



thinkingbeyondnow

School District of Beloit Family Handbook 2015-2016

School District of Beloit
we are tomorrow

www.sdb.k12.wi.us

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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.

Objectives

Students will be at the proficient level or above in reading, mathematics, and writing, and the achievement gap for identified subgroups will be reduced by at least 50%. All students will understand and consistently demonstrate the character traits of fairness, caring, citizenship, responsibility, respect and trustworthiness. Each student will make a successful transition to a meaningful career and/or post-secondary option, tailored to his or her individual interests and aspirations. 100% of students will meet or exceed requirements for high school graduation by 2014, and each year thereafter.

Strategies

We will create sustainable financing and establish financial priorities in order to ensure quality instructional programs and to support adequate, up-to-date facilities.

We will improve our internal and external communications and develop marketing strategies in order to enhance understanding of the benefits of an education within our richly diverse school district.

We will develop and implement plans to actively engage all students in setting and achieving high academic and career expectations for themselves.

We will ensure all staff use assessment data, as well as effective instructional and intervention strategies, to improve student achievement.

We will integrate technology throughout the district's instructional programming and operations to best achieve our mission and objectives.

We will develop and implement strategies that will engage families as partners with educators and community resources to improve the education and lives of their children.

We will, in partnership with families and the stateline community, continue to integrate, model, and reinforce the character traits of fairness, caring, citizenship, responsibility, respect and trustworthiness as well as develop means of assessing student demonstration of those traits.

SCHOOLS & ADMINISTRATION DIRECTORY

Superintendent of Schools: Dr. Tom Johnson 361-4054

Assistant Superintendents:

Administration, Operation & Equity Affairs	Darrell Williams	361-4030
Business Services	Janelle Marotz	361-4015
Curriculum, Instruction & Technology Affairs	Anthony Bonds	361-4033

Executive Directors:

Lead Leadership Specialist	Dr. Pam Wiese	361-4017
Human Resources	Todd Cabelka	361-4010
Special Education & Pupil Services	Emily Pelz	361-4099

Elementary Schools:

Converse 1602 Townline Avenue Secretary: Diana Camacho 361-2105	Hackett 625 Eighth Street Secretary: Julia Edwards 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: Paula Hunt 361-2605	Todd 1621 Oakwood Avenue Secretary: Mary McNulty 361-4205

Secondary Schools:

Cunningham Intermediate 910 Towline Avenue Attendance: Ashley Soderberg 361-2204 Bookkeeper: Anderia Barnett 361-2205	7 th -8 th Grades: Registrar: Robin Bye 608-361-3806 Aldrich Intermediate School 1859 Northgate Drive Attendance: Amy Montour 361-3602 Registrar: Diane Lovaas 361-3606	Fruzen Intermediate School 2600 Milwaukee Rd Registrar: Corina Hill 361-2005 Student Services: Deb Peterson 361-2006 Beloit Memorial High School 1225 Fourth Street Deb Edmonds, 361-3005
McNeel Intermediate 1524 Frederick Street Bookkeeper: Pat Rohr 361-3802		

Alternative Learning

Roy Chapman Andrews Academy/Beloit Learning Academy
 1033 Woodward Avenue
 Karen Battist, 361-430

2015-2016 School Hours:

K4 – 3rd grades: 7:50-2:55
 4th-8th grades: 8:35-3:41
 9-12th grades: 8:00 – 3:29

NON-DISCRIMINATION

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, Buildings, Grounds, Custodial Services, and Maintenance:

Janelle Marotz, Assistant Superintendent of Business Services
Phone: 361-4015 e-mail: jmarotz@sdb.k12.wi.us

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

Todd Cabelka, Executive Director of Human Resources
Phone: 361-4010 e-mail: tcabelka@sdb.k12.wi.us

Equity & Multicultural Issues:

Tasha Bell, Minority Excellence Coordinator
Phone: 361-4165 e-mail: tbell@sdb.k12.wi.us

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

Emily Pelz, Executive Director of Pupil Services
Phone: 361-4099 e-mail: epelz@sdb.k12.wi.us



School District of Beloit 2015-2016 School Year Calendar

September 2015						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sept. 1 First Day of School

Sept. 7 NO SCHOOL
Labor Day

Sept. 24 H.S. Evening Conferences

Sept. 29 & Oct. 1
Gr. 4-8 Evening Conferences

October 2015						
S	M	T	W	R	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Oct. 9 NO SCHOOL
(Staff Professional Development Day / PM Conferences for 4K-3)

Oct. 13 & 15 K-4 Evening Conferences

Oct. 30 (End of Term 1)

November 2015						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

Nov. 13 No School
(Staff Professional Development Day)

Nov. 25-27
No School - Thanksgiving Recess

December 2015						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

Dec. 3 H.S. Evening Conferences

Dec. 23-Jan. 1
Winter Break

January 2016						
S	M	T	W	R	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Jan. 15 No School
(Staff Professional Development Day)

Jan. 18 No School - Martin Luther King Jr. Day

Jan. 22 (End of Term 2)

Feb. 9 & 11 K-4 Evening Conferences

Feb. 12 NO SCHOOL
(Staff Professional Development Day / PM Conferences for 4K-3)

Feb. 18 H.S. Evening Conferences

Feb. 23 & 25 Gr. 4-8 Evening Conferences

March 11 No School
(Staff Professional Development Day)

March 24
(End of Term 3)

March 25-April 1
NO SCHOOL - Spring Break

April 4 School Resumes

April 8 No School
(Staff Professional Development Day)

April 28 H.S. Evening Conferences

May 13 NO SCHOOL
(Staff Professional Development Day)

May 30 NO SCHOOL - Memorial Day

June 4 Graduation 10 AM
Jacobson Field/
Barkin Arena

June 8 Last Day of School
(End of Term 4)

*June 9 & 10
(Reserved in case of snow day make-up)

February 2016						
S	M	T	W	R	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

March 2016						
S	M	T	W	R	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2016						
S	M	T	W	R	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2016						
S	M	T	W	R	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2016						
S	M	T	W	R	F	S
			1	2	3	4
5	6	7	8	9*	10*	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- No School - Holiday / Break
- No School - Staff Professional Development Days
- Parent Teacher Conferences
- Graduation

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 Student Services Departments 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. (Meetings are held the second and fourth Tuesdays of each month).

Annual Notice to Parents

Title I of the *No Child Left Behind Act of 2001* requires local educational agencies to notify parents of children in District Title I schools: Aldrich, Converse, Cunningham, Fruzen, Gaston, Hackett, McNeel, Merrill, Robinson, and Todd elementary schools at the beginning of each school year, their right to request information regarding the professional qualifications of the students' classroom teachers and any paraprofessionals providing support to the child.

Please contact your building principal, or go to the Department of Public Instruction website at: www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html. 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.

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), Roy Chapman Andrews Academy (project based learning, grades 6-12), and virtual schools. For additional options, please visit: <http://www.sdb.k12.wi.us/Domain/407>.

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 varied ways of communicating information to parents. Some of them include:

- School newsletters
- Cable Access Channel 96
- Radio
- Newspapers
- Our District website—
www.sdb.k12.wi.us
- School website
- District News Blog –
www.beloitschools.org
- District E-Newsletter
- Notification via telephone calls or e-mail

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, Gameboys, etc. to school. The school cannot take responsibility for items lost or stolen.

Enrolling Your Student

Student enrollment takes place at the Centralized Enrollment Office located at the Kolak Education Center on 1633 Keeler Ave., Beloit, WI. The Central Enrollment Office phone number is 608-361-4171. 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 at the Central Enrollment Office. Proof of residency is required for address changes.

Family Changes (Marital Status, Guardianship, Caregiver, Name, etc.): Changes to family information may be made 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: Please come to the Central Enrollment Office to submit an In-District Transfer Request if you wish your student to attend a school other than his/her Attendance Area school.

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 LEVEL

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

INCLUDE:

- Your name
- Your child's name
- Date of absence
- Reason for absence
- A phone number at which you can be reached

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 Family Access through the SDB website. 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 absent 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.

If your child continues in a pattern of unexcused absences (truancy), they will be referred to the court

for a citation per state law. Our goal is that 100% of our students achieve and graduate.

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 schools attendance plan.

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

443/447

STUDENT CODE OF CONDUCT AND DISCIPLINE

The behavior and code of conduct of students attending the public schools in the School District of Beloit shall reflect standards of good citizenship, high morality, self-discipline, responsibility for one's own actions, and respect toward others.

Positive discipline is a necessary element and provides all students with a healthy learning environment. The Board of Education, administration and faculty adhere to the philosophy that all students who have a desire to attend school will be given the opportunity. All students will be assisted in every way possible to achieve scholastic success.

A disciplinary code of conduct shall be established and included in this said Board policy (443/447). As with other Board policies, the code of conduct will be reviewed and/or updated annually. It is not intended to intimidate a majority of students who observe the rules and regulations stated. However, an infraction by a student can change the school climate and interfere with learning in the classroom, building and/or within the District. Students who decline to conduct themselves according to these rules will be subjected to administrative and legislative procedures under the operating policies of the Board. The Board upholds State mandated discrimination, harassment, bullying and AODA policies as well as strongly adhering to the code of conduct in reference to weapons, threats and aggressive behavior against students and staff. Furthermore, any infraction that appears to have gang overtones will receive more severe consequences up to and including a recommendation for expulsion or extended expulsion time.

Due process will be afforded all students as required by law.

The School District of Beloit shall not discriminate in standards and rules of behavior, including harassment, or disciplinary measures, including suspension and expulsion, on the basis of sex, race, national origin, color, ancestry, creed, pregnancy, religion, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

LEGAL REF.:

s.s. 118.13

120.13(1)

120.44

PI 9, Wisconsin Administrative Code

CROSS REF.:

112 RULE 2 Student Discrimination Complaint Procedures

411.1 Student Sexual Harassment

411.2 Student Racial Harassment

411.3 Student Harassment

443.4 Student Alcohol and/or Other Controlled Substance Use
443.4 RULE 1 Student Alcohol and/or Other Controlled Substance Use
Enforcement Regulations
443.72 Anti-Bullying

APPROVED: August 3, 1976
REVISED: July 23, 2013
April 22, 2014
February 24, 2015

CODE OF CONDUCT

The behavior and conduct of students in the School District of Beloit shall reflect standards of good citizenship, self-discipline, responsibility for one's own actions, and respect toward others. Our vision for discipline is systematically focused on prevention and education, striving to provide students with knowledge and skills through the implementation of Positive Behavior Interventions and Supports.

Positive discipline is a necessary element and provides all students with a healthy learning environment. The Board of Education, administration and faculty adhere to the philosophy that all students who have a desire to attend school will be given the opportunity. All students will be assisted in every way possible to achieve scholastic success.

- I. Purpose of the Code of Conduct:** The primary purpose of the Code of Conduct is to identify for all students, their parents/guardians/legal custodians, and staff members, the following:
- A. What types of student behavior will constitute student misconduct,
 - B. The types of disciplinary consequences that may be imposed for student misconduct,
 - C. The infractions that require police contact (though law enforcement may be called for any infraction),
 - D. Which types of student misconduct may result in a recommendation for an expulsion.

The Code of Conduct applies to all students, all schools, and all alternative educational programs and alternative educational sites within the School District of Beloit. It applies on all school district property, including sidewalks, playground, and parking lots, to all school district activities regardless of the location of those activities, and to all school district sponsored transportation. The Code of Conduct shall be enforced in compliance with all relevant state and federal laws.

- II. Jurisdiction for Use of the Code of Conduct:** Administrators employed by the School District of Beloit have the legal authority to impose disciplinary consequences when a student engages in misconduct of the following nature:
- A. Repeated refusal or neglect to obey school rules;
 - B. Knowingly conveying or causing to be conveyed any threat or false information concerning an attempt, alleged attempt being made,

- C. Engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health or safety of others, which includes making a threat to the health or safety of a person or making a threat to damage property;
- D. Engaging in conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority;
- E. Endangering the property, health or safety of any employee or school board member of the school district in which the student is enrolled, which includes making a threat to the health or safety of a person or making a threat to damage property; and
- F. A pupil who is at least 16 years old, if the pupil repeatedly engaged in conduct while at school or while under the supervision of school authorities that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct is not within any other grounds for an expulsion hearing;
- G. Possession of a firearm, as defined in 18 USC 921(a)(3) while at school or while under the supervision of a school authority;
- H. For any other reason provided by law.

Administrators employed by the School District of Beloit have the legal authority to impose disciplinary consequences when a student engages in misconduct that violates policies of the School District of Beloit.

III. Discipline-Related Definitions: The following definitions apply to the Code of Conduct:

Aggressive Physical Contact With a Staff Member

Intentional or unintentional use of physical force directly against or affecting a staff member or any other adult who is legitimately exercising authority under the supervision of school authority. It includes, but is not limited to, pushing and slapping.

Intentional Use of Force – Situations where a student:

- (1) deliberately initiates a use of force directly against a staff member or other adult for any reason;
- (2) intentionally provides active physical resistance to the direction of the adult to the point where the adult is injured or where there was a direct and substantial risk of bodily injury to the adult; or
- (3) uses force against a staff member or other adult by an act done with the intent to use force against another person in circumstances where it could have been reasonably anticipated that the intentional use of force may affect a staff member or other adult.

Alcohol – Possession/Use or Under the Influence

As defined in Board of Education Policy 443.4, possessing, using, or attending school or any school related activity under the influence of alcoholic beverages.

Alcohol – Distribution/Intent to Distribute/Participation on Any Portion of a Transaction Involving Alcohol

As defined in Board of Education Policy 443.4, exchanging, distributing, selling, giving away; or possessing with the intent of exchanging, distributing, selling, giving away alcohol or a substance that is represented as alcohol.

Arson

Intentionally damaging or attempting to damage any school or personal property by fire or incendiary device. Firecrackers, fireworks, matches and lighters are included in this category if they are factors in a damaging fire.

Assault

An act that causes physical injury or bodily harm to another with the intent of causing such bodily injury or harm, without the consent of that individual. Assault includes but is not limited to sexual assault of another individual, without that individual's consent.

Bullying

As defined in Board of Education Policy 443.72, bullying includes cyber bullying and cyber stalking.

Cheating/Lying/Forgery/Plagiarism

Unfairly, improperly or illegally enhances a grade on an individual assignment or a course grade. The following is a list of behaviors that can constitute academic dishonesty. The Board of Education is aware that new forms of cheating plagiarism and other forms of dishonesty may arise and therefore, expects every student to interpret the requirement of academic honesty and integrity broadly and in good faith. The Board of Education requires that each teacher review this policy with his/her students.

- (1) Willful or deliberate unauthorized use of the work of another person for academic purposes, or unauthorized use of notes or other material in the completion of an academic assignment or test;
- (2) intentionally providing false or misleading information to, or withholding valid information from a school employee, including falsifying attendance information;
- (3) the making of a false or misleading written communication to a school staff member with either the intent to deceive the staff member or under circumstances which would be reasonably calculated to deceive the staff member.

Classroom Disruption (Brief/Minor)

Conduct or behavior that interferes with or disrupts the teaching/learning process.

Computer or Computer System Misconduct

Inappropriate Use – includes sending, posting or attempting to send or post harmful text or images using the internet; viewing, exploring, printing, sending or attempting to send obscene, lewd, vulgar, profane text or images; visiting chat rooms, chat groups, bulletin boards or playing games, music or other audible sounds without prior consent of a staff member.

Serious Misuse –includes, but is not limited to - intentionally disrupting or attempting to disrupt the operation of the system; interfering or attempting to interfere with the ability of other users to effectively use the system; damaging, destroying, modifying or attempting to damage,

destroy or modify computer data or programs, including the hardware and software components of a computer or computer system, etc.; accessing and/or posting or attempting to access and/or post restricted confidential information such as a person's social security number, confidential student records, passwords, data, messages, etc.; disclosing or attempting to disclose restricted access codes or other restricted access information to unauthorized persons; intentionally placing a virus or key logging software application on the system; hacking or attempting to hack into the system; using or attempting to use the system to engage in any illegal conduct. This section also covers the serious misuse of non - district computer resources where the use invokes the disciplinary jurisdiction of the district.

Dangerous Weapons (not firearms)

Any device, instrument, material, or substance, that is used for, or is readily capable of causing death or serious bodily injury, except that such a term does not include a pocketknife with a blade of less than 2.5 inches in length. Dangerous weapons include, but are not limited to a knife with a blade length of 2.5 inches or more; a knife having a blade which opens by pressing a button, spring or other device in the handle or by gravity or by a thrust or movement; metallic knuckles or knuckles of any substance which could be put to the same or similar effect as metallic knuckles; a nunchaku (nunchuks) or any similar weapon consisting of 2 sticks of wood, plastic or metal connected at one end by a length of rope, chain, wire or leather; a cestus or similar material weighted with metal or other substance and worn on the hand; a shrunken or any similar pointed star like object intended to injure a person when thrown; a chain having weighted ends; BB or pellet guns which expel a missile by the expansion of compressed air or other gas, or a facsimile firearm, which means any replica, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm.

Disrespect

Conduct or behavior that lacks regard, civility, politeness, and/or consideration that goes beyond the bounds of acceptable student behavior.

Minor Disrespect may include but is not limited to, teasing, name calling, gossiping, spreading or starting rumors, and purposely embarrassing or humiliating another student or adult.

Major Disrespect is disrespect is of a more serious nature.

Dress Code

As stated in Board of Education Policy 443.1, 443.1 Rule 1 and 443.1 Rule 2, dressing or grooming in a manner which disrupts or may disrupt teaching or learning, or which poses a risk to security, health or safety.

Drugs – Possession/Under the Influence

As stated in Board of Education Policy 443.4, possessing, attending school, or any school related activity under the influence of any illegal drugs, other controlled substances, unauthorized prescription drugs, look-alikes or synthetic substances or drug paraphernalia.

Drugs – Use at School

As stated in Board of Education Policy 443.4, using any illegal drugs, other controlled substances, unauthorized prescription drugs, look-alikes or synthetic substances while at school or a school-sponsored activity.

Drugs – Distribution/Intent to Distribute/Participation In Any Portion of a Transaction Involving Drugs

As stated in Board of Education Policy 443.4, exchanging, distributing, selling, giving away; or possessing with the intention of exchanging, distributing, selling, or giving away illegal drugs, other controlled substances, unauthorized prescription drugs, look-alikes or synthetic substances.

Electronic Devices

Possession of any pager, cell phone, two-way communication device, or any device with the capability to capture/record voice or image information, including any related equipment for such devices that is not stored, powered off, and unused.

Expulsion

As stated in Board of Education Policy 447.3, the most severe disciplinary consequence that can be imposed for student misconduct is expulsion. The decision whether to expel is made by the Board of Education, and the decision whether to expel or not is made after an Expulsion Hearing. The effect of an expulsion is to deprive the expelled student of the privilege of attending school within the School District of Beloit for a specified period of time. State law allows all other school districts to exclude students expelled in one school district from the educational programs in another school district.

False Fire Alarm/Bomb Threats

Initiation of false fire alarms, false bomb threats, remarks, notes or phone calls which cause police or fire department personnel to appear at school for no valid reason.

Fighting

Violent physical contact, such as blows with fists, which occurs mutually between two or more individuals.

Note: Self-defense is described as an action taken to block an attack by another person or to shield yourself from being hit by another person. Retaliating by hitting a person back is not self-defense and is considered fighting.

Fighting Requiring the Physical Intervention of One or More Staff Members

One or more staff members physically become involved to separate the individuals and stop the fight.

Firearms

Includes handguns, shotguns, rifles and other firearms as described in USC Title 18, Section 921(a).

Gambling

Playing any game of chance or skill for money or items of value.

Gang Related Activity

Student misconduct may also constitute gang activity if it meets all of the following criteria: (1) The student belongs to or associates with (2) a group of three or more people who band together under a common identifying symbol, sign, or name, and (3) the student, while under the supervision of a school

authority, participates in a separate violation listed in the Code of Conduct to further an implicit or explicit goal of the gang/group.

Gang activity is an enhancement to a primary violation of another rule of student behavior.

Harassment, Discriminatory

As stated in Board of Education Policy 411.1, 411.2 and 411.3, repeated, or an isolated significant event, of physical and/or verbal conduct or communication that creates an intimidating, hostile, or offensive educational or work environment based on another person's sex, color, religion, profession or demonstration of belief or non-belief, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental emotional or learning disability.

Harassment, Nondiscriminatory

As stated in Board of Education Policy 411.3, repeated, or an isolated significant event, of bullying, hazing, attacking, teasing or annoying another student or group of students or other persons in such a way that it creates an intimidating or hostile educational or work environment.

Horeseplay

Conduct or behavior that does not cause injury but interferes with or disrupts the orderly process of the school environment, a school function or extracurricular/co-curricular activity.

Illegal or Unauthorized Recording – Illegal or unauthorized recording of voice or image of any other student, staff member or other person.

Inciting/Instigating Disruptions

Inciting, instigating or causing disruptions to the learning environment.

Insubordination (1st or 2nd offense)

Refusal or failure to comply with a direction in a classroom setting that minimally disrupts.

Open Defiance is verbal or non-verbal refusal to comply with school rules or directions from school staff that disrupts the educational environment.

Gross Insubordination is willful refusal to submit to or comply with authority; exhibiting contempt or open resistance to a direct order or repeated verbal or non-verbal refusal to comply with school rules or directions from school staff.

Littering

Throwing or leaving waste, trash, debris or other litter on school property, other than in an authorized receptacle.

Loitering

Being present in any school building at a time or in a manner not usual or permitted, including restricted areas and times.

Other Weapons or Objects That May Be Used as Weapons

Any device or instrument, including any non - conventional weapon, which, in the manner it is used or intended to be used, is calculated or likely to produce any degree of bodily harm or fear of any degree of

bodily harm. Other weapons (not a firearm or other dangerous weapon) include, but are not limited to knives or other cutting instruments with blades under 2.5 inches in length, “air soft” guns, pepper spray, fireworks, and smoke bombs, etc.

With Intent means:

- (1) possession coupled with intent to use, threat to use, attempt to use or actual use of the weapon to cause bodily harm to another person or ;
- (2) possession of a weapon by a student who knowingly transfers or intentionally provides access to the weapon to another person (other than giving the weapon to an adult for safety).

Without Intent means that the student was simply in possession of the weapon or other object that may be used as a weapon.

Physical Altercation

Minor physical contact between two or more students that is harmful or disruptive but is quickly deescalated and does not result in any physical injury.

Physical Aggression Against a Student

Intentional physically aggressive contact toward another student who does not fight back and that does not rise to the level of assault. It includes, but is not limited to, hitting, slapping, pushing, tripping, shoving, kicking, and spitting.

Possession or Smoking and Other Use of Tobacco Product

Possession, use, sale or distribution of tobacco products, including smokeless tobacco , in accordance and conjunction with State Statute 101.123, Wisconsin Act 12 .

Profane or Obscene Language/Gestures/Materials (1st offense)

The use of either oral or written language, electronic messages, computers, gestures, objects or pictures that are disrespectful or socially unacceptable and that tend to disrupt the school environment. Severity of the offense could move this to a Level II.

Profane or Obscene Language/Gestures/Materials (2nd or subsequent offense)

Any profane or abusive language/materials directed at a staff member, or the 2nd or subsequent offense of either oral or written language, electronic messages, computers, gestures, objects or pictures that are disrespectful or socially unacceptable and that tend to disrupt the school environment.

Repeated Misconduct of a Less Serious Nature

Repeated misconduct that disrupts an orderly school environment.

Repeated Misconduct of a More Serious Nature

Repeated misconduct that substantially disrupts an orderly school environment.

Sexual Conduct or Harassment

As stated in Board of Education Policy 411.1, any sexually - oriented conduct, which creates an offensive, hostile or intimidating school environment or substantially interferes with a student’s school performance. Some examples of conduct which create such an environment or interference are as follows:

Verbal harassment: This may include, but is not limited to, discussing sexual activity, commenting inappropriately about an individual's body or appearance, telling "sexual jokes" or any other tasteless sexual - oriented comments, innuendoes, gestures or actions that may offend others.

Display of inappropriate gestures or sexually graphic or illicit materials: This includes but is not limited to, photographs, drawings, movies, videos, websites, posters and so forth, regardless of their form.

Engaging in sexual activity in the presence of others: This includes but is not limited to touching oneself or others in a sexually suggestive or sexually gratifying manner. It also includes voluntary sexual contact between students.

Request or demands for sexual favors: This includes, but is not limited to, subtle or blatant expectations, pressures or requests for any type of sexual favor which may or may not be accompanied by an implied, stated promise of preferential treatment or threat of negative consequences.

Unwelcome physical contact: This includes, but is not limited to, inappropriate touching, patting, pinching, hugging, intentionally brushing against another's body, pulling at another's clothing, or forcing another to a wall or corner through body position or movement.

Tardiness/Absenteeism/Ttruancy

As stated in Board of Education Policy 431 , arriving at school or class after the designated time without permission and without an acceptable excuse; being absent from school for a full or partial day without permission and without an acceptable excuse.

Theft/Defacement/Damage or Possession of Stolen Property [or School property]

- (1) Taking property belonging to the school or any individual or group without prior permission
- (2) with the intent to deprive the owner of the property; s
- (3) maliciously and intentionally misusing, destroying, defacing or causing damage to school property or the property of others.
- (4) having in one's possession property obtained without permission of the owner.

Threats/Intimidation

The verbal, written, or physical threat to do harm or violence to another student(s) or to the property of another person. This includes posturing and other pre-fight behavior.

Threats or Intimidating Acts of a Serious Nature

Serious threats to a student, staff member, or other individual who is present or acting within the school's jurisdiction. Serious threats include intentionally engaging in conduct that places another person in reasonable apprehension of bodily harm. Such threats may involve non - verbal aggression/intimidation or verbal or written statements and may or may not involve physical contact or an attempt to cause bodily harm. Very serious acts of non - physical bullying/harassment, due to their nature and/or repetition, may be determined to constitute a "serious threat."

Trespassing

Being in a school building or on school grounds without permission or refusing to comply with a request to leave school premises. Being on school grounds during a suspension or expulsion period without prior permission of an administrator is considered trespassing.

Suspension

As stated in Board of Education Policy 447.3

"In - school suspension" means the temporary removal of a student from his/her regular classroom(s) to another supervised learning area for up to five days.

"Out - of - school suspension" means the removal of a student from the school building and grounds for up to five days. If a suspended student is recommended for an expulsion hearing, the number of days of suspension may be extended to ten days, prior to the Expulsion Hearing.

IV. Student Misconduct:

- A. There are four levels of discretionary discipline and each violation of the Code of Conduct has been assigned to a level. After determining the facts of each situation, and considering the discretionary disciplinary criteria, the Administrator will exercise discretion and determine appropriate discipline for the student.
In those situations where bodily injury or property damage has occurred, or the learning environment has been severely disrupted, the administrator may elect to impose a disciplinary consequence more severe than that which is identified for the specific Code of Conduct violation(s). Any infraction that appears to have gang overtones will receive more severe consequences, up to and including, a recommendation for expulsion.
- B. Allowance is to be made for limited modifications of disciplinary actions for grades K-5. Any significant modifications must receive approval from the Superintendent or designee. Consequences are not to exceed the maximum allowed by the Code of Conduct.
- C. **Before making referrals for administrative hearing, the Administrator may consider the student's willingness to comply with recommendations for in-district AODA education and/or counseling.**

Disciplinary Options Available:

As stated in Board of Education Policy 447.3

- D. Discretionary Disciplinary Options:
 - 1. In school options – The options include: verbal warning behavioral reflection time, detention, in school suspension, written or telephone contact with the parent/guardian/legal custodian, in person conference between the Administrator and the parent/guardian/legal custodian and student, parent shadowing, referral to appropriate city and/or county agency, restitution, and writing a letter of apology or providing a verbal apology.

2. Out of school options – The options include: suspensions, alternative school placements, community services (assessment and/or counseling) and suspensions with a recommendation for an expulsion hearing.

E. **Mandatory Disciplinary Option:**

1. For violations of the Code of Conduct that are Level 4, the administrator shall suspend for five days and request an administrative hearing.

V. Discretionary Disciplinary Criteria – For those situations involving student misconduct in which there is not a requirement that the student be recommended for an administrative hearing, the Administrator will determine the appropriate disciplinary consequence, which may include a referral for administrative hearing. The Administrator will take into account, at a minimum, the following factors when deciding upon what form and amount of discipline is appropriate:

- A. The emotional and mental developmental level and maturity of the student,
- B. The severity of the misconduct involved (was anyone physically injured or emotionally harmed),
- C. Whether the learning environment was disrupted,
- D. Whether property was damaged, destroyed, defaced or lost,
- E. Whether safety of students or staff was jeopardized,
- F. Whether the student had previously committed the same violation of the Code of Conduct,
- G. Whether the student had previously committed violations of a similar nature (disruption of learning environment, violent aggression against others) of the Code of Conduct,
- H. The discipline imposed upon other students for the same violation(s).

VI. Voluntary Surrender of Dangerous Items: A student who possesses a weapon, knife or other cutting instrument, illegal drugs or controlled substance, or other inappropriate item or material, and voluntarily turns it in to a school staff member before threatening to use it, actually using it, or giving it to another student, and before being discovered in possession of it by a staff member, may or may not be subject to discipline for possession of the object.

VII. Levels of Discretionary Disciplinary Options: There are four levels of discretionary discipline and each violation of the Code of Conduct has been assigned to a level:

Level 1 infractions are teacher managed with administrator support and are minor acts of misconduct that interfere with the orderly operation of the classroom, a school function, extra-curricular/co-curricular program or approved transportation. These infractions are typically handled in the classroom using options listed in V. A. 1.

Level 2 infractions are administrator managed with teacher involvement and are intermediate acts of misconduct that are more serious or disruptive examples of the offenses in Level 1. They include repeated misconduct acts from Level 1 and endangering the health or safety of others. These infractions are typically handled in the school or classroom using options listed in V. A. 1.

Disciplinary actions are subject to administrative discretion.

Level 3 infractions are administrator managed with teacher notification and are major acts of misconduct. They include repeated misconduct acts from Level 2; serious disruption of school

order, threats to the health, safety, and property of others, and other acts of serious misconduct. These infractions typically lead to out-of-school options like suspension, as listed in V. A. 2. *Disciplinary actions are subject to administrative discretion.*

Level 4 acts of misconduct are the most serious and require referral for an administrative hearing. Any Level 4 act is grounds for expulsion and will result in a mandatory 5 day out-of-school suspension. An Administrative Hearing shall be held with the hearing officer within 5 days of the referral.

In those situations where serious bodily injury or property damage has occurred, or the learning environment has been severely disrupted, the Administrator may elect to impose a disciplinary consequence more severe than that which is identified for the specific Code of Conduct violation(s).

Infraction Matrix

Infraction	Code	Police Notification Required
Aggressive Physical Contact with a Staff Member		
Intentional	401	*
Unintentional	301	
Alcohol Possession/Use/Under the Influence	201	*
Alcohol Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Alcohol	302	*
Arson	402	*
Assault	403	*
Bullying 1 st offense	202	
2 nd offense or more, or more serious nature	303	
Cheating/Lying/Forgery /Plagiarism	203	
Classroom Disruption (Brief/Minor)	101	
Computer or Computer System Misconduct		
Inappropriate Use	204	
Serious Misuse	304	
Dangerous Weapons (other than firearms)	404	*
Disrespect - Major	205	
Disrespect – Minor	102	
Dress code	103	
Drug Possession/Under the influence	206	*
Drug Use at School	305	*
Drug Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Look Alike/Counterfeit Drugs	306	
Drug Distribution/Intent to Distribute/Participation in any Portion of a Transaction Involving Illegal Drugs	405	*
Electronic Devices	104	
False Fire Alarm/ Bomb Threats	406	*

Infraction	Code	Police Notification Required
Fighting	307	*
Fighting Requiring the Physical Intervention of One or More Staff Members	308	*
Firearms	407	*
Gambling	207	
Gang Related Activity (as an enhancement to a primary additional violation only)	E	
Harassment, Discriminatory	309	
Harassment, Non - Discriminatory	310	
Horseplay	105	
Illegal or unauthorized recording of voice or image	311	
Inciting/Instigating Disruptions	208	
Insubordination (1 st or 2 nd offense)	106	
Open Defiance	209	
Gross Insubordination/Repeated Defiance	312	
Littering	107	
Loitering	108	
Other Weapons or Objects that may be Used as Weapons		
With Intent	408	*
Without Intent	313	
Physical Aggression Against a Student	210	
Physical Altercation	211	
Possession or Smoking and Other Use of Tobacco Product	212	*
Profane or Obscene Language/Gestures/Materials (1 st offense)	109	
Profane or Obscene Language/Gestures/Materials (2 nd or subsequent offense)	213	
Repeated Misconduct of a Less Serious Nature	214	
Repeated Misconduct of a More Serious Nature	314	
Sexual Conduct or Harassment	315	
Tardiness/Absenteeism/Truancy	215	
Theft/Defacement/Damage or Possession of Stolen Property	316	
Threats/ Intimidation	216	
Threats or Intimidating Acts of a Serious Nature	317	
Trespassing	217	

INFRACTION LEVEL 1	INFRACTION LEVEL 2	INFRACTION LEVEL 3	INFRACTION LEVEL 4
101 Classroom Disruption (Brief/Minor)	201 Alcohol Possession/ Use/Under the Influence	301 Aggressive Physical Contact with a Staff Member – Unintentional	401 Aggressive Physical Contact with a Staff Member – Intentional
102 Disrespect – Minor	202 Bullying 1 st Offense	302 Alcohol Distribution/ Intent to Distribute/ Participation in any Portion of a Transaction Involving Alcohol	402 Arson
103 Dress Code	203 Cheating/Lying/ Forgery/Plagiarism	303 Bullying – 2 nd Offense or more, or more serious nature	403 Assault
104 Electronic Devices	204 Computer, Computer System or Tablet Device Misconduct – Inappropriate Use	304 Computer, Computer System or Tablet Device Misconduct – Serious Misuse	404 Dangerous Weapons (other than firearms)
105 Horseplay	205 Disrespect – Major	305 Drug Use at School	405 Drug Distribution/Intent to Distribute/ Participation in any portion of a Transaction Involving Illegal Drugs
106 Insubordination (1 st or 2 nd Offense)	206 Drug Possession/ Under the Influence	306 Drug Distribution/Intent to Distribute/ Participation in any Portion of a Transaction Involving look Alike/ Counterfeit Drugs	406 False Fire Alarm/ Bomb Threats
107 Littering	207 Gambling	307 Fighting	407 Firearms
108 Loitering	208 Inciting/Instigating Disruptions	308 Fighting Requiring the Physical Intervention of One or More Staff Members	408 Other Weapons or Objects that may be Used as Weapons – With Intent
109 Profane or Obscene Language/Gestures/ Materials (1 st Offense)	209 Insubordination – Open Defiance	309 Harassment, Discriminatory	
	210 Physical Aggression Against a Student	310 Harassment, Non-Discriminatory	
	211 Physical Altercation	311 Illegal or Unauthorized Recording of Voice or Image	
	212 Possession or Smoking and Other Use of Tobacco Product	312 Insubordination – Gross Insubordination/ Repeated Defiance	
	213 Profane or Obscene Language/ Gestures/ Materials (2 nd or subsequent offense)	313 Other Weapons or Objects that may be Used as Weapons – Without Intent	
	214 Repeated Misconduct of a less Serious Nature	314 Repeated Misconduct of a More Serious Nature	
	215 Tardiness/ Absenteeism/ Truancy	315 Sexual Conduct or Harassment	
	216 Threats/ Intimidation	316 Theft/ Defacement/ Damage or Possession of Stolen Property	
	217 Trespassing	317 Threats or Intimidating Acts of a Serious Nature	

Homeless Education Program:

The McKinney-Vento Education for Homeless Children and Youth Act insures that homeless children have equal access to the same free, appropriate public education as other children and youth. Children who lack a fixed, regular, or adequate 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. Student services staff can assist with services to insure that homeless children have the opportunity to fully participate in school activities. Our district Homeless Family Specialist is Robin Stuht, (608) 361-4000. For additional information please refer to Policy 342.10, Rule 1.

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

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

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, and information about allergies, medications, etc. Parents are asked each year to complete an emergency card and a medical –dental authorization form to include medical information. Parents should keep emergency care information up to date with the name of doctor, dentist, emergency phone numbers, allergies, etc. Please fill out the emergency cards and health information forms immediately and return to school. This information is **extremely important!** We need **names** and **phone numbers** of relatives and friends who may be contacted if a parent cannot be reached.

Emergency School Closing Information

On rare occasions schools may be closed, or delayed, for the day or may close early because of severe weather conditions or other emergencies. Tune in to the following radio stations: WGEZ-1490AM or WCLO-1230AM. We will try to notify these stations by 6:00 a.m. if schools are to be closed for any reason. *Parents 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 tornado 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.*

Pandemic Flu/School Closings

Parents(s) or guardians(s) are reminded not to send children to school if they are running a fever of 100° or greater with symptoms of acute illness, or have been advised by their physician to remain home until symptom-free.

In the event that a pandemic flu event should occur, the School District of Beloit will take direction from the Rock County Health Department and the School District's Pandemic Flu Plan as to when a school closure is necessary. *Parents/guardians are advised to have a childcare 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.*

PROGRAMMING

Advanced Learner

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 Learner 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 Learner Program, please visit the district website at <http://www.sdb.k12.wi.us/GT> or call our resource teachers at 361-4082 for more information.

English Language Learners (ELL) Programming

The School District of Beloit services its English Language Learners (ELLs) full time at Aldrich, Converse, Cunningham, Fruzen, Gaston, Hackett, McNeel, Memorial, Merrill, Robinson and Todd. 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 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.”

Dual Language Immersion (DLI) Program

The Dual Language Immersion [DLI] program is available at kindergarten, first, second and third grades at Hackett, Robinson and Todd Schools during the 2015-2016 school year. DLI at 4K is also available at Hackett and Todd. The District plans to add a grade level every year as the students progress through the program. This 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 Kindergarten or 4K 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, or Todd; but families living in the Converse, 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.

Special Education

The School District of Beloit provides special programming for students with qualified disabilities in accordance with state law. Student programming is based on a team-developed individualized education program (IEP) needs. Wisconsin areas of impairment are:

- Autism
- Intellectual Disability
- Emotional Behavioral Disability
- Hearing Impairment
- Orthopedic Impairment
- Speech or Language Impairment
- Specific Learning Disability
- Visual Impairment
- Traumatic Brain Injury
- Other Health Impairment
- Significant Development Delay

Students suspected of having a disability are, with parental consent, referred for an appropriate evaluation. A team of professionals, working with the parent, will determine special education needs. Parents fully participate in their child’s IEP process of evaluation, determination, plan development, and placement.

Wisconsin State Assessments

The Wisconsin Student Assessment System (WSAS) is a comprehensive statewide program designed to provide information about what students know in core academic areas and whether they can apply what they know. The federal No Child Left Behind Act required all states to test all students in reading and mathematics in grades 3 through 8 and once in high school. Student performance on these

assessments is reported in proficiency categories and used for accountability determination at the school, district and state levels. More information regarding these assessments can be found at the following website: <http://oea.dpi.wi.gov/assessment>.

All of the assessments administered will provide the district with necessary information for continuous improvement on academic standards and curricular objectives. English Language Learners who have an Access score of 1 or 2 and have been in WI schools less than one year are exempt from the English Language Arts portion of state assessments and may receive accommodations for Math, Science, and Social Studies. Students with disabilities who participate in an alternate curriculum will take an alternate state assessment.

Student Dress Code

Please refer to Policy 443.1 Rule for the Elementary School Dress Code and Policy 443.1 Rule 2 for the Middle and High School Dress Code located in our online board policies at: <http://www.sdb.k12.wi.us/Page/173>.

Student Fees, Fines and 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 3rd grade) = \$25.00 per year

Intermediate School (4th through 8th grade) = \$35.00 per year

High School (9th through 12th grade) = \$38.00 per year

You may be eligible to receive free or reduced price student fees. Please complete a Household and Income Form and a Fee Waiver Consent Form and return to your child's school. Fees support academic programs. Fee collections will be applied retroactively (oldest fees first and 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 over-all program are the overriding concerns of the transportation program.

All Pre-K through 3rd grade students who reside one or more miles walking distance from their resident school and all 4th through 8th 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 student 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. In the event that it is impractical for the regular bus route to accommodate students because of location of the residence, private contracts with parents may be negotiated for the transportation of the students involved. See policies 443.2 Rule 1, 443.2 Rule 2 and 443.2 Rule 3.

Food Service

FREE BREAKFAST AND LUNCH provided daily for all students! We are able to offer this through the federal government's Community Eligibility Provision (CEP) that allows low-income areas to offer free lunch to everyone versus collecting individual applications. Students may either bring a sack lunch or participate in the free meal program. A la carte purchases, second meals, as well as milk purchased separately (\$.30 each) 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 includes more grains, fruits and vegetables. Please remember the District encourages healthy food choices and water bottles. Glass containers are not allowed in the lunchroom.

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 the Pupil Services Secretary at **361-4042**. School District of Beloit Health policies can be accessed at the district website at <http://www.sdb.k12.wi.us>.

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. These reports are to be given to the schools where they become part of the permanent health record of the student. **Forms are available at most medical and dental offices in the Beloit area, from the school nurse, or through the Office of School Health.** 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 eye exam forms should be returned to the school nurse.

Emergency Injury and / or Illness

The school nurse must have on file the pupil emergency card and a 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 / injured during the school day, all attempts will be made to notify the parents / guardian. 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. No child will be sent home unless there is a responsible adult present at home.

Medications

In all instances where medication is administered in the school setting, authorization by parent/guardian and a healthcare provider's written order is required. Additional questions regarding medications at school can be referred to the building school nurse.

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 calling the Office of Pupil Services at 361-4042 or contacting your school nurse.

First Aid

The school will administer first aid treatment as approved by the Office of School Health and District's medical advisor.

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. This occurs in severe cases.
- The presence of live lice. Head lice are crawling insects, which are the size of a sesame seed or smaller. Head lice have 6 legs and are usually a reddish-brown color. Head lice do not jump or fly.

Vision and Hearing Screening

Each year, the following students are screened for vision and hearing problems. Parents are contacted if the results indicate a possible deficit.

- | | |
|---|---------------------------------------|
| • Third (3) grade | Parent/guardian |
| • Students referred for special education | • All students referred with known or |
| • Students referred by staff or | suspected vision or hearing problems |

DEPARTMENT OF HEALTH SERVICES
Division of Public Health
P-44021 (Rev. 07/13)

STATE OF WISCONSIN
s. 252.04, Wis. Stats.

STUDENT IMMUNIZATION LAW AGE/GRADE REQUIREMENTS 2014 SCHOOL YEAR and Beyond

The following are the minimum required immunizations for each age/grade level. It is not a recommended immunization schedule for infants and preschoolers. For that schedule, contact your doctor or local health department.

Age/Grade	Number of Doses					
Pre K (2 yrs through 4 yrs)	4 DTP/DTaP/DT ²	3 Polio	3 Hep B	1 MMR ⁵	1 Var ⁶	
Grades K through 5	4 DTP/DTaP/DT/Td ^{1,2}	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶	
Grades 6 through 12	4 DTP/DTaP/DT/Td ²	1 Tdap ³	4 Polio ⁴	3 Hep B	2 MMR ⁵	2 Var ⁶

1. DTP/DTaP/DT vaccine for children entering Kindergarten: Your child must have received one dose after the 4th birthday (either the 3rd, 4th, or 5th dose) to be compliant. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
2. DTP/DTaP/DT/Td vaccine for all students Pre K through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
3. Tdap means adolescent tetanus, diphtheria and acellular pertussis vaccine. If your child received a dose of a tetanus-containing vaccine, such as Td, within 5 years of entering the grade in which Tdap is required, your child is compliant and a dose of Tdap vaccine is not required.
4. Polio vaccine for students entering grades Kindergarten through 12: Four doses are required. However, if your child received the 3rd dose after the 4th birthday, further doses are not required. (Note: a dose 4 days or less before the 4th birthday is also acceptable).
5. The first dose of MMR vaccine must have been received on or after the first birthday (Note: a dose 4 days or less before the 1st birthday is also acceptable).
6. Var means Varicella (chickenpox) vaccine. A history of chickenpox disease is also acceptable.

HOMELESS EDUCATION PROGRAM GUIDELINES

Homeless Child/Youth

Homeless status shall be determined by the Local Education Agency (LEA) liaison in cooperation with parents or in the case of an unaccompanied child/youth.

The term “homeless child/youth” means individuals who lack a fixed, regular and adequate nighttime residence and includes child/youths who:

- are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;
- have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- are living in cars, parks, public spaces, abandoned building, substandard housing, bus or train stations, or similar settings;
- are a runaway child/youth or a child/youth who is abandoned; and

A migratory child/youth or an unaccompanied child/youth (child/youth not in the physical custody of a parent/guardian) may be considered homeless if they meet the above definition.

School Selection

The district shall, according to the child/youth’s best interest, continue the child/youth’s education in the school of origin for the duration of homelessness or enroll the child/youth in a district school in the attendance area in which the homeless child/youth is actually living on the same basis as other district children/youths.

In determining the best interest of the child/youth, the district shall:

- to the extent feasible, continue the homeless child/youth in the school of origin, in any case in which a family becomes homeless between academic year; or during an academic year, or for the duration of the academic year, if the child/youth becomes permanently housed during an academic year
or
- provide a written explanation, including a statement regarding the right to appeal, if the district sends a homeless child/youth to a school other than the school of origin or a school requested by the parent/guardian;
- in the case of an unaccompanied child/youth, the Local Education Agency (LEA) liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied child/youth.

The school of origin means the school that the child/youth attended when permanently housed, or the school in which the child/youth was last enrolled.

The choice regarding placement shall be made regardless of whether the child/youth lives with the homeless parents/guardian or has been temporarily placed elsewhere.

Parents/guardians of a homeless child/youth may also seek an internal transfer to any school in the School District of Beloit upon the same terms and conditions as other district children/youths are permitted to file an application for an internal school transfer. However, district-provided transportation is not available if the sole basis for attendance is a request filed under the district’s internal transfer policy. When placement/enrollment in a specific school is

pursuant to rights expressly granted to homeless child/youths by state or federal law, the district's internal transfer policy shall not interfere with those rights (e.g., enrollment in the "school of origin" shall not be revoked under the district's internal transfer policy at any point during the duration of the child/youth's statutory right to attend the "school of origin").

Enrollment

The terms 'enroll' and 'enrollment' is defined to mean attending school and participating fully in school activities.

1. The school selected shall immediately enroll the child/youth, even if he/she lacks records normally required for enrollment. Records will immediately be requested from the previous school.
2. For purposes of school placement, any parent, guardian or person who has legal or physical custody of a homeless child/youth shall enroll that child/youth directly in the School District of Beloit.
3. Homeless child/youths that do not live with their parents/guardians may enroll themselves in school.
4. Once a child/youth is enrolled in and attending a school, the School District of Beloit Caregiver Authorization Form must be completed within a reasonable period of time for those child/youths who are not accompanied by a parent/guardian.
5. The address listed on the enrollment form becomes proof of residency.

Residency

A homeless child/youth is a resident if the child is personally present somewhere within the district with a purpose to remain but not necessarily to remain permanently.

The child/youth shall be considered a resident when living with a parent, guardian, or person not solely for school purposes or for participation in extra curricular activities.

Homeless child/youths who do not live with their parents/guardians may enroll themselves in school.

Guardianship

For purposes of school placement, any parent, guardian or person who has legal or physical custody of a homeless child/youth shall enroll that child/youth directly in an School District of Beloit school.

Local Education Agency (LEA) Liaison

The Executive Director of Pupil Services will be the Local Education Agency (LEA) Liaison for homeless child/youths.

The Local Education Agency Liaison or designee 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 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 child/youths are coordinated with other federal and local programs.

Comparable Services

Each homeless child/youth shall be provided services comparable to services offered to other child/youths in the school selected, such as:

- Preschool programs
- Transportation services
- Educational services for which the child/youth meets eligibility criteria such as ESL or special education programs
- Programs for “At Risk” child/youths
- Programs for gifted and talented child/youths
- School nutrition programs
- Title I services
- After School programs

Transportation to the School of Origin

The District will provide transportation for homeless children at the request of the parent, unaccompanied child/youth, or the Local Education Agency liaison or designee to the school of origin for the duration of homelessness. The District has the right to determine the mode of transportation to the school of origin.

Permanent housing is defined as any signed lease or long-term approved living situation. Self-paying day to day in a motel is not considered permanent housing.

In the case where the school of origin and current residence are in different school districts, the Local Education Liaison (LEA) of the two school districts will agree on a method for transportation and share costs.

If the family chooses to stay in the school of origin after permanent housing has been found, transportation will not be provided. Individual cases may be reviewed by the district when extenuating circumstances are present. Based on this evidence, the district may choose to extend transportation services for a limited time if it is deemed by the district to be in the best interest of the child.

Disputes

If a dispute arises over school selection or enrollment in a school the child/youth shall be immediately admitted to the school in which enrollment is sought, pending resolution of the dispute.

The Local Education Agency Liaison shall carry out the dispute process as expeditiously as possible after receiving the notice of the dispute.

The parent/guardian of the child/youth, or unaccompanied child/youth shall be provided with a written explanation of the appealed decision regarding school selection or enrollment, including the rights of the parent, guardian, or child/youth to appeal the decision to the Office of Coordinator for Education of Homeless Children and Youths in the Wisconsin Department of Public Instruction.

LEGAL REF.: McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et. Seq.)
Subtitle B—Education for Homeless Children and Youths

CROSS REF.: 342.10 Homeless Education Program
420 School Admissions
420 Rule 6 Homeless Enrollment Guidelines
432 School Attendance Areas

APPROVED: November 24, 2009

GRADING SYSTEM

It shall be the policy of the School District to evaluate student achievement in grades Kindergarten through 12. The issuance of grades on a regular basis serves to:

- a. promote a process of continuous evaluation of student performance;
- b. inform the student and his/her parent(s) or guardian of the student's progress;
- c. provide a basis for bringing about change in student performance if such change is deemed necessary.

Students in grades K4 through 12 will receive quarterly report cards. Students in grades K4 through 4th grade will be assessed using "proficiency levels." Beginning in the 6th grade, all students will be graded using the letter grade system.

The School District shall not discriminate in the methods, practices, and materials used for evaluating students on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or prenatal status, sexual orientation, physical, mental, emotional, or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: s.s. 118.13
PI 9.03(1) of the Wisconsin Administrative Code
HEA 9

APPROVED: November 24, 1998

REVISED: May 27, 2008
December 16, 2014

CLASS RANK (High School)

The student's official class rank will be the highest rank attained from either of the ranking factors listed below:

- (1) **Cumulative grade point average.** Except as otherwise specifically provided, the grades earned in all subjects shall be used in determining grade point average (GPA). Grades earned at other public schools (including technical colleges and universities), private/parochial schools and approved alternative schools or programs will be recorded at face value and incorporated in the GPA.

Pass/fail grades will not be incorporated in the GPA. Coursework completed through a foreign exchange program experience or in a foreign country shall be recorded on the student's transcript, but will not be included in the student's GPA.

Grades and grade point averages earned through home-based private educational program instruction will not be used for determination of class rank. Home-based education program students who have completed the final four semesters of coursework at Beloit Memorial High School will be included in class rank. The student will be ranked based on grades earned while attending Beloit Memorial High School.

- (2) **Cumulative points.** Points shall be awarded for credit courses on the following basis:
A = 4.00, B = 3.00, C = 2.00, D = 1.00 and F = 0.

When a student completes a course a second time, the previous credit and grade will be eliminated and the second grade will be used to determine credit, points, and grade point average.

LEGAL REF.: s.s. 120.12(2)
HEA 9, Wisconsin Administrative Code

CROSS REF.: 345.1 Grading System
345.6 Graduation Requirements
345.6 –Rule Specific Graduation Requirements
422 Admission of Nonresident Students
460 Student Scholarships and Awards

APPROVED: November 24, 1998

PROMOTION AND RETENTION

The mission statement of the School District of Beloit is based on the belief that all students can learn when instructed by staff who hold high expectations and sound pedagogy. The goals, objectives and strategies of the District Strategic Plan serve as a guide to achieve the mission.

The District is committed to assuring that every student has the knowledge and skills needed for academic achievement and success in life. Academic standards are necessary to guide outcomes for the range of students served in public education. At the same time, the diverse learning needs of students require varied instructional approaches, opportunities, services, and interventions to promote student achievement.

Students in grades K-12 will be promoted based on evidence of academic performance as opposed to social promotion. While the District believes that data-informed decision making is important, there is no empirical evidence which supports denying a student grade promotion based solely on scoring below a certain value on a standardized assessment. The district's stance on promotion is designed to afford students several different ways and multiple opportunities to demonstrate their knowledge.

The decision to retain a student will be carefully made on a timely basis by the school principal working in conjunction with the Student Intervention Team, classroom teachers, and the student's parents/guardians. The parent/guardian may request a decision appeal based solely on whether appropriate procedures were followed to make the promotion/retention determination. Appeals may be submitted to the Superintendent or designee.

LEGAL REF.: s.s. 118.13
 118.33
 118.145
 120.12(2)
 120.44

APPROVED: March 25, 1980

REVISED: September 23, 2003
 September 28, 2004
 September 28, 2010

PROMOTION CRITERIA

Students in grades K-12 will be promoted based on evidence of academic performance.

As part of the district's Response to Intervention model, a Student Intervention Plan will be generated for students who are identified as needing additional support systems for academic achievement. This will occur via the building Student Intervention Team (SIT) process.

Promotion to grades 1, 2, 3, 4 6 and 7

Students must meet the criteria below to be promoted to grades 1, 2, 3, 4, 6, and 7

1. Proficiency on standardized assessments
- OR
2. Proficiency on district report cards
- OR
3. Documented academic growth towards grade level standards as evidenced by district assessments and/or progress monitors as determined by building SIT team in conjunction with the District Retention Council.

If the student has a disability and successfully meets his/her individual education plan (IEP) goals, the student will be promoted. A student cannot be denied promotion based solely on his or her disability or level of language acquisition. If a student is eligible for services under Section 504 or has ELL/Bilingual Learner needs, promotion consideration will be based upon information from a variety of sources including annual proficiency testing.

Students must meet the criteria below to be promoted from 4th to 5th grade:

Promotion from 4th to 5th grade and 8th to 9th grade

Promotion from 4th to 5th grade or 8th to 9th grade is affected by state statute 118.33 beginning with the 2002-03 school year. A student's scores on the standard Wisconsin state assessment must be used as part of the promotion decision criteria.

1. Students must have a score of "basic" or higher on all five of the content area subtests (reading, language arts, math, science, social studies) on the fourth grade or eighth grade state assessment
- AND
2. Students must receive the equivalent of satisfactory progress during the first three quarters of his/her fourth grade or eighth grade report card in each of the five content areas tested on the state assessment
- OR
1. Students must be making satisfactory growth towards grade level standards at the time promotion/retention is considered as determined by the building SIT team and District Retention Council.

If the student has a disability and successfully meets his/her individual education plan (IEP) goals, the student will be promoted. If a student is eligible for services under Section 504 or has ELL/Bilingual Learner needs, promotion consideration will be based upon information from a variety of sources including annual proficiency testing. A student cannot be denied promotion based solely on his or her disability or level of language acquisition.

Grades 10-12

Students will be monitored by credits earned. Criteria for minimal progress toward graduation are as follows:

	Grade	Credits – On Track
9	0	
	10	6.5
11	13	
12	19	

Graduation = 26 credits earned and proficient or advanced on most recent WKCE or designated state test
OR
26 credits earned including at least one ½ credit on basic study skills and test taking strategies

A student's grade level classification shall be based solely on the number of years of attendance in high school. Memorial students are classified as Freshman (grade 9, first year of attendance in high school), Sophomore (grade 10, second year of attendance in high school), Junior (grade 11, third year of attendance in high school), Senior (grade 12, fourth year or more of attendance in high school).

LEGAL REF.: s.s. 118.30 Pupil Assessment

CROSS REF.: Policy 346 Assessment Programs
Policy 346 RULE 1 Assessment Program Guidelines
Policy 345.6 Graduation Requirements
Policy 345.6 RULE 1 Specific Graduation Requirements
Policy 345.6 RULE 2 Requirements and Procedures for Early Graduation from High School

APPROVED: July 25, 2000

REVISED: September 28, 2010
September 27, 2011
September 9, 2014

Technology

368 Rule1

GUIDELINES FOR RESPONSIBLE USE

A district sponsored user is defined as any individual who has been granted permission to use district technology or the district network.

A. District sponsored users shall:

- access only materials suitable for educational use
- use equipment only under adult supervision
- use language appropriate for a school setting (non-offensive)
- exhibit respectful behavior toward others (non-threatening)
- follow the same standard of conduct expected in a classroom
- adhere to building specific rules regarding use of technology
- report violations of these guidelines to a teacher or administrator
- obey copyright laws and licensing agreements
- understand that filtering does not guarantee the blocking of all inappropriate sites

B. District sponsored users shall not:

- vandalize equipment
- disrupt network services
- impersonate another user
- attempt unauthorized or anonymous access including but not limited to attempted use of anonymous proxies or port tunneling
- attempt to knowingly access any inappropriate or pornographic sites on district or personal technology devices
- share account or software passwords with anyone
- purposely introduce a computer virus to the network
- send or retrieve material that violates any district code of conduct, written or implied
- exploit the institutional privileges of their positions to promote candidates, political parties, personal points of view or for personal financial gain.
- send or retrieve material that is inappropriately obscene, racist, sexist, uses obscenities, or contains inflammatory or abusive language
- disclose own or any individual's personally identifiable information over the Internet except when used for post-secondary enrollment applications or when specific authorization has been given by the District.

CONSEQUENCES FOR INAPPROPRIATE USE

Users who commit any of the listed violations or any not listed but deemed unacceptable shall be subject to one or more of the following sanctions.

1. Access to district-owned or operated technology limited or denied.
2. Notification of proper authorities, which may include law enforcement or other appropriate agencies.

3. Suspension
4. Dismissal/expulsion.
5. Restitution for property damage.

TECHNOLOGY RIGHTS AND LIMITATIONS

1. Network activity shall be monitored by systems administrator(s) or staff designee for compliance with district policy. Internet activity may be monitored by outside sources. Most material transferred via the Internet is not secure.
2. Information electronically published and publicly accessible shall be subject to prior approval under district and/or building public relations policies.
3. District sponsored users displaying, allowing or encouraging inappropriate use of technology are considered to be in violation and subject to consequences.
4. The School District of Beloit has made every attempt to comply with the Children's Internet Protection Act (CIPA). The CIPA includes filtering out inappropriate content (i.e. pornography, language content, violence, etc.) which could prove to be unsuitable for minors, as well as educating minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response, in order to protect the District's students.

CROSS REF.: Children's Internet Protection Act (CIPA)

<http://www.fcc.gov/cgb/consumerfacts/cipa.html>

APPROVED: May 27, 1997

REVISED: July 25, 2006
January 27, 2009
January 27, 2015

411.1

SEXUAL HARASSMENT OF STUDENTS

It is the intent of the School District of Beloit to maintain a learning environment free of any form of sexual harassment, intimidation, or hostile or offensive behavior. Therefore, the District shall not tolerate any form of such behavior and will take all necessary and appropriate action to eliminate it, up to and including discipline or dismissal of offenders.

"Sexual harassment" means any verbal, nonverbal, or physical, sexually-oriented conduct which creates an offensive, hostile, or intimidating school environment or substantially interferes with a pupil's school performance. A hostile environment may be created by a single incident, by repetition of a particular type of behavior, or by a pattern of related behaviors. A hostile environment may be created not only for the targeted student, but also for others who witness the conduct.

The harasser may be another pupil, a teacher, coach, other school employee, or a visitor to school. The harassment may occur in any location—on the school bus, in a classroom, the hallway or the cafeteria, in locker rooms and on class excursions or field trips. The law protects both female and male pupils from sexual harassment, including harassment of a pupil by a person of the same or another sex, and by a person of any sexual orientation. Some examples of conduct which create such interference are as follows:

- **Verbal harassment:** This may include, but is not limited to, discussing sexual activity, commenting about an individual's body or appearance where such comments go beyond mere courtesy, telling "sexual jokes" or any other tasteless sexual-oriented comments, innuendoes, gestures or actions that may offend others.
- **Display of inappropriate gestures or sexually graphic or illicit materials:** This includes, but is not limited to, photographs, drawings, movies, videos, websites, posters and so forth, regardless of their form.
- **Engaging in sexual activity in the presence of others:** This includes but is not limited to touching oneself or others in a sexually suggestive or sexually gratifying manner.
- **Request or demands for sexual favors:** This includes, but is not limited to, subtle or blatant expectations, pressures, or requests for any type of sexual favor which may or may not be accompanied by an implied, stated promise of preferential treatment or threat of negative consequences.
- **Unwelcome physical contact:** This includes, but is not limited to, inappropriate touching, patting, pinching, hugging, intentionally brushing against another's body, pulling at another's clothing, or forcing another to a wall or corner through body position or movement.

The school or school district shall investigate a complaint of any behavior or situation that is or may be considered sexual harassment received indirectly, from sources such as a member of the school staff or another student, a member of the educational or local community, or the media.

An anonymous notice of sexual harassment of students will also be investigated to the best of the district's ability with information provided. It is not necessary that the incident or situation be reported to the school as "sexual harassment" for an investigation to begin.

Any student (or parent of a student) who believes he/she has been subjected to sexual harassment by another student, school employee or other person should report the incident in accordance with complaint procedures established by the school board.

If a school employee directly observes sexual harassment of a student, or is made aware of an incident, he/she is responsible for reporting the incident in accordance with established procedure. The school shall then contact the parent of the student who was allegedly harassed, explain that the school is responsible for taking steps to correct the harassment, and provide the parent/student with a copy of this sexual harassment policy and rule. Regardless of whether or not a formal complaint is filed, the school will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

Any possible pupil harassment will be assessed in the light of all the circumstances. Some of the factors that may be

considered are:

- the number of individuals involved
- the behavior(s) alleged
- the frequency of the behavior
- the severity of the behavior
- disparity in age or grade
- disparity in status
- disparity in power or authority
- disparity in size
- school atmosphere (especially relating to the protected status in question)
- history of harassment of individual or of members of particular protected group
- when and where the behavior occurred
- the effect of the behavior on the student or students

Complaints and allegations will be processed objectively and in a timely manner. The district shall take prompt and effective action to end the harassment and prevent its recurrence. Individuals reporting incidents 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.

Two school district employees will be designated to receive all complaints of pupil harassment. The complainant may report the alleged harassment to any principal, teacher, counselor, social worker or other district employee who shall be responsible for forwarding the complaint to the district contact for pupil discrimination complaints for review and action as necessary.

The policies and procedures, and the name of the designees to receive complaints will be published annually in a legal notice. In addition, all pupil and staff handbooks and web sites shall include the district's sexual harassment policy and complaint procedure.

In January of each year, the school district will file a pupil nondiscrimination compliance report with the Department of Public Instruction.

LEGAL REF.: s.s. 118.13
PI 9.02(9), Wisconsin Administrative Code
PI 9.04, Wisconsin Administrative Code
Title IX, Education Amendments of 1972

CROSS REF.: 112 Nondiscrimination

APPROVED: February 25, 1994

REVISED: June 27, 1995
June, 1998
January 22, 2008

SEXUAL HARASSMENT OF STUDENTS
ADMINISTRATIVE PROCEDURES

A. Policy Dissemination

1. Every student or student's parent(s)/guardian will receive a copy of the student sexual harassment policy and administrative rules each year.
2. The student sexual harassment policy and administrative rules will be reviewed each September with all employees.
3. Discussion of sexual harassment will be included in an age appropriate level through the District's developmental guidance program and the sexual harassment policy and complaint procedure will also be presented and discussed, age appropriately, 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 sexual harassment, or parents/guardians who believe their child is a victim of sexual harassment, should immediately report their concerns. If a principal, teacher, counselor, social worker or other district employee receives a complaint of a behavior or situation that may be sexual harassment, the employee shall forward complaints to the district contact for pupil discrimination complaints for review and action as necessary. The district contacts for pupil discrimination complaints are:

Ms. Tasha Bell, Minority Excellence Coordinator
1633 Keeler Avenue, Beloit, WI 53511 (608) 361-4165

Ms. Barbara Buffington, Executive Director of Pupil Services
1633 Keeler Avenue, Beloit, WI 53511 (608) 361-4099

Any incident or situation witnessed or indirectly reported to any district employee must be acted on immediately. Every district employee is responsible for notifying the district contact for pupil discrimination complaints of behaviors or situations that may be considered sexual harassment, even if the targeted student or students did not make the complaint.

All complaints will be taken seriously and will be immediately investigated. The following procedures will be used:

2. Complaints may be made either verbally or in writing to a district employee and shall be forwarded to the district's designated contact for discrimination complaints. The complainant will be provided the district's sexual harassment policy, complaint procedure and complaint form. The complaint should include a specific statement of the alleged behavior or situation, including, whenever possible, details such as time, date, location and circumstance of each alleged incident or situation.

3. All complaints received by employees will be forwarded to the district's designated contact. Immediate action on the complaint will be taken including investigating the complaint; notifying the person who has been accused of harassment; permitting a response to the allegation; and arranging a meeting, if appropriate. The district's designated contact for discrimination complaints shall acknowledge receipt of the complaint in writing within 5 calendar days and provide a report of the determination of the investigation to the superintendent and the claimant no later than 20 days of receipt.
4. If the Complainant or the complainant's parent/guardian is not satisfied with the conclusion, recommendation or corrective action contained in the report of the designated contact for discrimination complaints, a written appeal may be submitted to the Superintendent or designee indicating the nature of the disagreement. The appeal must be filed within 30 calendar days after the complaint was originally filed. The Superintendent or designee shall schedule a meeting with the Complainant, to review the issues presented in the appeal.

The Superintendent or designee shall provide a written response outlining the findings and disposition of the appeal within 15 calendar days of the date the appeal is filed.

5. If the Complainant or the complainant's parent/guardian is not satisfied with the decision on the appeal, the Complainant or the complainant's parent/guardian may file a request for formal review by the Board of Education. The appeal must be filed within 10 calendar days of receipt of the superintendent's decision. The board shall conduct a hearing within 30 calendar days of the request for formal review of the prior decision. The board's final decision will be delivered to both parties within 90 days from the date the complaint was filed.
6. If the Complainant or the complainant's parent/guardian is not satisfied with the decision of the Board, further appeal may be made within 30 days to the State Superintendent of Public Instruction. The appeal should include:
 - a. The reason for the appeal
 - b. The facts that made you believe discrimination occurred
 - c. The relief or outcome you are requesting
 - d. Include a copy of the school district's final decision.

An appeal may also be made if the school district does not issue a final decision within 90 days. Appeals should be sent to:

Department of Public Instruction
Pupil Discrimination Program
P.O. Box 7841
Madison, WI 53707-7841

7. A complaint may also be filed with the Office of Civil Rights within 180 days of the incident. A complaint does not have to be filed with the school district before filing with the Office of Civil Rights. Mail complaints to:

Office of Civil Rights
Chicago Office, US Dept. of Education
500 West Madison St. Suite 1475
Chicago, Illinois 60661
Telephone: (312) 730-1560

- 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. The district will investigate all claims, regardless of the student's ability to provide details.
A student's disabling condition will be given consideration in any disciplinary action that may occur as a result of sexual harassment.
- D. Anonymous Complaints
Anonymous complaints will not be automatically dismissed. Different factors will affect the school's response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter.
- E. Student Confidentiality
Title IX prohibits retaliation against a student who makes a sexual harassment claim. The school will take steps to try to prevent retaliation and will take strong responsive actions if retaliation occurs. If a student asks that his or her name not be revealed, the school will take all reasonable steps to investigate and respond to the complaint consistent with that request as long as doing so does not preclude the school from responding effectively to the harassment and preventing harassment of other students.

REVISED: January 22, 2008
September 11, 2012

REPRINTED: March 8, 2002

STUDENT RACIAL HARASSMENT

The School District of Beloit shall maintain a learning environment that is free of any form of racial harassment, intimidation, or hostile or offensive behavior. Therefore, the District shall not tolerate such forms of behavior and will take all necessary and appropriate action to eliminate them, 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 "racial harassment." For policy purposes, "racial harassment" means engaging in any type of racially-oriented 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 racial harassment by another student, employee, or other adult 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 racial 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.

LEGAL REF.: PI 9.02 (9) Wisconsin Administrative Code
PI 9.04, Wisconsin Administrative Code
Title IX, Education Amendments of 1972

CROSS REF.: 112 Nondiscrimination

APPROVED: January 22, 2002

STUDENT RACIAL HARASSMENT ADMINISTRATIVE PROCEDURES

A. Policy Dissemination

1. Every student or student's parent(s)/guardian will receive a copy of the student racial harassment policy and administrative rules each year. The rules, including the complaint procedure, will also be given to any individual wishing to file a complaint.
2. The student racial harassment policy and administrative rules will be reviewed annually with students and employees.
3. Discussion of racial 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 racial harassment, or parents/guardians who believe their child is a victim of 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 Minority Excellence Coordinator 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.

The Superintendent or designee shall provide a written response outlining the findings and disposition of the appeal within 10 calendar days of the date the appeal is filed, or 10 calendar days after the meeting, whichever is later.

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 the 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:

Office of Civil Rights
Chicago Office, US Dept. of Education
500 West Madison St. Suite 1475
Chicago, Illinois 60661
Telephone: (312) 730-1560

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.

APPROVED: January 22, 2002

REPRINT: September, 2012

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, 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, employee or other adult 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.

LEGAL REF.: PI 9.02 (9) Wisconsin Administrative Code
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CROSS REF.: 112 Nondiscrimination

APPROVED: January 22, 2002

STUDENT HARASSMENT ADMINISTRATIVE PROCEDURES

A. Policy Dissemination

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3. Discussion of 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, or parents/guardians who believe their child is a victim of 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 Minority Excellence Coordinator 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.

The Superintendent or designee shall provide a written response outlining the findings and disposition of the appeal within 10 calendar days of the date the appeal is filed, or 10 calendar days after the meeting, whichever is later.

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 the 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:

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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 harassment.

APPROVED: January 22, 2002

REPRINT: September, 2012

STUDENT ATTENDANCE PROCEDURES

The School District of Beloit believes that regular school attendance is essential for the academic success of a student. The school district encourages a strong partnership between the home, school and community to ensure the regular attendance of all students. From this interest, a commitment has been developed to do whatever it can to realize this goal.

For State reporting purposes, “Part of Day” is defined as follows:

Beginning with the 2012-2013 school year, in grades K-5, students who are present for at least one hour prior to lunch or at least one hour after lunch will be reported present for one half day. Students present for at least one hour prior to lunch and present for at least one hour after lunch will be reported present for the entire school day.

Beginning with the 2012-2013 school year, in grades 6-12, students who are present for at least one class will be reported present for one half day. Students present for at least three (3) classes will be reported present for the entire school day.

Beginning the 2014-2015 school year in grades K-3, students who are present for at least one hour prior to lunch or at least one hour after lunch will be reported present for one half day. Students present for at least one hour prior to lunch and present for at least one hour after lunch will be reported present for the entire school day.

Beginning the 2014-2015 school year in grades 4-12, students who are present for at least one class will be reported present for one half day. Students present for at least three (3) classes will be reported present for the entire school day.

A. Absence Reporting

1. An excuse from a parent/guardian is required for any student absence from school. For absences of more than three consecutive days or more than ten cumulative days a meeting with the school principal or designee and the school nurse may be required to develop a plan to help improve student attendance. Consultation with the student’s physician, dentist, or other qualified professional, knowledgeable about the student’s condition, may be required in order for the absences to be excused.
2. Acceptable Ways for Reporting an Absence:
It is the responsibility of the parent/guardian to notify the school during the morning of the day that the student is absent. Acceptable means of notification include:
 - Phone call to school secretary or attendance line
 - Email to school secretary or attendance secretary
 - In-person notification
 - Written note
 - Written notification and follow up documentation from medical appointment, family funeral, etc.

3. Students of legal age and emancipated minors shall be responsible for providing absence excuses and school notification of such absences themselves.
4. Unusual or frequent absence by a student shall be reported to the building principal.
5. A record of attendance for each student will be kept in accordance with established District procedures. Each teacher will keep an accurate daily record of each student's attendance including tardiness.
6. The Superintendent, building principal, or designee have the authority to consider an excuse given outside of the acceptable reporting time period stated above.

B. Types of Absences

1. Excused absences: A student's absence may be excused by the principal/designee for acceptable reasons such as personal illness, illness in the immediate family, or death of a family member or relative or for other legitimate health reasons.

A student will be considered excused if incarcerated temporarily. The parent/guardian or court services worker must notify the school of the reason for the absence and the exact dates of incarceration must be documented.

The Executive Director of Pupil Services/Principal is empowered to approve a legal excuse to any student for the following reasons:

- a. A showing that the student is temporarily not in the proper physical or mental condition to attend school or an education program.
 - The District may request the parent/guardian of the student to obtain a written statement from a physician or other qualified professional, licensed psychologist, licensed chiropractor, optometrist, or Christian Science practitioner as proof of the physical and mental condition of the child. (WI Statute 118.15(3)(a)).
 - Such excuse shall be in writing, shall state the period of time for which it is valid, and shall not exceed thirty (30) days. (WI Statute 118.15(3)(a)).
 - b. The School District of Beloit may require consultation with a physician or other qualified professional at any time that documentation of a physical or mental condition is needed to verify absence.
 - c. A student may have no more than 10 days of excused absences per year, except in extenuating circumstances. If a parent receives a notice that any future absences will require consultation with a qualified professional and if this is not obtained, the student will be considered truant.
 - d. Students with excused absences will be permitted to make up school work within the window of opportunity and receive full credit.
2. Prearranged Absences Prearranged absences may be approved in situations such as family, group, or individual activities which would be of significant benefit to the student and would warrant absence from school. A student may be excused for no more than ten (10) days each school year, as long as the parent request is received in writing prior to the absence. Principals will approve or deny the prearranged absence based on whether the educational and/or personal benefit to the student outweighs the loss of instructional time and the potential impact on the student's academic progress.

In emergencies where written request for prearranged absence is not feasible, direct contact should be made with principal/designee prior to the absence. . In such cases, a written statement should be provided following the absence in order for it to be considered excused.

Students who receive approval for a prearranged absence will be permitted to complete all school work for full credit and may arrange to do so either prior to or subsequent to the absence.

3. Absences-Special Circumstances

a. Student Absence-Contagious Disease:

- Students who have been absent because of the following communicable diseases shall notify the school nurse before readmission to school.
- These diseases include, but are not limited to, rubeola (red measles), parotitis (mumps), varicella (chicken pox), pertussis (whooping cough), rubella (German measles), and pandemic flu (H1N1) etc.

b. Student Absence-During the School Day:

- No student shall leave his/her building while school is in session without permission from the building administration.
- During periods of school attendance, principals shall release students only to parents/guardians/legal custodians or other persons who have been designated on the emergency card by the parent/guardian/legal custodian.
- Any student on a shortened or modified day will carry a school pass that identifies the hours and days of expected attendance.

c. Student Absence-Physical Education Long-Term Medical Excuses:

- A long-term medical excuse shall be defined as an excuse that will be in effect for two weeks or longer.
- Students who have a medical reason to be OUT of physical education class for two weeks or longer shall obtain a written statement from their health care provider and bring it to the school nurse or designee. This statement should include the following:
 - The reason for the request
 - Period of time the student is to be excused
 - If participation is to be limited, the statement shall include the limitations the student requires and for what period of time those limitations are needed.
- Students who bring the health care provider statement to another staff member shall be directed to the school nurse or designee who will keep the necessary health records.
- At the secondary level, the school nurse or designee will direct students to physical education class with a copy of the health care provider's statement indicating the level of participation possible.
- The secondary level physical education teacher will decide on appropriate alternative activities with no credit penalty (grade) during the excused period as long as the student complies with the direction from the physical education teacher. In some cases, an appropriate schedule change may be needed.

d. Student Absence-School Related:

- Students may be excused from individual classes to participate in other school sponsored groups, activities, and events as approved by the school principal or designee.
- Academic impact will be a priority consideration when scheduling opportunities and events that remove students from regular classroom instruction.

- Disruptions to regular instruction will be kept to a minimum.
- Students who miss class, due to an approved school related absence, will be permitted to complete all school work for full credit.

4. Truancy

“Truancy” means any absence of part or all of one or more days from school during which the principal has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil.

If the parent/guardian does not notify the school during the morning on the day when his/her student is absent, it shall be assumed that the student is truant. Such truancy may be reclassified as an excused absence following appropriate communication from the parent/guardian.

The school shall notify the parent/guardian or designated adult of truancy as soon as possible but no later than the end of the school day after making such a determination. The notice may be made by home visit, mail, email or telephone call of which a written record is kept.

Students who are found to be truant will be permitted to make up school work within the “Window of Opportunity” and receive full credit.

The School Principal/designee is responsible for tracking individual student and overall student truancy data and patterns over time and for developing an effective school wide plan to reduce truancy. Patterns will include individual classes, time of day and year, gender, ethnicity, and disability. Intervention Plans for truancy will be developed for students on an individual basis.

5. Habitual Truancy

A student is considered a habitual truant if she/he is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester (WI State Statute 118.16(1)(a) and (c)). Students found to be habitually truant may be issued a municipal citation in accordance with local-municipal ordinances. The principal will ensure that school personnel have taken appropriate actions.

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 notification will request a meeting with the parent/guardian and the appropriate school personnel. The name of the person with whom they should meet, a date, and a time to meet and the location of where the meeting is to be held will be included in the letter. The meeting shall be held within five (5) days after the notice is sent except that with the consent of the child’s parent/guardian the meeting may be extended for an additional five (5) school days. (WI State Statute 118.16(2)(c)). If the meeting between the parent/guardian and the school personnel is not held within ten (10) school days after the notice is sent via certified mail, court proceedings may be initiated relating to the truancy without the required meeting.

6. Tardiness

- a. *Tardy to School: The principal/designee will decide if the reason for being tardy is valid. If the reason is judged to be invalid, appropriate preventative action will be taken in accordance with the Student Code of Conduct. The student and the parent/guardian share the responsibility for preventing student tardiness. A student may have no more than two (2) tardies per school year*

- b. *semester without the approval of the principal.*
- c. *Tardy to Class: The teacher or appropriate staff member will determine the validity of the reason for the delay to class. If the reason is judged to be invalid, the teacher will admit the student to class and take action to prevent the tardiness in the future, (i.e., conference with student, detention after or during school, phone call to parent/guardian, etc.) Should these techniques fail to solve the problem, the student may be referred to the office with a written referral form, and the principal/designee will take appropriate action in accordance with the Student Code of Conduct.*
- d. *The School Principal/designee is responsible for tracking individual student and overall student tardiness data and patterns over time and for developing an effective school wide plan to reduce tardiness to school and to class. Patterns will include time of year, gender, ethnicity and disability. Intervention Plans for excessive tardiness will be developed for students on an individual basis.*
- e. *Truant Tardy: Five(5) unexcused tardies will be equivalent to a "part of day" as defined in habitual truancy in Section 5 of this policy.*

7. Student Suspension

A suspended student shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete course work missed during the suspension period.

- For students who receive an in-school suspension, classroom work will be assigned by the student's teachers to be completed during in-school suspension. Full credit will be given for work completed. Students failing to complete assigned work may have their in-school suspension time extended or changed to an out of school suspension.
- Following an out-of-school-suspension a student will have the responsibility, within the window of opportunity, to contact the teacher and make arrangements to develop a teacher approved plan for making up, for full credit, any missed work, learning activities, or any quizzes or examinations.

8. Student Expulsion

A student who has been expelled, and who has not been enrolled in a district alternative education program for expelled students, shall not be given the opportunity to take any quarterly, semester, or grading period examination or to complete coursework missed during the period of expulsion. A student who has been expelled from the school district is still required to attend school as required by the state compulsory attendance laws. Alternative options that are available to the student, outside of those provided by the school district include enrollment in a private school, correspondence school, technical college, or home-based private educational program. Enrollment in these alternative options are the legal and financial responsibility of the parent.

A student, who has been expelled, may be eligible to apply for a district alternative education program for expelled students based on his/her order of expulsion. Students accepted to a district alternative program have the opportunity to gain credits and move forward academically during their period of expulsion. Students involved in district alternative programs for expelled students must follow the district code of conduct and must make adequate academic progress in order to remain eligible for this opportunity.

9. Eighteen Year Old Students

When a student attains the age of eighteen (18), the rights accorded to parents transfer from the parent to the student. Students are no longer required by law to attend school and may leave school at the end of the school term, quarter or semester, during which the student turns 18 years of age. However, all students who choose to continue in school must follow all attendance policies. All written and verbal

communication regarding attendance policy violations will continue to include parents unless the adult student specifically requests their exclusion in writing to the Principal.

C. Truancy Prevention and Intervention

The process of education requires continuity of instruction, class participation and study. Frequent absences from classes disrupt the instructional process. Success in school is dependent upon good attendance. School attendance is the responsibility of a parent or legal guardian. Therefore, the district shall make every effort to encourage regular attendance for all students and to help parents in their responsibility to have their children attend school.

1. Prevention and Intervention

Prevention and Intervention Programs have been established to encourage good attendance and to make every effort to increase attendance before legal proceedings become necessary. The school shall make and document efforts to resolve a student's attendance problems and shall include, as applicable:

- Counseling of the minor by members of the Student Services team. These members include the School Social Worker, School Counselors, Nurse, or School Psychologist.
- Creating an attendance, achievement, and/or incentive plan for the student to help increase school attendance.
- Making any necessary adjustment to the curriculum and class schedule to meet special needs of the student.
- Working closely with the student and parent in the decision and review process.
- Closely monitoring school attendance of the student.
- Daily check-ins with a significant adult.
- Providing a student's parent, upon request, with a list of resources available to assist the parent in resolving the student's attendance problems.
- Other research based interventions as appropriate.

2. Parent Requested Program or Curriculum Modifications

- a. Any student's parent/guardian or the student with parent/guardian permission may request program or curriculum modifications. Program or curriculum modifications may include the following (WI State Statute 118.15(1)(d)):
 - Modifications with the student's current academic program;
 - A school work training or work study program
 - Enrollment in any alternative public school or program located in the District;
 - Enrollment in any nonsectarian private school or program located in the District which complies with federal nondiscrimination requirements;
 - Home bound study, including nonsectarian correspondence courses or other courses of study approved by the School Board or nonsectarian tutoring provided by the school in which the child is enrolled;
 - Enrollment in any public educational program outside the District.
 - Enrollment in a charter school with the School District of Beloit.
- b. Requests for program or curriculum modifications should be initiated at the building level. Decisions on such requests shall be subject to review by the Superintendent/designee upon written request of the parent/guardian.

- c. Upon the request of a student's parent/guardian, any decision made in response to a request for program or curriculum modifications shall be reviewed by the Board. The Board shall render its determination in writing if so requested by the parent/guardian.
3. Interventions for Children At Risk: 16 Years of Age or Older
 - a. A student who is 16 years of age or older and a Child At Risk may attend a technical college in lieu of high school or on a part-time basis under the following conditions (WI State Statute 118.15(1)(b)(c)):
 - the student has requested permission to do so from the Board and has the written approval his/her parent or guardian; and
 - the student and his/her parent or guardian agree, in writing, that the student will participate in a program leading to the student's high school graduation.
 - b. If a determination is made that a student attend a technical college, the Board and the district Board governing the technical college shall enter into a contract for such attendance in accordance with state law requirements.
4. Interventions for Students: 17 Years of Age or Older
 - a. A student who has reached the age of 17 may be excused from school attendance under the following conditions:
 - the student has requested permission to be excused and has the written approval of his/her parent or guardian; and
 - the student has his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation. Program or curriculum modifications include those listed in Section C-1 above.
 - b. The written agreements referred to in 3 (a) and (b) above shall be monitored by the Board on a regular basis and no less frequently than once per semester. In the event the Board determines that the student is not complying with the agreement, the Board will notify the student and his/her parent/guardian that the agreement may be modified or suspended in 30 days (WI State Statute 118.15(1)(cm)). If the agreement is suspended, the student shall be expected to attend school on a regular basis in accordance with state law, Board policy and established procedures.

LEGAL REF.: WI s.s. 118.15 Compulsory School Attendance
118.16 School Attendance Enforcement
118.162 Truancy Committee and Plan

APPROVED: September 22, 1998

REVISED: December 16, 2003
July 27, 2010
May 28, 2013

REPRINT: October 3, 2003

SCHOOL ATTIRE

The Board of Education, in an effort to enhance the health and safety of students and staff, improve the learning environment, raise school standards, and promote a higher self-esteem for students, approves the following policy for school attire:

1. Clothing worn in school will not be distracting or disruptive to the learning environment.
2. Hair styles and clothing attire will not present a health or safety hazard or be disruptive to the school environment.
3. Clothing and/or jewelry that cause excessive maintenance problems or cause injury to anyone or damage property (e.g., cleats on boots, shoes that scratch and/or mark floors, chains more than six (6) inches in length, or trousers with metal rivets that scratch furniture or jewelry with sharp edges that can scratch or injure a student) may not be worn.
4. Dress shall be appropriate when representing the school before the public so as not to detract from the group or the occasion.
5. There may be occasions or school programs which will require less casual, more protective, more restrictive, or less restrictive attire than described in this policy. Some examples being: concerts or other performances, off campus community educational programs, field trips, gym attire, shop attire, uniforms for vocational classes. Student will be made aware of such exceptions and expectations by teachers or building administrators when appropriate.

A violation of this policy will be addressed by the building principal or designee. Consequences for violations will be consistent and fair and are delineated in the student code of conduct. A copy of this policy will be given to each parent at the time of registration.

LEGAL REF.: s.s. 120.13(1)(a)
120.44

CROSS REF.: 443/447 Student Conduct and Discipline
Student Code of Conduct

APPROVED: April 29, 1980

REVISED: September 23, 2003
January 27, 2004
June 26, 2007

REVIEWED: February 26, 2013

Elementary School Dress Code

- A. In an effort to enhance the health and safety of students, and promote an environment free of distractions and disruptions:
1. To promote physical activity and safety, “flip-flop” style footwear may not be worn. Shoes must have backs or straps that fit around the heel or ankle and must be worn at all times. High heeled shoes, house slippers or shoes with skates are not permitted.
 2. Hats, jackets, coats and other outdoor apparel may not be worn in the classroom.
 3. Pants will be worn at the waist and not in a sagging manner at the hips or lower. Pants will not be torn. The legs of pants will not extend below the heel of the shoe. Bib overalls will only be worn with straps over shoulders.
 4. Skirts, dresses and shorts must be beyond fingertip length when standing and mid-thigh when sitting.
 5. Halter tops, tank tops, “tube” tops or strapless tops are not allowed. Shirts or sweaters worn off the shoulder are not allowed. “Spaghetti straps” are not allowed. All sleeveless shirts, sweaters and blouses must have standard armholes and must cover the entire torso.
 6. Midriffs, abdomens, backs, cleavage and any clothing typically worn as underclothing may not be exposed.
 7. Undergarments or garments typically worn as pajamas or loungewear may not be worn over or in lieu of outer clothing.
 8. Endorsement or depictions of alcohol, tobacco or other drugs will not be permitted on clothing, jewelry, hats, bags or backpacks.
 9. To promote a safe non-threatening learning environment, clothing may not display writings, slogans, pictures or symbols that are sexually suggestive, depict obscenities, vulgarities, racism or gang affiliation.
- B. In an effort to discourage gang activity in our schools, the following will not be permitted:
1. Hats, caps, jackets, headbands, shirts or other clothing that have come to be identified with a gang.
 2. Visible tattoos or other material imprinted on the body which are either intended to be permanent or are easily removed and are associated with gangs.
 3. Medallions or other jewelry which identify gang members or gang affiliation or which have come to represent a gang.
 4. Any manner of dress, jewelry or artifacts that are indicative of gang involvement. (Students are not permitted to send gang signs or imply gang affiliation in the manner in which they wear their clothing.)

APPROVED: June 26, 2007

Middle School and High School Dress Code

- A. In an effort to enhance school safety, promote an environment free of distractions and disruptions and prepare students for the world of work, family and personal advancement:
1. Shoes that are safe and appropriate for school must be worn at all times. House slippers may not be worn.
 2. Hats, jackets, coats and other outdoor apparel may not be worn in the classroom.
 3. Pants will be worn at the waist and not in a sagging manner at the hips or lower. The legs of pants will not extend below the heel of the shoe. Bib overalls will only be worn with straps over shoulders. Any apparel, which reveals undergarments, stomach, or inappropriate parts of your body, is not allowed.
 4. Skirts, dresses and shorts must be beyond fingertip length when standing and mid-thigh when sitting.
 5. Halter tops, tank tops, “tube” tops or strapless tops are not allowed. Shirts or sweaters worn off the shoulder are not allowed. “Spaghetti straps” are not allowed. All sleeveless shirts, sweaters and blouses must have standard armholes and must cover the entire torso.
 6. Midriffs, abdomens, backs, cleavage and any clothing typically worn as underclothing may not be exposed.
 7. Undergarments or garments typically worn as pajamas or loungewear may not be worn over or in lieu of outer clothing.
 8. Endorsement or depictions of alcohol, tobacco or other drugs will not be permitted on clothing, jewelry, hats, bags or backpacks.
 9. To promote a safe non-threatening learning environment, clothing may not display writings, slogans, pictures or symbols that are sexually suggestive, depict obscenities, vulgarities, racism or gang affiliation.
- B. In an effort to discourage gang activity in our schools, the following will not be permitted:
1. Hats, caps, jackets, headbands, shirts or other clothing that have come to be identified with a gang.
 2. Visible tattoos or other material imprinted on the body which are either intended to be permanent or are easily removed and are associated with gangs.
 3. Medallions or other jewelry which identify gang members or gang affiliation or which have come to represent a gang.
 4. Any manner of dress, jewelry or artifacts that are indicative of gang involvement. (Students are not permitted to send gang signs or imply gang affiliation in the manner in which they wear their clothing.)

APPROVED: June 26, 2007
REVISED: October 26, 2010
November 11, 2014

STUDENT CONDUCT ON SCHOOL BUSES

The Superintendent shall establish written rules which govern the conduct of all those transported by vehicles contracted to the Board of Education. Copies of the rules shall be incorporated in the student Code of Conduct.

Violations of rules established for bus riders may result in the suspension or expulsion of transportation privileges. Bus ridership violations may also fall within the jurisdiction of other areas of the student Code of Conduct and will be dealt with accordingly.

LEGAL REF.:	s.s. 120.13(1) 120.44
CROSS REF.:	443.2 RULE 1 Bus Rider Rules 443.2 RULE 2 Bus Discipline Procedures 447.3 Student Suspensions/Expulsions
APPROVED:	April 29, 1980
REVISED:	February 22, 1994 March 22, 1995 June, 1998
REPRINT:	October 24, 2011

BUS RIDER RULES

A. Rules of Conduct

1. Prior to loading:

- a. Students shall be at the designated school bus stop 10 minutes prior to the scheduled pickup time. The bus shall not wait.
- b. Students shall stay off the road at all times while waiting for the bus. They shall conduct themselves in a safe manner while waiting for the bus.
- c. Students shall wait until the bus comes to a complete stop before attempting to enter the bus. They shall line up in an orderly fashion in single file.
- d. Students shall not move toward the bus at the school loading zone until the buses have been brought to a complete stop.
- e. Students shall use the handrail and watch their step when boarding the bus.
- f. Students shall take a seat immediately upon entering the bus and put on their seatbelt.
- g. Students shall ride on assigned buses.

2. While on the bus:

- a. The bus driver shall be in full charge of the bus and shall be promptly obeyed.
- b. Students shall ride on assigned bus routes and shall be given assigned seats at the bus driver's discretion. The driver shall not allow or require any passenger to sit anywhere except in seats provided which meet required specifications.
- c. Students shall properly and securely wear their seatbelt when the bus is moving.
- d. Students shall not stand while the bus is in motion, except while going to the door or seat just prior to stopping or immediately after loading.
- e. Students shall keep head and arms inside the bus.
- f. Students shall not throw articles within or outside of the bus.
- g. Students shall engage only in such language, conversation and conduct as is acceptable or in a well-conducted classroom.
- h. Anyone causing damage to bus equipment shall be responsible for the cost of such damages.
- i. Students shall abide by all Board policies relating to alcohol, drug and tobacco use while riding on school buses.
- j. Students shall not eat or drink on the bus at any time.
- k. Students shall remain on the bus in case of a road emergency, unless directed to do otherwise by the driver.
- l. Students shall exit the bus through the front door. Exiting through emergency doors in situations other than emergencies shall be strictly prohibited.
- m. Bus drivers shall return all students to their designated drop off.
- n. If a school bus is prevented from discharging a student at the student's regular departure point during an emergency, the bus driver shall return the student to his/her respective school where the principal shall be responsible for contacting the parent/guardian. If the principal is not available, the bus driver shall deliver the student to his/her superior at the bus company.
- o. Students shall not bring pets on the bus at any time, service dogs shall be considered.
- p. Students shall keep books, packages, coats and other articles out of the aisles.
- q. Students shall keep quiet when approaching a railroad crossing stop.

- r. Only regular riders are allowed to ride the bus unless individuals have administrative permission.
 - s. Students shall be courteous to the driver and fellow passengers.
 - t. Students shall not bully, tease, threaten, harass, or hurt others.
 - u. Students shall be prohibited from loud talking, laughing, yelling, singing, whistling, throwing of objects, standing, or changing seats. Serious safety hazard can result from noise and behavior that distracts the driver.
 - v. Students shall keep the bus clean.
 - w. Bus drivers shall notify the Beloit Police Department to assist in removal of a student(s) from the bus in extreme cases of misconduct.
 - x. Students may use electronic devices on the bus provided that they are at a level zero volume, follow digital citizenship guidelines and that the device is held securely.
 - y. Students shall treat bus equipment and other possessions with respect. Possessions may be removed and returned to the parent and/or school if determined necessary to maintain bus safety. The district and/or transportation provider shall not be responsible for items that are broken and/or stolen from the bus.
3. After leaving the bus:
- a. Students shall cross the road when necessary after getting off the bus, but only after checking to be sure no traffic is approaching and after receiving the signal from the driver. They shall cross the road at least 10 feet in front of the bus.
 - b. Older students shall help look after the safety and comfort of small children.
 - c. Students shall be alert to the danger signals from the bus driver.
 - d. Kindergarten and younger age students must be received by a responsible person when they leave the school bus. If there is not a responsible person to receive the child, the transportation provider will attempt to contact the parent or guardian. If unsuccessful, the transportation provider will transport the child to the school or the district administration center. The parent will be required to pick up the child from that location. If a parent receives three (3) absences of responsible person notices in a year, the bus service for that child may be cancelled.
 - e. Students shall never walk behind the rear of the bus.
4. Extracurricular trips and excursions:
- a. The above rules will apply to any trip under school sponsorship.
 - b. Students on extracurricular trips must also respect the wishes of chaperons appointed by school officials to accompany the bus riders.
 - c. Students who go on school trips are expected to return on the same bus, except that permission to leave the group may be granted by the person in charge if written consent of the parent(s) is obtained, preferably before the trip.
5. Any violations of the above rules shall be reported to the parent(s)/guardian of the violator, transportation office and to the principal of the school which the student attends.

CROSS REF.: 443.2 RULE 2 Bus Discipline Procedures
443.4 Student Alcohol and/or Other Controlled Substances Use
447.3 Student Suspensions/Expulsions
831 Tobacco Use on School Premises

REVISED: May 27, 2014

BUS DISCIPLINE PROCEDURES

The following procedures apply to all students, both public and private, who ride school buses. They are designed to provide a fair and responsible system in dealing effectively with unacceptable bus rider behavior and violation of bus rider rules. The primary objectives include correcting unacceptable behavior on the bus, providing for the best interests of all parties, and affording an individual and his/her parents due process should it be necessary to temporarily suspend or more permanently deny transportation services. All school administrative staff and bus transportation staff shall be expected to be fair and consistent in the administration of these established procedures.

1. The initial phase of discipline for non-critical situations shall be between the bus driver and the rider.
2. If the bus driver is unsuccessful on a one to one basis with the rider, the driver shall fill out a misconduct report. This report shall be given to the school office within forty-eight (48) hours of the offense.
3. The following actions shall occur after the issuance of a misconduct report:
 - A. FIRST OFFENSE - The School Principal shall inform the parents/guardians of the offense and discuss what disciplinary measures the parents/guardians and the school official deem necessary to correct the situation.
 - B. SECOND OFFENSE - The School Principal shall inform the parents/guardians of the offense, and the student shall be denied transportation for a maximum of three (3) days.
 - C. THIRD OFFENSE - The school principal shall inform the parents/guardians of the offense, and the student shall be denied transportation for three (3) days. The School Principal shall also forward the student's name to the Executive Director of Pupil Services. The parents/guardians and the student shall be required to meet with the Executive Director of Pupil Services or designee to be informed of possible action on future misconduct reports.
 - D. FOURTH OFFENSE - The school principal shall inform the parent/guardian of the offense, and may consider referral for administrative hearing for possible expulsion from bus riding privileges.
 - E. If the administrative hearing panel feels there is sufficient evidence warranting expulsion from bus riding privileges, the student will be referred for an Expulsion Hearing. The student shall be suspended from bus riding privileges for a maximum of 15 days (10 days EEN) pending the hearing. The Hearing Officer will hear the case as any other expulsion referral.
4. Students that are suspended or expelled from bus riding privileges must attend school. Parents/guardians are responsible for assuring their child does attend school and make provision for the necessary transportation.

REVISED: May 27, 2014

REPRINTED: June 25, 1999
October 24, 2011

ANTI-BULLYING

The School District of Beloit is committed to protecting all students and employees from bullying, harassment, or discrimination for any reason and of any type in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying, harassment, or discrimination will not be tolerated. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process. This policy shall be interpreted and applied consistently with all applicable state and federal laws.

It is essential that every school receive a foundation of prevention curriculum upon which to build a culture of health, wellness, safety, respect and excellence.

Definition

Bullying is defined as a conscious, willful, or deliberate acts, or attempted acts, through the use of words, images, gestures or other physical actions, including electronically transmitted acts, that are intended to cause fear, intimidation, physical injury, emotional distress or property damage. Bullying may be repeated behavior and involves an imbalance of power. Bullying is a form of victimization and is not necessarily a result of or part of an on-going conflict. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior, physical intimidation)
2. Verbal (e.g. threatening or intimidating language, teasing, taunting or name-calling, sexual or racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting, inappropriate or threatening messages or pictures by mobile phone or using the internet – also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all School District of Beloit buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to their student services staff, building principal, Executive Director of Pupil Services or Executive Director of Personnel.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to their student services staff, building principal, Executive Director of Pupil Services or Executive Director of Personnel.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to

be documented. The recipient of the report will make a written record of the report, including all pertinent details.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees can serve as the investigator: student services staff, building administration, Executive Team and Superintendent. There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action as delineated in Board policy 443/447 Student Code of Conduct and Discipline. Such employee offenses will be subject to disciplinary action as delineated in the Employee Handbook. Pupil services staff will provide support for the identified victim(s).

Disclosure and Public Reporting

The policy will be distributed annually to all students enrolled in the school district, their parents and/or guardians and employees. It will also be distributed to organizations in the community having cooperative agreements with the schools. The school district will also provide a copy of the policy to any person who requests it.

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the school board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

LEGAL REF.: s.s. 118.13

s.s. 118.46

CROSS REF.: 411.1 RULE 1 Student Sexual Harassment Administrative Procedures

411.2 RULE 1 Student Racial Harassment Administrative Procedures

411.3 RULE 1 Student Harassment Administrative Procedures

443/447 Student Code of Conduct and Discipline

522.2 Employee Misconduct

522.6 Sexual Harassment

522.6 RULE 1 Discrimination Complaint Procedures

872 Complaints and Concerns

872 RULE 1 Procedures for the Investigation of Public Complaints against School Personnel School District of Beloit Employee Handbook

APPROVED: June 22, 2010
REVISED: May 27, 2014

445

STUDENT INTERVIEWS

Individual students shall not be interviewed by any person, except an employee of the Board of Education, without the approval of the principal. No interview shall be granted unless it is deemed essential to the welfare of the student or is required by law. Every effort will be made to lessen disruptions during the school day. Therefore, when possible, except in the cases where the school or the district has requested police intervention, interviews should take place outside of school hours to reduce intrusions into the educational process.

Student interviews shall be conducted in accordance with established procedures.

LEGAL REF.: s.s. 48.981
118.257
946.40
946.41

CROSS REF.: 445 RULE 1 Procedures for Student Interviews
454 Child Abuse/Neglect Reporting
882.1 Relations with Law Enforcement Authorities

APPROVED: February 3, 1976

REVISED: February 22, 1994
December 17, 2002

STUDENT SEARCHES

Principals and designated staff members have the authority to conduct reasonable searches of students, vehicles and student property, including school lockers, in the event the principal or a designated staff member has reasonable grounds to suspect that the student has violated a law or school rule. Illegal items discovered in any such search will be turned over to law enforcement authorities.

The School District of Beloit acknowledges that a student may have contraband or evidence of a violation of school policy or civil law in his or her jacket or outer clothing, backpack, purse or other bag. Therefore, in the interest of school safety, consensual voluntary searches of jackets and outer clothing, backpacks, purses or other bags may occur in a fair and impartial manner at the frequency of the Superintendent or designee's choosing.

Students will be informed of the right to refuse the consent to a voluntary search.

No school employee or official shall conduct a strip search of any student.

This policy shall be published annually in District student and parent handbooks.

LEGAL REF.:	s.s. 118.32 Wisconsin Constitution, Article I, Section 11 United States Constitution, Fourth Amendment Safe Schools Legal Resource Manual, Revised August 2002, Wisconsin Department of Justice
CROSS REF.:	445 RULE 1 Procedures for Student Interrogations/Interviews
APPROVED:	April 29, 1980
REVISED:	June, 1998 July, 2003 July 28, 2009
REPRINT:	June 7, 2002

LOCKER SEARCHES

A student locker is provided by the school for the convenience of the student to be used solely and exclusively for the storage of outer garments, footwear and school-related materials. No student shall use the locker for any other purpose.

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 a law enforcement or other agency official at the request of or in conjunction with school authorities. Any unauthorized item found in the locker may be removed.

Items removed from the locker may be held by the school for return to the parent(s)/guardian of the student (without liability to the school for safekeeping) unless the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of law in which case the suspect material removed from the locker shall be retained for disciplinary hearings or turned over to law enforcement officials. The student and his/her parent/guardian shall be notified by the inspecting authority of items removed from the locker and of their retention for disciplinary hearings or delivery thereof to law enforcement officials in cases of contents so disposed, and of the parent/guardian's right to obtain other items removed from the locker.

The School District of Beloit permits the superintendent or designee to allow drug detection teams to use dogs for periodic random drug searches of schools.

CROSS REF: 446 Student Searches

APPROVED: July 20, 1993

REVISED: July 22, 1997 DC; July 14, 1998 DC
August 28, 1998
November 24, 1998; REPRINTED: June 25, 1999

CONTROL AND TREATMENT OF HEAD LICE/NITS IN THE SCHOOLS

IF SUSPECTED:

1. If suspected of having head lice, the student shall be removed from the classroom as unobtrusively as possible for further inspection.
2. A student may be suspected of having head lice if the following are noted:
 - a. The student complains of an “itchy scalp” or is observed scratching his/her scalp.
 - b. The student has nits and/or live lice.
 - c. The student has open sores/lesions on the scalp.
3. The student may be inspected privately by the School Nurse, or by other trained building personnel designated by the principal.

IF THE STUDENT IS FOUND TO HAVE LIVE HEAD LICE:

1. The parent/guardian or the designated emergency contact person will be notified. The student shall be allowed to return to the classroom for the remainder of the day.
2. While there is no medical reason to remove a child from school due to head lice, the student’s parent or guardian may choose to take the student home before the end of the school day.
3. The student shall be readmitted when the school receives documentation of treatment for head lice. This may include, but is not limited to, a note from the parent stating the treatment used, or a treatment product bottle, box top, label, receipt, etc. Students will be re-inspected by the School Nurse or principal’s designee, upon return to school.
 - If there are live lice detected and/or there is no proof of treatment, the parent/guardian will be notified and the student will be dismissed from school. The student may not return to school until there are no live lice detected or proof of treatment is provided.
4. A student should not miss more than one day of school following head lice detection. Truancy laws will apply to students missing excessive amounts of school due to head lice infestations.
5. Parent conferences may be appropriate when a student is frequently absent due to head lice infestations. Referrals to community agencies may be appropriate.

CONFIDENTIALITY:

All information shall remain confidential.

REPORTING:

1. Parents/guardians are requested to report to the school cases of head lice infestation that they discover at home. The school nurse, principal or principal's designee will determine what interventions are appropriate in the school setting.

LIMITING OUTBREAKS:

1. The School reserves the right to inspect other known household contacts and close personal contacts attending school in an effort to stem outbreaks in other classes. However, seldom is inspecting an entire classroom or student body necessary or effective.
2. The school nurse shall monitor environmental conditions and be responsible for making recommendations to decrease transmission of head lice.

EDUCATION:

1. Parents/guardians of school children shall receive printed head lice information in September. An individual school may elect to distribute additional information under the direction of the School District of Beloit medical advisor and school nurse.
2. Head lice information shall be available upon request from the school nurse or School District of Beloit, Office of School Health.
3. While no school can be entirely risk free from communicable disease, it is felt that efforts directed toward awareness and prevention will result in fewer infestations and be cost and time effective.

LEGAL REF.: 118.125
118.16
121.02 (1)(i)

CROSS REF.: 347 RULE 1 Guidelines for the Maintenance and Confidentiality of Student Records
431 RULE 1 dc Student Attendance Regulations
School District of Beloit Health Services Handbook

APPROVED: November 28, 2006

REVISED: December 18, 2012

STUDENT FEES, FINES AND CHARGES

The School District of Beloit provides a total education program for students in the District. Certain activities, courses and services may require additional funding, therefore, the Board may charge accordingly.

A schedule of student fees will be maintained and will include payment amounts (if any) to be collected for general instructional materials, school meals, transportation, additional costs for special classes or programs and athletic participation and extra or co-curricular activities.

Student fees may not exceed actual District cost. A fee must be supported by evidence that each student receives value of an equal or greater value than the fee.

Current Year fees on the student fee schedule for general instructional materials and for participation in activities may be waived by the building principal based on individual circumstances involving inability to pay. An automatic waiver of current year fees is granted to students who are eligible for free (100% waiver) or reduced (50% waiver) meals under federal guidelines if a properly completed DPI waiver form is on file.

Building principals are expected to protect taxpayers of the District by making reasonable effort to collect all fees and charges due the District.

The cost of materials provided by the schools for projects completed in classes such as art, industrial technology education, family and consumer education, etc., shall be paid by the student in those cases wherein the project becomes the property of the student.

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.

LEGAL REF.: s.s. 118.03(1)(a)
 120.13(10)
 121.41

CROSS REF.: 470 RULE 1 Guidelines Regarding Student Fees/Fines/Charges

APPROVED: December 18, 1980

REVISED: February 22, 1994
 March 25, 2003
 February 28, 2012

REPRINTED: October 1, 2009

GUIDELINES REGARDING STUDENT FEES/FINES/CHARGES

A. Student Fees/Fines/Charges**1. Student Fees**

- a. A student fee schedule is in effect for students in grades EC-12. The schedule is as follows:
 1. EC – 3 \$25.00 includes student ID
 2. 6 – 8 \$35.00 includes student ID
 3. 9 – 12 \$38.00 includes student ID

Fees for home schooled students attending district classes shall be prorated by the total number of classes in the school day and shall be billed at cost.

- b. Student fees are pro-rated for the student who transfers into the School District of Beloit and enrolls in a school after the opening of the school year as follows:
 - i. 1st Quarter - Full payment 3rd Quarter – 50% payment
 - ii. 2nd Quarter - 75% payment 4th Quarter – 25% payment
- c. A refund of student fees is paid to the student who withdraws from the School District of Beloit and does not enroll in another Beloit school before the close of the school year as follows:
 - i. 1st Quarter - 75% refund 3rd Quarter – No refund
 - ii. 2nd Quarter – 50% refund 4th Quarter – No refund

2. Resale Fees

In certain courses such as art, career technical education and family and consumer economics, students may be required to pay resale fees. Resale fees are a charge made to a student that recovers in a full the cost of an item we are providing for the student's education should they choose to purchase it. This practice is often for convenience to the student and the District such as a physical education locker lock or career technical education special project. Another example of resale is an educational opportunity that a student is requested to pay for because it is not part of the regular education program such as a field trip. Unspecified student payments must be applied to student fees before being applied to resale fee accounts.

The district will provide Personal Protective Equipment (PPE) as required for student safety. Safety glasses are an example of PPE.

Unspecified student payments must be applied to student fees before being applied to resale fee accounts

3. Physical Education

In the secondary physical education program (Grades 4-12); students must supply their own uniforms and shoes. Certain activities such as bowling and skiing require fees for such activities. Locks for student lockers may be purchased from the school. The lock or replacement lock fee is \$5.00.

4. Music

In the instrumental music program, students shall rent to purchase an instrument. Students should not be required to purchase an instrument that is considered expensive and "special". Students using district musical instruments will be assessed a rental fee of \$50.00 per school year. Students, who

demonstrate financial hardship may, request a waiver of the fee from the building principal. Students who rent more than one instrument will not be assessed more than one instrument fee per year. Students/guardians are liable for instrument repair/loss if beyond normal wear/use. Student fees may not exceed the related costs during the year of the fee assessments.

5. Student Parking (Memorial High School)

A \$100.00 fee per year (discounted to \$50.00 during the second semester), is charged to those Memorial High School students obtaining a parking sticker allowing them to park in the high school parking lot. Parking stickers are not transferable, and are void without refund if student withdraws or graduates during the school year.

6. Transcripts

Transcripts are provided free of charge to all students currently enrolled in the school district. There is a \$5.00 charge for students who have graduated or no longer attend the school district.

7. Replacement Badge and Lanyards

Students are provided one badge and lanyard at the start of the school year. A replacement fee for lost or damaged badges (\$5.00) will be assessed.

8. Technology Equipment or Supplies Fees

Technology equipment or supplies are school owned property. If district equipment or supplies are damaged, lost or stolen by a student, a fee or fine will be assessed. The charge will be reasonable, seeking only to compensate the district for the expense or loss incurred. This fee will be put into the student's fee management account and collection shall be prior to the end of the school year that the technology equipment or supplies were repaired or replaced.

9. Co-curricular and Extra Curricular Fees

- a. Co-curricular activities are those activities outside of the school day that are required and graded as a part of a course. Examples include DECA and marching band.
 - No participation fee
- b. Extra-curricular activities are those activities outside of the school day that are enrichment and supportive of the educational experience. Examples include jazz band, Latin club and athletic team managers. If no district funds are provided for the activity, no activity participation fee will be collected from the participant. Student Fees may not exceed actual district costs. A fee must be supported by evidence that each student receives value of an equal or greater value than the fee.
 - Each middle school activity \$20.00
 - Each high school activity \$25.00
 - There is a limit of two activity fees per student per year.
 - There is a limit of six intermediate school activity fees per family per year.
 - There is a limit of six high school activity fees per family per year.
- c. Athletic activities are those athletic programs conducted outside of the school day.
 - Each sport / team \$42.00
 - There is a limit of two athletic fees per student per year.

- There is a limit of six intermediate school athletic fees per family per year.
- There is a limit of six high school athletic fees per family per year.

All students who fail to turn in, lose or damage uniforms and/or equipment, will be charged for the replacement. The fine will be entered into the student's fee management account. Students may not participate in another sport until this fee has been satisfied.

10. Other Charges

- a. In athletic and intramural programs, students are required to provide equipment, which may be utilized in extracurricular activities. Examples include: golf clubs and shoes, tennis rackets, baseball gloves and shoes, ice skates, basketball and football shoes, swimming practice suits, etc.
- b. Students may be requested to pay the price of admission for tickets for special field trips and transportation.
- c. Students will be charged the actual costs for books that they lose or damage and the money will be deposited in the General Fund.
- d. Other costs may be incurred by students for the optional purchase of yearbooks, student newspapers and activity passes.
- e. Students who receive Alcohol and Other Drug Education classes are required to pay a course fee prior to the start of the first class.
- f. Any course that is credited for graduation, even if it is not required for graduation must be provided without charge. However, the school may assess a fee for the specific course materials such as books (not to exceed the actual cost), but it may not charge for instructional time, such as teacher salaries, apparatus, building costs or maintenance.

B. Collection of Fees

The following guidelines apply to the collection of student fees for:

1. The procedure for collection of instructional fees within each school will be the responsibility of the building principal. Building principals are expected to notify staff, the students and their parents/guardians at the beginning of each school year of the fee collection and waiver policy and procedure. In addition, information regarding fee collection and fee waiver policy and procedure is included in the enrollment information provided to new students and their parents/guardians and in information about the availability of free and reduced priced student meals. Any written notification or registration form relative to items on the student fee schedule must include an opportunity to claim a fee waiver under this policy.
2. Parents/guardians may pay fees for all students in a given school by sending one check. It is recommended that the names of the students and their teachers be written on the check to facilitate record keeping at the school level. Fee collections will be applied retroactively (oldest fees first and will be applied to student fees/fines/charges (No Resale) before being applied to activity fees).
3. Donations for student fees scholarships may be given and are appreciated.

4. Checks should be made payable to the School District of Beloit.
5. Receipts must be given for fees collected. Schools should utilize the receipt generating function available with the student software package. and/or the parent or guardian may access an online receipt through the student software package family access.
6. Fees collected each day will be deposited in the bank or secured in a safe. No money shall remain in the schools during the evening or weekend hours.
7. Student fees may not exceed actual district cost.
8. Students will not be denied participation in educational programs for failure to pay fees. Schedules, report cards or diplomas may not be withheld for non-payment of fees. According to section 118.125 of the statutes and the federal Family Educational Rights and Privacy Act, student records must be made available to an adult student or the parent/guardians of a minor student upon request.
9. A student will no longer be able to participate in the activity for which the payment of charges is necessary until such time as the payment has been made. A letter will be sent, by the principal, to all parents/guardians who have not paid their student's fees 30 days after incurring those charges. A second letter will be sent by the principal 60 days after incurring those charges to the parents/guardians who have not acknowledged the previous billing. A final letter of demand will be sent informing the parent/guardian of the amount due.
10. Student fees for the school year are due by September 30th. The building principal shall remind parents/guardians by the fourth Monday of September, either by telephone or letter, that unpaid fees are due by September 30th. Principals shall continue to send reminders as appropriate. It is the Board of Education's expectation that reasonable effort will be made to collect any and all fees.
11. An automatic waiver of fees may be granted to students for current year fees which are listed on the student fee schedule who are eligible for free (100% waiver) or reduced lunches (50% waiver) under federal guidelines if the fee waiver form is signed by the parents/guardians. A student who has paid these fees and later is determined to be eligible for free or reduced price meals as determined by their free or reduced meals application may be given a refund credit of the full amount of fee(s) paid that should have been waived and will be applied to future charges. For current year fees, the Principal may approve a full refund of the fee paid that should have been waived.
12. Current year athletic fees must be waived or paid in full before a student is issued a uniform or permitted to play/scrimmage/participate in the sport. This restriction includes the privilege to participate in graduation ceremonies, prom, dances, homecoming, and other non-educational activities. The principal may grant a fee waiver for current year fees on the student fee schedule for students who, in the judgment of the principal, are not able to pay the fee and who have not applied for, or been approved for, free and/or reduced price meals.

Examples include inability to pay due to a homeless situation or a recent job loss or divorce. Building principals are required to maintain a log of fee waivers, other than for students eligible for free or reduced price meals. The log shall identify the student, the fee waived and the reason for the waiver.

- a. Prior Year Fees – Unpaid student fees accumulate from one year to another. Attempts will continue to be made to collect fees throughout the student’s elementary career. Unpaid fees accumulate and follow the student into 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. The principal may grant a fee waiver for prior year fees on the student fee schedule for students who would like to participate in the graduation ceremony and are not able to pay prior year fees due to a homeless situation. If 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. High school seniors with unpaid fees will not be allowed to participate in graduation ceremonies and will not be granted senior privileges. Upon parent/guardian request, the school may establish a payment plan for prior year fees.

13. Principals will submit an end of year annual report on June 30th to the Business Office summarizing fees collected and waived throughout the school year through a principal approved waiver, detailed by type of fee and reason for waivers. A copy of principal waiver applications will be attached to the summary.

LEGAL REF.: s.s. 118.01

118.125
120.10(15)
120.12(11)
120.13(5)
120.44

APPROVED: March 23, 1982
REVISED: February 28, 2012
September 24, 2013
December 16, 2014

STUDENTS OF DIVORCED, LEGALLY SEPARATED OR UNMARRIED PARENTS

The School District of Beloit encourages parent participation and involvement in the education of their children.

In the School District of Beloit, either parent of a student affected by divorce or legal separation may receive school mailings, progress reports, report cards, view student records, visit the student's school and attend parent/teacher conferences of their child, under the conditions of this policy. Unless a parent has been denied physical placement with his/her child, both parents may have access to such information. Generally, one parent/teacher conference will be held for each student.

When divorce or legal separation affects a child, it is important for the school district to have the proper information to make appropriate decisions regarding a student's school program and parent involvement with the school. The School District of Beloit will maintain strict neutrality between parents who are involved in an action affecting the family, unless otherwise directed by a court order, parenting plan, or other legal documentation. It is the responsibility of a student's parents to provide the school district with the necessary court orders, parenting plan and/or other legal documentation that specify that a parent has been denied periods of physical placement of a child or otherwise restricts involvement with his/her child.

The District shall not allow a parent to remove his/her child from school if the school has been provided with legal documentation or some other court order that specifies that the parent has been denied periods of physical placement with their child that restricts such action by the parent.

A copy of this policy and its exhibit shall be provided to the household of each student enrolled in a school subject to District control prior to the commencement of each school year.

LEGAL REF.:	s.s. 118.125(2) 767.24(4)
CROSS REF.:	347 RULE 1 Guidelines for the Maintenance and Control of Student Records
APPROVED:	January 26, 1982
REVISED:	February 22, 1994 November 28, 2000



School District of Beloit

thinkingbeyondnow
we are tomorrow

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Superintendent

Dr. Tom Johnson

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.

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