers special programming and related services for eligible students ages 3 through 21. The District shall ensure that all supportive and related services for students with disabilities are designed to meet their unique needs and prepare them for employment and independent living. Students with disabilities enrolled in private or parochial schools in the District may participate in and have access to District special education programs and related services in accordance with state and federal laws. Student programming is based on a team-developed individualized education program (IEP). All children receiving special education, and/or related services must have an annually developed "Individualized Education Program" (IEP) designed to meet their specific educational needs. Section 504 accommodation plans are also reviewed on an annual basis. Parents must be involved in the process. All District special education programs shall be under the direction and supervision of the Executive Director of Pupil Services.

The School District of Beloit bills the Wisconsin Medicaid system for various services given to special education students who have a medical card. These services may include counseling, speech and language, occupational therapy, physical therapy, health care, and assistance with activities of daily living. If your child has any of the above services listed on his/her IEP and has a medical card, billing will be done. Please call 361-4024 if you have any questions.

A Special Education Procedure Handbook shall be continually updated for use in the District, which outlines specific policies and procedures relating to special education and related services. Such handbooks shall meet state and federal law requirements and be adopted by the Board. All special education policies and procedures are in accordance with the Wisconsin Model Special Education Policy Document.

### **SPECIAL NEEDS SCHOLARSHIP PROGRAM**

The Special Needs Scholarship Program (SNSP) allows a student with a disability, who meets certain eligibility requirements, to receive a state-funded scholarship to attend a participating private school. The Special Needs Scholarship Program is governed by Wisconsin Statute 115.7915 and Wisconsin Administrative Code Chapter PI 49.

The State of Wisconsin has established the Special Needs Scholarship Program for students with disabilities. Under this scholarship program and as further specified in state law, a child with a disability who has been denied the opportunity to attend a nonresident school district under the fulltime open enrollment program may be eligible to receive a scholarship from the Department of Public Instruction (DPI) that allows the child to attend an eligible private school that is participating in the Special Needs Scholarship Program.

This is a state administered program. A parent or guardian who is interested in the Special Needs Scholarship Program should independently verify the participating private schools and the specific terms, eligibility criteria, and application procedures of the scholarship program with the DPI. The Special Needs Scholarship Program is further defined under Wis. Stat. §115.7915.

Additional information about the program should be available at <https://dpi.wi.gov/sms/special-needs-scholarship>.

### **TITLE I PROGRAM**

Title I requires local educational agencies to notify parents of children in district Title I schools at the beginning of each school year. You may request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to your child.

Please contact your building principal, or go to the Department of Public Instruction website. There you can type in the name of your child's teacher and you will see what they are licensed for. In addition you may find: Whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher is teaching under emergency or provisional status which with state qualification or licensing criteria have been waived; the baccalaureate degree major the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree; whether the child is provided services by paraprofessionals and, if so, their qualifications.

### **PROGRAMS FOR ENGLISH LANGUAGE LEARNERS**

The School District of Beloit services its English Language Learners (ELLs). The ELL program at each school is structured around the following principles:

- The English language is taught **through** content, **not as** content
- Students will be mainstreamed by placing them in regular classes for all or most of the school day
- Language is a tool for learning and learning is reflected in and by language
- Programming is based on the understanding that developmental factors, language orientation, level of social interaction, cultural base, and time are all important factors in a child's learning.

Students are encouraged to maintain and develop their home language. Schools encourage this by providing access to materials (books, for example) in their home languages, using the home language as a support to accessing content or to express learning, and through the implementation of the secondary course "Spanish for Spanish speakers." The School District of Beloit views multilingualism and multiculturalism as assets that should be encouraged and maintained among its students.

The approaches used are based on Wisconsin state statutes that use the following definition: "Bilingual-bicultural education program means a program designed to improve the comprehension and the speaking, reading and writing ability of a limited English speaking pupil in the English language, so that the pupil will be able to perform ordinary class work in English."

### **EDUCATION FOR EMPLOYMENT PROGRAM**

The district offers a comprehensive Employment for Education program which provides career-centered learning opportunities for students. Career awareness is taught in the elementary grades which leads to career exploration in our intermediate schools. High school students take advantage of career planning and preparation programs. Students in grades 6-12 participate in our Academic and Career Planning program (ACP). In addition to this, students are also able to earn transcribed credit and advanced standing through our articulation agreements with postsecondary institutions. Other opportunities include Youth Apprenticeship, Co-Op Work Release, Dual Enrollment, and opportunities to earn industry certifications. Multiple career readiness events are held throughout the year. As required, the district will publish its long-range Education for Employment Plan along with its annual review when available on the district website.

### **ACADEMIC AND CAREER PLANNING SERVICES FOR STUDENTS**

To comply with section PI26.03(1)(b)1 of the Wisconsin Administrative code, The School District of Beloit will inform parents each year of the state required academic and career planning services that their child receives in grades 6-12. The District will also update parents multiple times throughout the year on their child's planning and provide opportunities for them to participate in the process. This Academic and Career Planning (ACP) program will provide the student individualized annual support to complete and update her/his academic and career plan, access to an academic and career planning software tool, and connections to school staff for assistance with the development and implementation of the student's personal plan. Students who receive special education services will have their academic and career plan made available to their individualized education program team to assist in planning transition services.

### **STUDENT ATTENDANCE**

Regular school attendance is essential for school success. Parents/guardians are encouraged to have their child attend school every day. Students may be excused by parents/guardians only

for reasons as outlined in Section 118.15 of Wisconsin Statutes and/or as written in school board policy 431 RULE 1. Students unexcused late or tardy to school will be treated as truant when a pattern becomes habitual or excessive. Parent or guardian notification to school office personnel is required if a student is absent. Students will be excused from school for the following reasons with the knowledge and approval of the student's parent or legal guardian:

- Personal illness (a medical excuse may be required for more than three consecutive days of illness)
- Severe illness or death in the family
- Religious observance
- Impassable roads or extreme weather condition
- Required court appearance
- Health appointments
- College visits
- Special cases at the discretion of the principal

A parent/guardian must communicate the reason for absence to the school the morning of the absence, or submit a written note for each absence from school. Habitual truancy may lead to possible involvement of the county human services department, local police, and/or county court. Parents have the right to request program or curriculum modifications as outlined in State Statute 118.15 (1) (d). Responses to such requests are to be forwarded to the building principal for consideration. Questions concerning this policy should be directed to the building principal.

#### **USE OR POSSESSION OF ELECTRONIC COMMUNICATION DEVICES**

The Board of Education for the School District of Beloit believes that student use of cellular telephones (cell phones) during the normal school day can be disruptive to the educational environment. Therefore, students who bring cellphones to school must follow and abide by the conditions set forth in policy 443.5.

#### **STUDENT ANTI-BULLYING POLICY**

The School District of Beloit is committed to protecting its students, employees, and applicants for admission from bullying, harassment, or discrimination for any reason and of any type. The Board of Education believes that all students and employees are entitled to a safe, equitable, and harassment-free school experience. Bullying, harassment, or discrimination will not be tolerated and shall be just cause for disciplinary action. District policy shall be interpreted and applied consistently with all applicable state and federal laws. Bullying may involve, but is not limited to: unwanted teasing, threatening, intimidating, stalking, cyberstalking, physical violence, theft, harassment based on a person's membership in any protected category, public humiliation, destruction of school or personal property, social exclusion including incitement and/or coercion, and rumor or spreading of falsehoods. Conduct that constitutes bullying, harassment, or discrimination, as defined in district policy 443.72, is prohibited.

#### **LOCKER SEARCHES**

Student lockers are to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. The school locker assigned to a student is the property of the School District of Beloit. At no time does the School District of Beloit relinquish its exclusive control of such lockers. A locker may be searched as determined necessary or appropriate without notice, without student consent, and without a search warrant. The search may be conducted by the district administrator, a building principal, an assistant principal, a school

employee specifically designated by the district administrator or building principal, a police-school liaison officer, or law enforcement or other agency official at the request of or in conjunction with school authorities. Please refer to policy 446.1 for more information regarding locker searches.

### **STUDENT RECORDS / DIRECTORY DATA**

The School District of Beloit collects and maintains information regarding its students with the purpose of assisting students, their parents/guardians and the District in achieving their educational goals. Student records shall be accumulated, maintained, and released in accordance with state and federal laws and established District procedures.

Directory information includes such items as names, addresses, and telephone numbers and is information generally not considered harmful or an invasion of privacy if disclosed.

The federal Family Educational Rights and Privacy Act (FERPA) and state law require that the aforementioned directory information on students be released by the District to anyone who requests it unless a parent or guardian objects, in writing, to the release of any or all this information. Parents may also opt-out of having their student's information released to military recruiters and officials of institutions of higher education. Parents and guardians have fourteen (14) school days following this notification to write to the Superintendent of their objections.

Exceptions to disclosure: Officials/Employees of the school district (including teachers who have legitimate educational interests); Officials of another school district in which the student wishes to enroll may receive records without consent (whether we have parental consent to forward or not, we must forward the records within 1 working day); The school can disclose information in connection with financial aid; Educational records can be disclosed through requests by judicial order or subpoena; Healthcare providers or emergency medical personnel if necessary to protect the health/safety of the student or others; Directory Information if school has complied with FERPA rules of notification/written policy.

Under FERPA, parents and guardians have the right to inspect and review the student's education records. The request to inspect such records shall be granted within a reasonable period of time, but in no case shall this period be more than 45 days after the request has been made. The above inspection shall be made in the presence of a person who is qualified to explain and interpret the student's records. The student or parent/guardian shall, upon written request, be provided with a copy of the student records and a written summary of the interpretation by persons so qualified.

Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to: (a) insure that the records are not inaccurate, misleading or otherwise in violation of the privacy or other rights of students, and (b) provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

### **RECRUITER ACCESS TO STUDENT RECORDS**

Federal law requires the District to provide military recruiters and institutions of higher education with students' names, addresses, and telephone numbers unless the student or parent/guardian has directed the District in writing not to release this information.

## **MENINGOCOCCAL DISEASE INFORMATION**

Public health authorities recommend that teenagers and college-bound students be immunized against a potentially fatal bacterial infection called meningococcal disease, a type of meningitis.

Meningococcal disease is a rare but potentially fatal bacterial infection that can cause severe swelling of the brain and spinal cord (meningitis) or a serious blood infection (meningococemia). Meningococcal disease strikes up to 3,000 Americans each year; nearly 30 percent of these cases are among teenagers and college students.

Up to 83 percent of all cases among teens and college students may potentially be prevented through immunization, the most effective way to prevent this disease. A meningococcal vaccine is available that protects against four out of five strains of bacteria that cause meningococcal disease in the U.S.

The Centers for Disease Control and Prevention (CDC) and other leading medical organizations recommend that all 11-12 years olds should be vaccinated with meningococcal conjugate vaccine (MCV4). A booster shot is recommended for teens at age 16 to continue providing protection when their risk for meningococcal disease is highest. Teens who received MCV4 for the first time at age 13 through 15 years will need a one-time booster dose at 16 through 18 years of age. If a teenager missed getting the vaccine altogether, they should ask the doctor about getting it now, especially if they are about to move into a college dorm or military barracks.

### **About Meningococcal Disease**

Meningococcal disease is often misdiagnosed as something less serious because early symptoms are similar to common viral illnesses. Symptoms of meningococcal disease may include high fever, severe headache, stiff neck, nausea, vomiting, sensitivity to light, confusion, exhaustion and/or a rash.

Teenagers and college students are at increased risk for meningococcal disease compared to the general population, accounting for nearly 30 percent of all U.S. cases every year. Meningococcal disease can be misdiagnosed as something less serious because early symptoms like high fever, severe headache, nausea, vomiting and stiff neck, are similar to those of common viral illnesses. The disease can progress rapidly and can cause death or permanent disability within 48 hours of initial symptoms.

Meningococcal disease is spread through direct contact with respiratory and/or oral secretions from infected persons (for example, kissing or sharing drinking containers). It can develop and spread quickly throughout the body, so early diagnosis and treatment are very important. Even with immediate treatment, the disease can kill an otherwise healthy young person within hours of first symptoms. Of those who survive, up to 20 percent may endure permanent disabilities, including brain damage, deafness and limb amputations.

Lifestyle factors common among teenagers, college students and military personnel are believed to put them at increased risk of contracting meningococcal disease. These lifestyle factors include crowded living situations (for example, dormitories, sleep-away camps), active or passive smoking and irregular sleeping habits. Teens should avoid sharing eating utensils and drinking out of the same container, since infections may spread through this type of close contact.

Please contact our Director of School Health with any questions at 361-4024.

### **NOTICE OF SUICIDE PREVENTION RESOURCES**

In accordance to section 115.365(3) of the state statutes, each school board must annually inform its professional staff of the resources available from the DPI and other sources regarding suicide prevention. Information describing the suicide prevention resources and services and how staff can access them, are available on DPI's Web site at <https://dpi.wi.gov/sspw/mental-health/youth-suicide-prevention>.

### **CHILD NUTRITION PROGRAMS AND FREE MEAL INFORMATION**

All enrolled students of the School District of Beloit are eligible to receive a healthy breakfast and lunch at school for FREE each day of the 2022-23 school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. This is possible through the Community Eligibility Provision (CEP) of the National School Lunch and Breakfast Programs.

**IMPORTANT:** Families still need to complete a [Household Income Form](#) in order to receive a waiver of general school fees, athletic fees and activity fees. Fee waivers are for current year fees only. The information on the Household Income Form will determine if your student's fees can be waived. The Household Income Form is also very important as these will now be used to determine our district's eligibility for other funding such as Title 1, SAGE/AGR, E-rate, high poverty aid, sparsity aid and funds for other programs across the district.

Each household in the District will receive a Household Income Form (one form per household) in the mail. Please complete this form and return back to your child's school or to the Kolak Education Center, Business Office, 1500 Fourth Street, Beloit, WI 53511 **prior to registration**. Forms are also available at your child's school or by calling 608-361-4007.

### **MEAL CHARGE POLICY NOTIFICATION**

All enrolled students of the School District of Beloit are eligible to receive a healthy breakfast and lunch at school for FREE each day of the 2022-23 school year. Your child(ren) will be able to participate in these meal programs without having to pay a fee or submit a meal application. This is possible through the Community Eligibility Provision (CEP) of the National School Lunch and Breakfast Programs.

### **SCHOOL WELLNESS POLICY NOTIFICATION**

The School District of Beloit promotes healthy schools by supporting wellness, good nutrition, and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive lifestyle practices, and provides a comprehensive learning environment for developing and practicing lifelong wellness behaviors. Through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children, which optimizes student achievement.

School districts participating in federally subsidized child nutrition programs (e.g., National School Lunch Program, School Breakfast Program and After-School Snack Program) were required to establish local school wellness policies by the beginning of the 2006-2007 school

year. The District's Wellness Policy (761) was formally adopted by the Board of Education in July 2005.

### **ASBESTOS PLANS**

The School District of Beloit closely monitors facilities for safety, efficiency and aesthetics, including having updated asbestos monitoring plans. These plans may be reviewed by contacting the Facilities Director at 608-361-3304.

### **ELEMENTARY AND SECONDARY EDUCATION ACT (ESEA)VI**

In order to meet its goal of providing educational opportunities for all students of the School District of Beloit, the Board of Education shall participate in programs included in the federal Improving America's Schools Act.

The board recognizes the importance of parent and teacher involvement in these programs and, therefore, shall provide appropriate opportunities for parents and teachers to become involved in the design and implementation of the district's Title I, II, IV, and VI projects. Specific activities for parent and teacher involvement in the District's Title I, II, IV, and VI projects shall be developed by the recipients of the Title funds. Program planning activities shall be reported to the Board on an annual basis.

All programs and services provided for Title I students shall be at least comparable to those provided in areas not receiving Title I funds. Also, the District shall ensure equivalency among schools or grade levels within the District in teachers, administrators, auxiliary personnel, curriculum materials, and instructional supplies. Parents may request the professional qualifications and certifications held by their child's classroom.

School performance report data is accessible through the district website or by written request addressed to: Kolak Education Center, 1500 Fourth Street, Beloit, WI 53511.

### **STUDENT HARASSMENT**

The School District of Beloit shall maintain a learning environment that is free of any form of harassment, based on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, homelessness, sexual orientation, or physical, mental, emotional or learning disability. Therefore, the District shall not tolerate such forms of behavior and will take all necessary and appropriate action to eliminate, up to and including discipline of offenders.

It is essential that the staff and students have a clear understanding of the behaviors that fall within the definition of "harassment". For policy purposes, "harassment" means engaging in any type of conduct that would substantially interfere with a student's school performance or create an intimidating, hostile or offensive school environment.

Any student who believes he/she has been subjected to harassment by another student or employee must report the incident in accordance with complaint procedures established by the Superintendent. These procedures shall include a means for the student to appeal decisions to the Superintendent and to the Board of Education. Also, the Superintendent shall cause an alternative procedure to be developed for special needs students and younger students.

It is the intent of the District to create an atmosphere where complaints and alleged complaints will be treated fairly and quickly. Individuals reporting incidents of harassment will be

protected from retaliation or reprisals, including, but not limited to, harassment escalation, unsatisfactory academic evaluation, threats, differences in academic treatment, sarcasm or unwanted comments to or by peers. Any individual who engages in retaliatory conduct against a complainant will be subject to disciplinary action.

## **Student Harassment Administrative Procedures**

### **A. Policy Dissemination**

1. Every student or student's parent(s)/guardian(s) will receive a copy of the student harassment policies and administrative rules each year. The rules, including the complaint procedures, will also be given to any individual wishing to file a complaint.
2. The student harassment policies and administrative rules will be reviewed annually with students and employees.
3. Discussion of student harassment will be included in an age appropriate level through the District's developmental guidance program and in student orientation activities.

### **B. Complaint Procedure**

It is important for these procedures to respect and advance the rights of all parties, including the protection of personal privacy interests and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures and to protect these interests, all parties are encouraged to keep these matters confidential. All investigating and reviewing offices should hold these matters in the strictest possible confidence in order to guard against the unnecessary, inadvertent, or premature disclosure of information relating to any pending charges or investigations.

Students who believe they are the victims of harassment, including racial harassment, or parents/guardians who believe their child is a victim of harassment, including racial harassment, should immediately report their concerns to the principal, social worker, guidance counselor, teacher or designated person. If an adult employee other than the principal receives the complaint, the employee shall forward complaints to the principal for review and action as necessary.

All complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving principal or designee. The following procedures will be used:

1. If informal discussions do not result in the initiation of formal disciplinary procedures, the offending parties may be asked to explain their conduct or behavior to their principal or designee at the request of the complainant.
2. Complaints may be made either verbally or in writing to the principal or designee. The complaint should include a specific statement of the alleged behavior, including (if possible) additional background details such as time, date, location and circumstance of each alleged incident.
3. The principal or designee shall make an initial determination of the complaint which shall include investigating the complaint; notifying the person who has been accused of harassment; permitting a response to the allegation; arranging a meeting; and responding to the complaint.

Since the district takes these complaints seriously, they will be subject to immediate review and investigation. The Administrator for Executive Director Human Resources will be called immediately when a complaint has been filed. The principal or designee shall give a written report to the complainant after completion of the initial review.

4. If any party is not satisfied with the report of the principal or designee, a written appeal may be submitted to the Superintendent or designee indicating the nature of the disagreement. The appeal must be filed within 15 calendar days after receipt of the decision. The Superintendent or designee shall schedule a meeting of all parties to the complaint to review the issues presented in the appeal.

5. If either party is not satisfied with the decision on the appeal, the dissatisfied party may file a request for formal review by the Board of Education. The appeal must be filed within 10 calendar days of receipt of prior decision. The Board shall conduct a hearing within 30 calendar days of the request for formal review of the prior decision.

6. If a party is not satisfied with the decision of the Board, further appeal may be made within 30 days to the State Superintendent of Public Instruction. Also, an appeal may be made at any time to the:

US Department of Education  
Office of Civil Rights  
500 W. Madison St., Ste. 1475  
Chicago, Illinois 60661  
Telephone: (312) 353-2520.

C. Special Provisions for Younger Students and Special Needs Students

Due to the potential difficulties with established dates, times and behavior, younger students and special needs students who have or may have been harassed will be provided with counseling services as deemed appropriate to their age and/or disabling condition.

A student's disabling condition will be given consideration in any disciplinary action that may occur as a result of racial harassment.

**ALL SCHOOL BOARD POLICIES ARE NOW LOCATED ON BOARDDOCS!  
Please go to [BoardDocs](#) to find all School District of Beloit board policies.**

TBD  
Superintendent of Schools  
1500 Fourth Street  
Beloit, Wisconsin 53511  
(608) 361-4000  
FAX (608) 361-4122

**Board of Education**

Sean Leavy, President  
Megan Miller, Vice President  
Brian Anderson, Treasurer  
Greg Schneider, Clerk  
Aimee Leavy, Parliamentarian  
Spencer Anderson, Member  
J'Juan M. Winfield, Sr., Member

District Website: [www.sdb.k12.wi.us](http://www.sdb.k12.wi.us)

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination against students based on their membership in any protected class.

The School District of Beloit complies with all federal, state and local laws prohibiting discrimination in employment based on a person's membership in a protected class.

The mission of the School District of Beloit, committed to excellence and strengthened and enriched by diversity, is to prepare each student to compete, contribute and thrive as an admirable citizen in a rapidly changing world by engaging students in a wide variety of high quality, relevant programs in partnership with families, schools and the stateline community.