

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 1011.1

STUDENT RECORDS NOTICE

The Prairie du Chien Area School District maintains student records for each student attending school in the District. State and federal laws require that the maintenance of such records assure confidentiality. An adult student, or the parent/guardian of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without prior consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility. In addition, the District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined below.

An adult student, or the parent/guardian of a minor student, may inspect, review and obtain copies of student records kept by the school in accordance with Board policy and established procedures and may challenge the content if he/she believes the records are inaccurate or misleading. Copies of the Board's student records policy and procedures are available upon request at the school district office at 800 E. Crawford St., Prairie du Chien, Wisconsin. Regular office hours are: 8:00 a.m. - 4:00 p.m. Complaints regarding the content of student records may be made to the building principal in accordance with established procedures. If the complainant is not satisfied with the District's decision regarding the challenged records, he/she may file a complaint with the Family Policy Compliance Office of the United States Department of Education at the address listed below.

Further, the Board of Education has designated the following student record information as directory data:

student's name, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received and name of school most recently previously attended by the student.

This information may be disclosed to any person UNLESS the adult student, parent, legal guardian or guardian ad litem informs the school that all or any part of the directory data may not be released without the prior consent of the student, parent, legal guardian or guardian ad litem. Refusal of such release must be made to the school no later than 14 days after the opening of school or receipt of this notice.

An adult student or the parent/guardian of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C. 20202-4605.

APPROVED: March 13, 1995

REVISED: February 14, 2010

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 1011.2

STUDENT DIRECTORY DATA WITHHOLDING FORM

Parent/Legal Guardian/Guardian Ad Litem Name:

_____ and/or

Student's Name: _____

Date: _____ Age of Student: _____

Reasons for withholding student directory data: _____

Please check the appropriate information:

_____ Student directory data shall be withheld on a permanent basis.

_____ Student directory data can be released on a situational basis only with prior consent of the adult student, parent, legal guardian, guardian ad litem.

Comments or instructions by person making the request: _____

Please consider very carefully the consequences of any decision by you to remove these items from the list of directory data. Any request for such directory data in the future shall be refused. Regardless of the effect on you, the Prairie du Chien Area School District assumes no liability for honoring your instructions that such information be withheld.

Adult Student/Parent/Legal Guardian/Guardian Ad Litem

Date

APPROVED: March 13, 1995

REVISED: February 14, 2000

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 1011.3

**COMPUTER USE – INFORMATION RELEASE –
PHOTOGRAPH/VIDEO RELEASE**

I hereby request that the following directives be honored for student:

_____ who attends

- Prairie du Chien High School Student Bluff View Intermediate School Student
 B A Kennedy School Student ECHOES Charter School Student

Please circle the response you wish to have honored.

Use of Student Images (Photo or Video) in Public Media

- Yes** My student may be photographed and/or videotaped for use in the school newspaper, local community access channels or other media.
- No** My student may NOT be photographed and/or videotaped for use in any newspaper, television, or portfolio use.

Use of Student Images (Photo or Video) in Yearbooks

- Yes** My student may be photographed and/or videotaped for inclusion in the school yearbook.
- No** My student may NOT be photographed and/or videotaped for inclusion in the school yearbook.

Use of Student Images on Web Pages

- Yes** Images of my student may be included in web pages produced by students or staff and displayed on the Prairie du Chien Area School District Internet Web Server. This permission extends to images that include more than one-half of the facial area.
- No** Images of my student may NOT be included in web page produced by students or staff and displayed on the Prairie du Chien Area School District Internet Web Server. Images that include less than one-half of the facial area may be used if the student cannot be positively identified.

Student Use of Computer Technology

- Yes** the above named student agrees to the attached computer use guidelines. The policy is also published on the Prairie du Chien Area School District Web page www.pdc.k12.wi.us or can be obtained at the school office. (*Permission to use the Internet is determined by marking the next section*).
- No** I do not agree to the policy and will NOT obtain a school computer account.

Internet Resources

- Yes** My student in grades K – 12 may have personal access to the Internet and email resources. Although the school district uses filtering software, I understand that some of the materials accessible via the Internet may still contain objectionable materials. An adult, when accessing the Internet, will directly supervise students in grades K – 12.
- No** My student may not have access to the Internet or email at school.

Directory Data Information Release

The school district has been informed that student directory information MUST be made available to any outside party upon their request unless the parent or guardian indicates they do not wish to have this information released. We call this to your attention because unless you direct us not to, we may be releasing the following information about your child if it is requested by any outside agency:

- Student's name
- Student's major field of study
- Student's participation in officially recognized activities or sports
- Student's weight or height if a member of an athletic team
- Student's dates of attendance
- Student's degrees and/or awards
- Name of the most recent school previously attended by the student
- Student's photograph

Please check the appropriate item for Directory Data Information Release. If you do not check an item, or do not sign this form, it will indicate that you do not wish

to declare any restrictions on the release of directory data.

Directory data may be released.

Directory information may be used only for school purposes such as yearbooks, athletic and other printed programs or other areas directly related to school activities.

No directory information shall be released for any reason.

Student Signature (Grades K – 12) date

Parent/Guardian Signature date

This form will be kept on file in the school building office

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1011

GUIDELINES FOR THE MAINTENANCE AND CONFIDENTIALITY OF
STUDENT RECORDS

A. Definitions

1. Student Records:

Student records include all records relating to an individual student other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available only to persons involved in the psychological treatment of a student.

2. Progress Records:

Progress records maintained by the school include a statement of the courses taken by the student; grades awarded therein, records of the student's co-curricular activities, the student's immunization records and the student's attendance records.

3. Behavioral Records:

Behavioral records maintained by the school include standardized achievement tests, psychological tests, student physical health records other than immunization records, teacher evaluations other than grades, written statements relating to an individual student's behavior and all student records other than progress records.

a. Student Physical Health Records:

Student physical health records include basic health information about a student, including the student's immunization records, an emergency medical card, a log of first-aid and medicine administered to the student, an athletic permit card, a record concerning the student's ability to participate in an education program, the results of any routine screening test such as for hearing, vision or scoliosis, and any follow-up to such test, and any other basic health

information as determined by the State Superintendent of Public Instruction.

b. Patient Health Care Records:

Patient health care records include all records related to the health of a student prepared by or under the supervision of a health care provider except those included in the “student physical health records” definition above.

c. Law Enforcement Records:

Law enforcement records include those records and other information obtained from a law enforcement agency relating to: (1) the use, possession or distribution of alcohol or a controlled substance (AOD) by a student enrolled in the District; (2) the illegal possession of a dangerous weapon by a child; (3) an act for which a District student was taken into custody based on the law enforcement officer's belief that he/she violated or was violating certain specified laws; and, (4) the act for which a juvenile enrolled in the District was adjudged delinquent. The law enforcement agency may provide such record information to the District on its own initiative or on the request of the Superintendent or designee, subject to the agency's official policy. Once the record information is received, the student named in the records and the parent/guardian of any minor student named in the records shall be notified of the information.

d. Court Records:

Court records include those records received from a court clerk concerning a juvenile enrolled in the District who: (1) has had a petition filed with a court alleging that he/she has committed a delinquent act that would be a felony if committed by an adult; (2) has been adjudged delinquent; (3) has school attendance as a condition of his/her court dispositional order; or, (4) has been found to have committed a delinquent act at the request of or for the benefit of a criminal gang that would be a felony if committed by an adult, and has been adjudged delinquent on that basis.

e. Student Directory Data:

Student directory data includes the following at the designated grade

levels:

- (1) Grades K-8: student's name, grade level, name of school presently attending, student photographs, school activities in which the student participates and awards and honors received.
- (2) Grades 9-12: student's name, grade level, name of school presently attending, student photographs, school activities in which the student participates, awards and honors received and height and weight of athletic team members.

B. Confidentiality

The building principal shall be responsible for maintaining the confidentiality of student records kept at his/her school in accordance with state and federal law and established procedures. All student records are confidential, except as provided below:

1. General Access

- a. A student or the parent/guardian of a minor student shall, upon request, be provided with a copy of the student's progress records. An adult student or parent/guardian requesting to review the student's records must inform the school administration in advance as a courtesy.
- b. An adult student or the parent/guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent/guardian shall, upon request, be provided with a copy of the behavioral records. An adult student or parent/guardian requesting to review the student's records must inform the school administration in advance as a courtesy.
- c. The judge of any court of Wisconsin or of the United States shall, upon request, be provided by the Board Clerk or designee with a copy of all progress records of a student who is the subject of any proceeding in such court. The District shall make a reasonable effort to notify the parent/guardian or adult student of the order in advance of compliance therewith, except as otherwise provided by law.

- d. If school attendance is a condition of a student's dispositional order under section 48.355(2)(b)7 or 938.358(2), the Board shall notify the county department that is responsible for supervising the student within five days after any violation of the condition by the student.
- e. A law enforcement agency shall be provided a copy of a student's attendance record if the law enforcement agency certifies in writing that the student is under investigation for truancy or for allegedly committing a criminal or delinquent act and that the law enforcement agency will not further disclose the student's attendance record information except as permitted by law. When a student's attendance record is disclosed to a law enforcement agency for purposes of truancy, the student's parent/guardian shall be notified of that disclosure as soon as practicable after the disclosure.
- f. A fire investigator shall be provided a copy of a student's attendance record if the fire investigator certifies in writing that: (1) the student is under investigation for arson; (2) the student's attendance record is necessary for the fire investigator to pursue his/her investigation; and, (3) the fire investigator will use and further disclose the student's attendance record only for the purpose of pursuing that investigation.
- g. Student records shall be made available to school officials who have been determined by the Board to have legitimate educational interests, including safety interests, in such records and who is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator; a Board member when considering an expulsion; and a person or company with whom the District has contracted to perform a specific task (such as an attorney, medical consultant or therapist) has a "legitimate educational interest" (an interest based on a student's academic or medical progress) and if the official needs to review a student record in order to fulfill his/her professional or District responsibility.
 - (1) If law enforcement record information obtained by the District relates to a District student, the information shall also be disclosed to those District employees

who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic code.

- (2) Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate educational interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school.
- h. Upon the written permission of an adult student or the parent/guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portion of his/her behavioral records as determined by the person authorizing the release. Law enforcement records may not be made available under this exception unless specifically identified by the adult student or by the parent/guardian of a minor student in the written request.
- i. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The court may turn said records or parts thereof over to parties in the action or their attorneys if said records would be relevant and material to a witness's credibility or competency. The District shall make a reasonable effort to notify the parents/guardians or adult student of the subpoena in advance of compliance therewith, except when otherwise provided by law.
- j. The District may provide the DPI or any public officer with information required under Chapters 115 to 121 of the state statutes. Upon request, the Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions.

- k. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the individualized education program (IEP) team in accordance with state and federal law.
- l. Information from a student's immunization records shall be made available to state and local health officials to carry out immunization requirements.
- m. Upon request, the Board Clerk shall provide the names of students who have withdrawn from school prior to graduation to the technical college district board in which the public school is located or, for verification of eligibility for public assistance, to the Department of Health and Family Services, the Department of Workforce Development or a county department under sections 46.215, 46.22 or 46.23 of the state statutes.
- n. A student's records shall be disclosed in compliance with a court order under Wisconsin's delinquency statutes after a reasonable effort has been made to notify the student's parent/guardian.
- o. In response to a court order, the District shall provide to the court the names of all persons known by the District to be dropouts and who reside within the county in which the circuit court or the municipality court is located.
- p. Annually, on or before August 15, the District shall report to the appropriate community services boards established under sections 51.42 and 51.437 the names of students who reside in the District, who are 16 years of age or older, who are not expected to be enrolled in an educational program two years from the date of the report and who may require services under sections 51.42 or 51.437 (community mental health, development disabilities, alcoholism and drug abuse).
- q. Personally identifiable information from the student records of an adult student may be disclosed to the parent of the adult student without the written consent of the adult student if the adult student is a dependent of his/her parent for tax purposes (under the Federal Internal Revenue Code, 26 USC). This may be done unless the adult student has informed the school, in writing, that the information may not

be disclosed.

- r. The District shall, upon request, provide student disciplinary records necessary for purposes of student enrollment in another public school district as permitted by law. These records may include:
 - (1) A copy of any expulsion findings and orders or records of any pending disciplinary proceedings involving the student;
 - (2) A written explanation of the reasons for the expulsion or pending disciplinary proceedings; and
 - (3) The length of the term of the expulsion or the possible outcomes of the pending disciplinary proceedings.

- s. A parent, regardless of whether the parent has legal custody of the child, shall have access to a child's medical, dental and school records unless the parent has been denied access to such records as outlined by state law (e.g. denied periods of physical placement with the child, ordered by the court).

2. Access to Patient Health Care Records

All student patient health care records shall remain confidential. They may be released only to persons specifically designated in state law or to other persons with the informed consent of the patient or a person authorized by the patient. Student patient health care records maintained by the District may only be released without informed consent to a District employee or agent if any of the following apply:

- a. The employee or agent has responsibility for the preparation or storage of patient health care records.
- b. Access to patient health care records is necessary to comply with a requirement in federal or state law.

Any record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immunodeficiency syndrome AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.

3. Release of Student Directory Data

Except as otherwise provided below, directory data may be disclosed to any person after the school has: (a) notified the adult student, parent, legal guardian or guardian ad litem of the categories of information which it has designated as directory data with respect to each student; (b) informed such persons that they have 14 days to inform the school that all or any part of the directory data may not be released without their prior consent; and, (c) allowed 14 days for such persons to inform the school, in writing, of all the directory data items they refuse to permit the District to designate as directory data about that student.

- a. If the District has followed the notification procedure outlined above, and the adult student, parent, legal guardian or guardian ad litem does not object to the directory data being released, the Board Clerk shall, upon request, provide the name of each student expected to graduate from high school in the current school year to the technical college district board.
- b. If the District has followed the notification procedure outlined above, and the adult student, parent, legal guardian or guardian ad litem does not object to the directory data being released, the Board Clerk shall, upon request, provide any representative of a law enforcement agency, city attorney, district attorney or corporation counsel, county department under sections 46.215, 46.22 or 46.23, a court of record or municipal court with such directory data information relating to any such student enrolled in the District for the purpose of enforcing that student's school attendance, to respond to a health or safety emergency, or to aid in the investigation of alleged criminal or delinquent activity by a student enrolled in the District.

An adult student, parent, guardian or guardian ad litem may request that all or any part of the student directory data not be disclosed by completing a "Student Directory Data Withholding Form." Refusal of such release of student directory data information must be made to the school no later than 14 days after the opening of school or receipt of this notice.

C. Records Retention/Disclosure

1. Behavioral records shall not be maintained for more than one year after the date upon which the student graduated from or last attended the Prairie du Chien Area School District, unless the student specifies in writing that his/her behavioral records be maintained for a longer period of time but not to exceed the student's 21st birthday.
2. Progress records shall be maintained permanently after a student ceases to be enrolled in the Prairie du Chien Area School District. The school may maintain the records in such form as the Board deems appropriate.
3. A record of each request for access to and each disclosure of personally identifiable information from the education records of a student shall be maintained with such student's records, except when the request is from or the disclosure is to the following person/party:
 - (1) the parent/guardian or adult student;
 - (2) a school official;
 - (3) a party with written consent from the parent/guardian or adult student;
 - (4) a party seeking directory data; or
 - (5) a party seeking or receiving the records as directed by a federal grand jury or other law enforcement subpoena and the issuing court or other issuing agency has ordered that the existence or the contents of the subpoena or the information in response to the subpoena not be disclosed.

D. Transfer of Records

Student records relating to a specific student shall be transferred to another school or school district upon written notice from:

1. An adult student or the parent/guardian of a minor student that the student intends to enroll in the other school or school district;
2. Another school or school district that the student has enrolled; or
3. A court that the student has been placed in a juvenile correctional facility or secured child caring institution.

Student records shall be transferred within five working days of the receipt of the notice. Transfer requests shall be maintained for at least five years after the student ceases to be enrolled in the District.

E. Annual Notification

Annual notification will be published in the official newspaper three (3) weeks before school starts and will be included in all handbooks.

Parents/guardians and adult students shall be notified annually of the following: (1) their rights to inspect, review and obtain copies of student records; (2) the existence of a student records policy and procedures and where copies can be obtained; (3) the categories of student record information which have been designated as directory data and their right to deny the release of such information; (4) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education; (5) their rights to request the amendment of the student's school records if they believe the records are inaccurate or misleading; and, (6) their rights to consent to the disclosure of the student's school records except to the extent state and federal law authorizes disclosure without consent. When a student transfers into the District after the above notice has been given, the student and his/her parent/guardian shall receive a copy of the notice.

F. Challenge to Record Content

An adult student and the parent/guardian of a minor student shall be provided the opportunity for a hearing to challenge the content of the student's records in order to:

1. Ensure that the records are not inaccurate or misleading; and
2. Provide an opportunity for the correction or deletion of any such inaccurate, misleading or otherwise inappropriate data contained therein.

The building principal shall make arrangements for requested hearings.

APPROVED IN PART: March 13, 1995

REVISED: February 14, 2000

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1015

GUIDELINES FOR THE ADMISSION OF STUDENTS

A. General Guidelines

1. Parents/guardians of children being enrolled in District schools shall present to the principal or designee, the following information:
 - a. The child's proper name, birth date and address of residence.
 - b. The name of any legal guardian and parent without custody.
 - c. Written permission for the school to release directory data pertaining to the child without prior consent or written refusal to permit the release of all or any directory data pertaining to the child without prior consent.
 - d. Emergency information including the child's physician, hospital, known medical problems and medication needs.
 - e. For the child's initial enrollment, a record of birth, a physician's statement on the child's health and an immunization record.
 - f. For the student transferring from another school, a transcript/or progress record of the performance in previous academic settings or authorization for the release of academic records.
2. The signatures of the parent/guardian and the principal shall appear on the enrollment card.
3. The school may ask the parent/guardian and child to respond to a survey designed to determine the student's educational needs. This survey shall be administered by the principal or his/her designee.

B. Residency Guidelines

Any child who physically resides in the District for a purpose other than school attendance may be considered a resident student and may be eligible for tuition-free admission to the District's schools.

A child of nonresident parent(s) whose care, custody and support has been assigned to a resident of the District may attend school without payment of tuition provided appropriate information has been filed with the District office. In such cases, the reason for school admittance must be unrelated to any educational or co-curricular benefits that may be attained by attending a District school rather than a school in the child's resident district. Proof may be required that the child's residence in the District is for other than educational or co-curricular benefits.

C. Admission of Students from Home-Based Private Educational Programs

The following guidelines shall be used when students from home-based private education programs wish to enter or re-enter District schools.

1. Any student who has been in attendance at a home-based educational program for 90 days or more and then enters or re-enters the school system shall be required to take a placement examination to determine grade placement. The principal and School Psychologist may also require documentation of curriculum and instructional hours as outlined in state law.
2. The examination to be used shall be determined by the principal, School Psychologist and selected faculty from the appropriate grade levels. The exam shall be composed of questions that test the student's knowledge of language arts (English), mathematics and reading in grades one through four, with science and social studies being incorporated into the test at all other levels. An individual or group achievement test shall be used for these purposes.
3. Placement recommendations shall be at the grade level believed to be appropriate to the child's chronological age, test results, skill development and social maturity as viewed by the school officials. Placement recommendations may be reviewed by parents/guardians and school representatives.
4. The grade placement examination shall be administered by the principal or designee of the school to which the student would normally be assigned.

5. If the placement is sought at the high school level, records indicating the courses taken shall be requested. Providing that the student passes the required examinations, credit shall be awarded for each course. Credits shall be recorded on the student's permanent record as "satisfactory." Grades and grade point averages from home-based educational programs shall not be used for class standing or awards.
6. Each student placed in a District school from a home-based educational program shall have a 45-day probationary period during which time the student shall be expected to demonstrate the ability to do grade level work. If the student cannot do the work, the principal may make a placement revision.
7. In the event that there is an appeal on behalf of the student regarding the placement of a child, a written appeal may be made to the Superintendent within 10 days of the final decision.
8. Diplomas, awards and scholarships are not available to students from home-based private educational programs who have not attended Prairie du Chien High School for a minimum of two full semesters, one of which must be the final or eighth semester.
9. Home-based students may, upon written request participate in the school's competency testing program and system-wide achievement testing. A fee shall be charged for each test administered. Testing is to occur at school at the same time as the student's peer group is tested. It is the parent's/guardian's responsibility to request test dates and places from the school principal.
10. When the District is notified of a home-based program for a resident student, a copy of the District's policy and procedures concerning home-based students shall be mailed to the home.

APPROVED: March 9, 1992

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1015.1

GUIDELINES FOR THE ADMISSION OF ADULT STUDENTS

Any adult resident over the age of 20 years may submit in writing to the Superintendent, a request for admission. The applicant shall present a record of his/her previous education.

The School Psychologist, guidance staff and the high school principal shall work with staff members in planning an appropriate educational program for the adult.

A fee structure may be charged depending on the course(s) taken.

APPROVED: March 9, 1992

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1018

**GUIDELINES FOR THE ADMISSION OF NONRESIDENT STUDENTS
OTHER THAN OPEN ENROLLMENT STUDENTS (TUITION WAIVERS)**

1. All residency issues should be directed to the Superintendent's office.
2. Requests for nonresident, tuition-free attendance shall require the parent/guardian of the nonresident student to complete the Request to Waive Tuition Form.
3. The Superintendent shall review the request make a recommendation to the Board.
4. The termination of the nonresident's educational program shall be made by the Board upon recommendation of the Superintendent.

APPROVED: March 9, 1992

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure1018.1

BUILDING TRANSFERS WITHIN DISTRICT (K-8)

Definitions

Parent means parent(s), legal guardian, or legal foster parent(s).

School of Residence is the school in which a pupil attends.

General Guidelines

Pupils shall attend the school in the immediate area in which they reside for the duration of their time in Kindergarten through fifth grade. The exception to this is when they are assigned to some other school by the District Administrator, or a written parent request for transfer is approved. All requests are subject to approval by the District Administrator or his/her designee.

Where feasible, families living in the same household will be assigned to the same building.

The assignment will be made on the basis of household or residence, not location of childcare.

Exceptions

PARENT INITIATED TRANSFERS

Parent may annually request a one-year transfer of their child/children from their school of residence to another. Written requests must be filed with the District Administrator between **April 1st and July 15th** for the following year only. Requests will be handled on a first come first served.

Pupils who reside in Prairie du Chien Area School District and will be moving into a different area of the District within the **first 90 days** of the school year may enroll in the school in the area into which they are moving.

Students granted transfers based on parent request will need to reapply each year.

If existing transportation routes are not affected by the transfer, a student may use district transportation. Availability on district transportation is not guaranteed when the transfer affects the transportation route.

DISTRICT INITIATED TRANSFERS

Assignments of students to a school, other than their existing school of attendance, will be considered by the District Administrator when necessary for such reasons as to assure quality and equity of educational opportunities, to balance class sizes, to provide adequate use of staff and facilities, to relieve overcrowding, to facilitate transportation, to improve cost efficiency and/or to respond to unique needs of pupils and families.

In the event of overcrowding at either elementary school building, no individual neighborhood area will be signaled out as the first approach to relieve overcrowding.

Parents of children receiving EEN services only available in one building may request to have the whole family placed in that building or maintain the children in two different buildings. Children in early childhood programs will return to their school of residence upon completion of their time in early childhood.

Students assigned to a different elementary school by the district will be provided transportation if the transfer necessitates transportation.

APPROVED: August 9, 1999

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1024

STUDENT DRESS AND GROOMING GUIDELINES

Responsibility for the personal appearance of students shall normally rest with the students themselves. Student dress or grooming should not, however:

1. Affect the health or safety of the student themselves or other students.
2. Prevent the student from doing his/her work because of blocked vision or restricted movement.
3. Disrupt the learning process within the school.

Hats shall not be worn within the building at any time (an exception shall be made for softball or baseball practice in the gymnasium).

Shirts with alcohol and/or tobacco advertisements and undesirable ads shall not be allowed.

APPROVED: January 8, 2001



Prairie du Chien Area School District

www.pdc.k12.wi.us

If you are a student, the parent/guardian of a student, a close adult relative of a student, or a school staff member and wish to report an incident of *alleged* discrimination, bias, stereotyping, harrassment, or bullying, complete this form and return it to the principal at the student victim's school. Definitions of each are provided on the back of this form. You can contact the school for additional information or assistance at any time.

Title IX prohibits retaliation against any individual who files a complaint under Title IX or participates in a complaint investigation. Disciplinary action will be taken against any student or staff member who engages in retaliation.

Date Reported: _____ **Person Reporting:** _____

Person reporting the incident(s)

- | | | |
|---|---|------------------------------------|
| <input type="checkbox"/> Student | <input type="checkbox"/> Close Adult Relative | <input type="checkbox"/> Bystander |
| <input type="checkbox"/> Parent/Guardian of Student | <input type="checkbox"/> of a Student | <input type="checkbox"/> Other |
| | <input type="checkbox"/> School Staff | |

Name of student target/victim(s): _____ **Grade:** _____

_____ **Grade:** _____

Name of witness(es) if known : _____ **Grade:** _____

_____ **Grade:** _____

Name(s) of offenders if known: _____ **Grade:** _____

_____ **Grade:** _____

Date of Incident(s): / / / / / / / /
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Type of Incident(s):

- Discrimination
- Bias
- Stereotyping
- Pupil Harassment
- Sexual Harassment

Location of Incident(s):

- Bullying
- Classroom
- Hallway
- School Property

Method of Incident(s):

- School Transportation
- School Sponsored Activity Off Property
- Other _____
- Verbal

- Physical
- Electronic

Written
Is there evidence?

- Yes (please provide)
- No

Description of Incident(s):

DISCRIMINATION – Board Policy # 1010

"Discrimination" means any action, policy or practice, including bias, stereotyping, and pupil harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons which limits or denies a group of persons opportunities, privileges, roles or rewards based, in whole or in part, on sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional learning disability or handicap, or which perpetuates the effects of past discrimination.

BIAS

"Bias" means an inclination for or against a person or group of persons based in whole or in part on sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap that inhibits impartial or objective judgment affecting pupils.

STEREOTYPING

"Stereotyping" means attributing behaviors abilities, interests, values and roles to a person or group of persons on the basis, in whole or in part, on their sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap.

PUPIL HARASSMENT – Board Policy # 1026

"Pupil Harassment" means behavior toward pupils based, in whole or in part, on sex, race, national origin ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment.

SEXUAL HARASSMENT

Sexual harassment can be verbal, nonverbal and/or physical, and is any unwanted attention of a sexual nature in the school environment.

ANTI-BULLYING POLICY

Introduction

The Prairie du Chien Area School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, and school buses and at school-sponsored activities. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. 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)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying)

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1035.1

GUIDELINES FOR REPORTING USE OF PHYSICAL FORCE

1. After each incident involving the use of physical force by school personnel, a written description of the circumstances and the action taken shall be furnished to the immediate supervisor of the staff member involved. This written report must be submitted within 24 hours of the incident.
2. The report shall be forwarded to the office of the district administrator within five school days.
3. The district administrator/designee will review the incident with the building administrator, employee(s) in question, student, and parent(s)/guardian(s).
4. A determination will be made as to whether the use of physical force was appropriate in the specific incident in question.
5. Disciplinary action will be taken as deemed appropriate if it is determined that the use of physical force was inappropriate.

APPROVED: 7/10/2006

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1036

STUDENT DETENTION GUIDELINES

Detentions may be used as disciplinary measures for students.

Elementary and Middle School

Detentions may be administered as follows:

1. Teachers may detain students for minor classroom infractions. Detentions may be served in a variety of ways during the school day. This may include denying recess, or the taking away of special privileges.
2. Students may be placed in detention for inappropriate hallway or lunch period behavior. The teacher, again can use his/her judgement on how this is served.
3. Students may be placed in after-school detention by a principal for inappropriate classroom or general school behavior. The principal will notify parents that the student will be held after school.
4. If the in-house suspension rooms are used for detentions, the following timelines should be followed:
 - a. 5th Grade or below – not at all unless the IEP Team indicates a specified need in a student's behavior intervention plan.
 - b. 6-7-8th Grade – no more than 1 hour. Student to be checked on every 15 minutes.
 - c. Use of these rooms for detention (IHS) is discouraged.

High School

Detentions may be administered as follows:

1. Teachers may detain a student after school to correct a student's unacceptable behavior. Any student who is told by a teacher to report after school and who is to be excused early must see the teacher before leaving the building.

2. Students who are assigned more than one detention for a given day must inform all appropriate teachers of this fact.
3. Students may be detained by the administration for excessive tardies, unexcused absences and disciplinary reasons. The detention will be served in compliance with the school's current detention practice.
4. Students who have detention may not participate in co-curricular activities on any given day until the detention assignment has been completed.
5. Those students who receive detention for a disciplinary matter shall receive credit for work done in detention.

APPROVED: March 9, 1992

REVISED: January 8, 2001

Prairie du Chien Area School District Bluff View Intermediate/High School

Student Network/Internet/Electronic Device/Cell
Phone/Telecommunications



User Agreement and Parent Permission Form

Introduction

We are pleased to offer students of the Prairie du Chien School District access to the district computer network resources, electronic mail, and the Internet. In addition, students may also possess electronic and telecommunication devices that enrich the learning process, such as cell phones, pagers, MP3 players/iPods. To use these resources, all students must sign and return this form, and those under age 18 must obtain parental permission. Parents, please read and complete this document carefully, review its contents with your son/daughter, and sign and initial where appropriate. Any questions or concerns about this permission form or any aspect of the computer network should be referred to the high school principal. A copy of Board policy regarding student access to networked information resources and the use of personal cell phones and electronic devices are available on the Prairie du Chien Area School District web site, ww.pdc.k12.wi.us.

All high school students will be required to complete a short course in network procedures, Internet safety, and general computer knowledge before gaining access to the high school network.

General Network Use

The network is provided for students to conduct research, complete assignments, and communicate with others. Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Access is a privilege - not a right. As such, general school rules for behavior and communications apply and users must comply with district standards and honor the agreements they have signed. Beyond the clarification of such standards, the district is not responsible for restricting, monitoring or controlling the communications of individuals utilizing the network.

Network storage areas may be treated like school lockers. Network administrators may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will always be private.

Internet / World Wide Web / E-mail Access

Access to the Internet and e-mail will enable students to use thousands of libraries and databases. Within reason, freedom of speech and access to information will be honored. Families should be warned that some material accessible via the Internet might contain items that are illegal, defamatory, inaccurate or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. Filtering software is in use, but no filtering

system is capable of blocking 100% of the inappropriate material available on the Internet. We believe that the benefits to students from access to the Internet, in the form of information resources and opportunities for collaboration, exceed any disadvantages. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. To that end, the Prairie du Chien Area School District supports and respects each family's right to decide whether or not to apply for access.

If parental permission is granted, students will be required to follow the District's policies relating to the network. Consequences for not doing so are listed on the permission form. Since the District has comparable print resources for those online resources that may be required for the completion of assignments, restricting access to online resources will not be a hindrance to the completion of assignments during a suspension period.

Publishing to the World Wide Web

Parents, your daughter or son's work may be considered for publication on the World Wide Web, specifically on his/her school's web site. Such publishing requires parent/guardian permission. The work will appear with a copyright notice prohibiting the copying of such work without express written permission. In the event anyone requests such permission, those requests will be forwarded to the student's parent/guardian.

Unidentified photos of students may be published on school websites, illustrating student projects and achievements. In addition, your daughter or son's full name may be considered for publication on his/her school's web site. If published, his/her name will appear on pages with a clear school related purpose and will be included to further instructional and/or co-curricular activities. Permission for such publishing does not grant permission to share any other information about your son/daughter, beyond that implied by their inclusion on the web page(s). **If you do not want your child's photo or name to be published on the website**, please indicate this on Parent Permission Form.

Personal Cell Phones / Pagers / Handheld Digital Devices

The District acknowledges that cell phones are a convenience and a necessity for many students. Like other telecommunications and electronic devices, the District acknowledges that unrestrained use of cell phones can disrupt the learning environment for the cell phone user as well as for other students. Therefore, cell phones and pagers must be turned off and stored in lockers during the school day. At the high school, cell phones and other handheld devices may be used only to access the internet in the IMC, lunchroom, and gym. These devices may not be used during field trips or on buses during a school-sponsored activity. If cell phone use is necessary for a health-related issue, parents/guardians may obtain this permission for a student at the principal's office. Unauthorized use of a cell phone or a page will result in the device being confiscated and submitted to the office where the principal or his/her designee may examine the device to insure that school policies or laws have not been violated.

MP3 Players/iPods/Electronic Entertainment Devices

Although MP3 players and similar entertainment devices can have educational benefits, unless these devices are used for a specific learning experience they are not allowed in classrooms during the school day. In most circumstances, however, use of these devices is allowed in the instructional media center.

Cross References: Legal: Wisconsin Statutes 118.125
 118.13
 118.258
 PI 9, Wisconsin Administrative Code
 Title VI of the Civil Rights Act of 1964
 Title IX of the Education Amendments of 1972
 Section 504 of the Rehabilitation Act of 1973
 Americans with Disabilities Act of 1990
 Child Internet Protection Act

Board Policy: 713 Sexual Harassment
 968 Instructional Use of Computer Networks
 972 Copyright Policy
 1022 Student Conduct
 1023 Code of Classroom Conduct
 1025 Student Internet Use

- 1026 Student Harassment
- 1062 Student Use of Telecommunication and Electronic Devices

Prairie du Chien Area School District

Bluff View/High School Student Network/Internet/Electronic Device/Telecommunication
User Agreement and Parent Permission Form



Computer Network/Internet/Email

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Vandalism of any part of the computer (results in revocation of all computer privileges)
- Violating copyright laws
- Using others' passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Employing the network for commercial purposes, financial gain, or fraud

Except for vandalism, the following consequences will occur:

First Offense: 3 weeks suspension of network or Internet access

Second Offense: 9 weeks suspension of network or Internet access

Third Offense: 1 year suspension, from the date of violation, of network or Internet access

Note: If a violation is also against the laws of the state of Wisconsin, law enforcement may also be notified.

Cell Phones/Pagers/Telecommunication Devices

Use of cell phones/pagers during the school day is not permitted in classrooms but can be used at the high school only to access the internet in the IMC, Lunchroom, and Gym. Cell phones/pagers can be confiscated by staff, submitted to the office, and be inspected for rules violations or illegal activity.

Electronic Entertainment Devices

MP3 players/iPods and other entertainment devices are not allowed during the school day except in the instructional IMC.

Short Course

All students will be required to successfully complete a short course on network use, online safety and general computing before access to the network will be granted.

Student User Agreement:

As a user of the Prairie du Chien Area School District computer network, I hereby agree to comply with the statements and expectations outlined in this document and to honor all relevant laws and restrictions.

I agree to use the network responsibly

I grant permission to have my materials published to the World Wide Web

I understand that my personal cell phone, pager, or any electronic device may be confiscated and inspected

I understand that I will have to successfully complete the "Computers and Safety" short course before I will be allowed to access the high school computer network.

Student Signature

Date

Parent/Guardian Permission [initial each item]:

All students are provided with access to district computer resources. In addition to accessing our district computer network, as the parent or legal guardian, I grant permission for the above named student to:

access the Internet and e-mail systems

have his/her materials published to the World Wide Web

have his/her name published to the school website

have his/her picture **without** identification to the school website

I also understand that:

his/her cell phone/pager may be confiscated and inspected. If he/she needs to use a cell phone during the school day, I can obtain this permission from the principal.

These permissions are granted for an indefinite period of time, unless otherwise requested. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use - setting and conveying standards for my daughter or son to follow when selecting, sharing or exploring information and media.

Parent Signature

Date

STUDENT EXPULSION GUIDELINES

Expulsion

Expulsion means an action taken by the Board to prohibit a student from further attendance at school for a period of time determined by the Board. If an expulsion hearing is pending, a student may be suspended for not more than a total of 15 consecutive school days, unless otherwise provided by law. The student shall be advised of the reason for the suspension and his/her parent(s)/guardian(s) shall be given prompt written notice of the suspension and that expulsion is being recommended. Not less than five days' written notice of the hearing shall be sent to the student and, if the student is a minor, to the student's parent/guardian. If the expulsion hearing will be conducted by the Board, the hearing notice shall contain the following information:

1. The purpose of the hearing.
2. The time and place of the hearing.
3. The specific grounds under section 120.13(1)(c)1, 2 or 2m of the state statutes and the particulars of the student's alleged conduct upon which the expulsion proceeding is based.
4. That the student and, if the student is a minor, the student's parent/guardian, may be represented at the hearing by counsel.
5. That the hearing may result in the student's expulsion.
6. That, upon request of the student and, if the student is a minor, the student's parent/guardian, the hearing shall be closed.
7. That the Board shall keep written minutes of the hearing.
8. That if the Board orders the expulsion of the student the District Clerk shall mail a copy of the order to the student and, if the student is a minor, to the student's parent/guardian.
9. That if the student is expelled by the Board the expelled student or, if the student is a minor, the student's parent/guardian may appeal the Board's decision to the department.

10. That if the Board's decision is appealed to the department, within 60 days after the date on which the department receives the appeal, the department shall review the decision and shall, upon review, approve, reverse or modify the decision.
11. That the decision of the Board shall be enforced while the department reviews the Board's decision.
12. That an appeal from the decision of the department may be taken within 30 days to the Crawford County Circuit Court.
13. That the state statutes related to student expulsion are sections 119.25 and 120.13(1).

If the expulsion hearing will be conducted by a hearing officer, the hearing notice shall contain the following information:

1. The purpose of the hearing.
2. The time and place of the hearing.
3. The specific grounds under section 120.13(1)(c)1, 2 or 2m of the state statutes and the particulars of the student's alleged conduct upon which the expulsion proceeding is based.
4. That the student and, if the student is a minor, the student's parent/guardian, may be represented at the hearing by counsel.
5. That the hearing may result in the student's expulsion.
6. That, upon request of the student and, if the student is a minor, the student's parent/guardian, the hearing shall be closed.
7. That the hearing officer shall keep a full record of the hearing and, upon request, the hearing officer shall direct that a transcript of the record be prepared and that a copy of the transcript be given to the student and, if the student is a minor, the student's parent/guardian.
8. That if the hearing officer orders the expulsion of the student the District shall mail a copy of the order to the Board, the student and, if the student is a minor, to the student's parent/guardian.

9. That within 30 days of the issuance of an expulsion order the Board shall review the order and shall, upon review, approve, reverse or modify the order.
10. That if the student is expelled by the hearing officer, the order of the hearing officer shall be enforced while the Board reviews the order.
11. That, if the student's expulsion is approved by the Board, the expelled student or, if the student is a minor, the student's parent/guardian may appeal the Board's decision to the department.
12. That if the Board's decision is appealed to the department, within 60 days after the date on which the department receives the appeal, the department shall review the decision and shall, upon review, approve, reverse or modify the decision.
13. That the decision of the Board shall be enforced while the department reviews the Board's decision.
14. That an appeal from the decision of the department may be taken within 30 days to the Crawford County Circuit Court.
15. That the state statutes related to student expulsion are sections 119.25 and 120.13(1).

At the hearing, the student shall be given the opportunity to:

1. Review the administrative record of his/her misbehavior.
2. Be represented by counsel.
3. Cross-examine witnesses.

If the hearing is conducted by the Board, the hearing shall be closed. The Board shall adjourn into executive session in accordance with provisions of state law and, by vote, determine whether the student should be expelled from school, and for what duration. The Board's decision to expel a student shall be reduced to a written order, the District Clerk shall mail a copy of the order by registered letter to the student and, if the student is a minor, to the student's parent/guardian. The expulsion order shall state the reason(s) for, the duration and the dates of the expulsion. In addition, the expulsion order shall include a statement that the expelled student or, if the student is a minor, the student's parent/guardian, may appeal the expulsion to the State Superintendent of Public Instruction. An appeal from the decision of the State Superintendent of Public Instruction may be taken within 30 days to the Crawford County Circuit Court.

A student who has been expelled may not be in the school building, may not be on school grounds and may not take part in any regular or co-curricular activities associated with or held at the school during the entire duration of the expulsion, including non-school hours as well as the regular school hours, except when the right of the expelled student to be on school premises is guaranteed by law.

APPROVED: March 9, 1992

REVISED: March 11, 2002

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 1050

PARENT / GUARDIAN LICE-NIT LETTER

Dear Parent(s)/guardian(s) of _____

Date _____

Your child has been sent home from school today because he/she was found to have head lice and/or nits. This is an easily treated condition that is generally not associated with any serious medical complications. It is your responsibility to thoroughly treat your child, the rest of your family and your home. Your child may not return to school until he/she has been treated. This letter shall acquaint you about this infestation, some of the myths

associated with lice and what should be done to get rid of the pests. Also included are forms that must be returned with your child so that the school has a record of treatments.

HOW YOU GET IT: Head lice are usually transmitted through close personal contact with another infested individual or through the use of shared combs, brushes and other grooming aids; through sharing hats, wigs, coats; or through co-mingling of these items at the homes of friends, at school, at church or other public places. Most parents/guardians have the impression that lice become established on persons who are unclean. This is not necessarily true in the case of head lice. Frequent bathing will neither prevent head lice nor eliminate an infestation once it has been established. **The Use Of The Prescription Shampoo Kwell Or The Nonprescription Medication Nix, Rid Or Ovide Will Not Prevent The Establishment Of Lice Either. These Products Work Only After Infestation And Are Not Recommended As A Preventative Action.**

WHAT TO LOOK FOR: Head lice are elongated insects about this (-) long and are grayish-white with dark margins. Lice do not have wings and therefore cannot fly. They do not jump, but do move quickly. This makes them difficult to find in a student's hair. Since crawling forms are so difficult to see, the diagnosis of head louse infestation is frequently made on the basis of finding "nits." A nit is a louse egg. Nits are teardrop in shape, about this size ('). They vary in color from yellowish-brown to white. Head lice attach each nit to a hair shaft with a waterproof, cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that sometimes look like nits to the naked eye. Nits may be found in any section of hair.

TREATMENT: Treatment is directed at the infested individual and his/her personal articles, like caps, combs, brushes, towels and bedding.

INDIVIDUAL TREATMENT:

1. Remove all your child's clothing and place the child in a bath or shower stall and the clothing in a plastic bag.

2. Apply head louse treatment according to your physician's instructions or label instructions provided by the drug manufacturer. There are medicated liquids (pediculicides) available for head lice (RID, KWELL, NIX, Ovide). Kwell is available by prescription only. The others may be purchased without prescription from the drug store. Using a fine toothed comb, comb your child's hair carefully for nit removal. (A comb comes with the shampoo). Lice shampoos are strong medication. Misuse may run a risk of side effects. Do not use on children under the age of two or if pregnant. Consult with your family physician.
3. With the Board's **NO NIT POLICY** in effect, it is imperative to remove all nits from your child's hair. Use a fine toothed comb and comb your child's hair. Also available is a specific hair product for nit removal called CLEAR which is to be used in conjunction with the lice shampoo. Follow instructions on the box.
4. Have your child put on clean clothing after treatment.
5. Repeat shampoo treatment in seven to 10 days. While the pediculicides will kill crawling lice, they do not kill all the nits. Therefore, the treatment needs to be repeated in seven to 10 days to kill newly hatched lice. (Incubation period of the nit is seven to 10 days)
6. All family members and close friends of your child should be examined. Family members who have evidence of infestation (crawling forms or nits) should be treated. Siblings or a parent/guardian who shares a bed with a known infested child should be treated, whether or not there is evidence of infestation at the time of the examination.

DECONTAMINATION OF PERSONAL ARTICLES AND ENVIRONMENT: Since heat is lethal to lice and their eggs, many personal articles can be disinfected by machine washing in HOT water and/or drying at 51.5 degrees C or 125 degree F, and crawling forms die at slightly lower temperatures. Home hot water heaters keep water at about 60 degrees C when the heat selector is set on medium or high. However, some home water heaters are not able to sustain the 60 degree C water temperature when several loads of laundry are processed one after the other or when other demands for hot water (bathing) are made simultaneously. To maintain the water at 60 degrees C or higher, allow time between loads of laundry or baths for the water heater to regain its maximum water temperature. If total reliance is placed on the clothes dryer for disinfestation, dry articles for at least 20 minutes at the high heat setting. Some non-washing articles may be disinfected in the dryer provided that the heat will not harm them.

1. Machine wash all washable clothing and bed linens that have been in contact with your child within the past three or four days.
2. Personal articles of clothing or bedding that cannot be washed or dried may be dry cleaned or simply left in a plastic bag and sealed for a period of two to three weeks.

3. Combs, brushes and similar items can be disinfected by soaking them in one of the pediculicide liquids for one hour or by soaking them in a pan of water heated on the stove to about 150 degrees F for 10 minutes. (Caution: Heat may damage some combs and brushes)
4. Vacuum household carpets and car upholstery; remember to remove any hair strands that are picked up on the vacuum brushes.

NOTIFICATION OF OTHER PARENTS/GUARDIANS: Parents/guardians of your child's closest friends should be notified that their child may also be infested since the children play together. This is particularly important if the children have slept together or participated in activities involving frequent body contact such as wrestling, ballet classes, football, etc.

RETURNING TO SCHOOL: Your child may return to school the morning after he/she has been treated with a head louse shampoo and there are no nits in the hair. Form I must also come to school with the child. In seven to 10 days following the second treatment, Form II needs to be sent to school.

The child shall be checked by the school nurse or his/her designee upon the child's return to school to be assured of treatment and of hair nit removal. The child shall be checked again following the second treatment to make sure lice and nits are gone at this final time.

Children not in compliance cannot be returned to the classroom. It is not a disgrace to catch head lice. But it is a disgrace to do nothing about them or not to inform those who have had contact with the infested party.

Thank you.

Prairie du Chien Area School Nurse

***PLEASE NOTE: The above directions remain in effect unless you have seen your physician and received a prescription with specific instructions. Follow your physician's instructions and return a copy to us.

APPROVED: November 23, 1998

REVISED: January 8, 2001
March 11, 2002

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1052

MEDICATION ADMINISTRATION PROCEDURE

1. No prescription medication will be administered by school district personnel until the School Medication Consent form is filled out and returned to the School Nurse or designee. A parent will fill out the school medication consent form; the School Nurse will fax it to the healthcare provider. Nonprescription medication permission such as Acetaminophen, Ibuprofen and some antacids, will have parental permission listed in the SIS (student information system) for consent to give.
 - a. The School Nurse will enter the school medication consent form into the SIS and set up the schedule for daily recording.
 - b. Prescription medication to be administered at school or at school function must be supplied by the student's parent / legal guardian in the original pharmacy-labeled package and have the following information printed, in a legible format, on the container:
 - i. Student's full name;
 - ii. Name of the drug and dosage;
 - iii. Effective date;
 - iv. Directions;
 - v. Time to be given; and
 - vi. Prescribing practitioner's name.
 - c. All medication will be kept in a locked medication cabinet.
2. Prescription and non-prescription medication will be administered to the student at the designated time by the School Nurse or designee, or by an individual who has been authorized to do so.
3. All district employees working with students will take the Safe Schools online medication course and records will be kept by Safe Schools. The School Nurse will then meet with individual staff who is appointed to administer medication to make sure they are in compliance with all medication administration orders.
4. Medications shall be administered within 30 minutes before or after the time specified by the health care practitioner. If not administered, the School Nurse will be notified. This is a considered a medication error and the medication incident report form will be filled out.
5. Authorization for prescription and over the counter medication must be obtained annually and when changes occur. (Annual authorization for prescription and OTC medications will be valid for students attending summer school).

6. All prescription and nonprescription drug products administered at school will be kept in a locked cubicle, drawer, or other secure manner that maintains the medications' effectiveness (such as a locked refrigerator for medications that require refrigeration).
7. Emergency medications will be stored in a reasonably accessible location (student's classroom, School Nurses' office, main office).
 - a. Medication should be kept in a secure but unlocked area
 - b. Staff should be aware of the storage locations, and any back-up supply
 - c. Students may be allowed to carry their own emergency medication when appropriate
 - d. An individual is identified to maintain a schedule for tracking medication status and expiration dates of emergency medications.
8. For controlled substances, school office personnel shall verify the amount of medication delivered by counting individual units of medication in the presence of either the adult who delivers it or other school personnel. This shall be documented in the log (see sheet).
9. Students may self-carry albuterol inhalers and epinephrine auto-injectors if they have a medical order, have been instructed by their health care provider in the correct and responsible way and have been assessed by the School Nurse as having the appropriate self-management skills.
10. An accurate and confidential system of record keeping shall be established for each student receiving medication at school. This will be kept in the SIS (student information system).
11. In the event of a medication error, parent and School Nurse will be notified. Prescribing healthcare provider will be notified if parent or School Nurse feels it is appropriate or necessary. A written incident report (see medication incident report form) shall be completed by the School Nurse.

Field Trips

- a. The following applies to any school sponsored activity, including: field trips, athletics, student groups or clubs, any overnight event where a student has a medication on file that may need to be given.
- b. Before the field trip:
 - i. At least one-school personnel must have successfully completed the required medication training depending on the medication needs of the students.

- ii. Current training documentation must be on file with Safe Schools prior to the date of event.
- c. Day of the field trip:
 - i. The School Nurse or designee assigned to administer student prescribed medications shall:
 - ii. Document the following items on an envelope with the school's return address on it:
 - 1. Name of the student
 - 2. Name of the drug
 - 3. Dose
 - 4. Approximate time it is to be taken
 - 5. Instructions pertinent to administration of the medication.
 - iii. Place one medication dose in envelope (if student requires more than one medication while on field trip, place each dose in a separate envelope).
 - iv. Securely tape the envelope containing the prescribed medication to prevent loss of the medication.
 - v. Ensure that the responsible person in charge of the care of the student on the field trip is aware of any side-effects of the prescribed medication and who to contact should an emergency occur.
 - vi. Explain to the individual who will be administering the medication(s) on the field trip that he/she must follow the procedures listed below to comply with the school district's policy.
- d. After the field trip:
 - i. The School Nurse or designee will be responsible for documenting that the prescribed medication was taken as ordered. This is documented in Skyward (SIS). The person who administered the medication on the field trip will put in their name as administering the medication.

Emergency Medications

The authorization to self-administer medications will be valid only for the current school year. The parent / guardian must renew the authorization each school year. Backup rescue medication should be requested from the parent/guardian and, if provided, will be kept at a location in the school to which the student has immediate access during the school hours in the event of an asthma / anaphylaxis emergency. The parent/ guardian will assure that backup rescue medication is available to the student after school hours and traveling to / from during school-sponsored events.

Albuterol

Students with asthma are authorized, in consultation with the School Nurse, to possess and self-administer medication for asthma during the school day, during school-sponsored events, or while traveling to and from school or

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1052.1

PRAIRIE DU CHIEN SCHOOLS PRESCRIPTION OR OTC MEDICATION CONSENT FORM

STUDENT INFORMATION:

Student's Name Date of Birth Grade

Medication / Procedure Dosage Frequency

School Year / Effective Date Physician (PHYSICIAN SIGNATURE REQUIRED FOR PRESCRIPTION MED)

Reason for Medication / Procedure / Diagnosis

NOTE: For prescription medications: Signed Parent consent and signed Physicians' Order are required. School nurse will fax form to physician.

PHYSICIAN ORDER: Complete for each prescription / medication/ procedure at school. The above medication/ procedure is to be administered during the school day in accordance with the above instructions.

Please contact me if the following symptoms occur:

Does the child have any known allergies? Yes No

If YES list:

Additional information:

For asthma inhalers ONLY: Student may carry inhaler in school? Yes No

Date Physician's Signature Telephone / Fax *****

PARENT CONSENT: Complete with each medication / procedure at school. I request that this medication / procedure be administered at school. Medication will be supplied in its original, properly labeled container. This order is in effect for this school year unless otherwise indicated. I will notify the school in writing for any changes and obtain a new physician order. I authorize the school nurse/ designee to administer medication / procedure and I authorize school personnel to contact my child's physician if needed. I also release the school district from any liability claims as a result of the administration of this medication or procedure as directed.

Date Parent / Guardian Signature Telephone

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1052.2

Medication Incident Report Form

Student Name:

Date:

Grade:

Teacher:

Parent:

Date and time parent notified:

Medication:

Name and title of person who made error:

A medication error is defined as “a medication administered that deviates from the instructions of the medical provider and parent”(WI Dept. of Public Instruction, 2012, p. 4). A medication error occurs when of the “five rights of medication administration” has been violated. Examples:

1. administering the wrong medication
2. administering the wrong dose of medication
3. administering medication at the wrong time
4. administering the medication in the wrong way (e.g., ear drops administered to eye)
5. administering medication to wrong student

In addition, circumstances that may require additional follow up would be administering medication for the wrong reason and administering the medication without proper documentation.

Situations that are not considered medication errors: students who refuse or are unable to tolerate medication, lack of supply, and a medication held by a parent.

Type of medication error:

Student’s status:

School Nurse / Principal notification (date / time):

Poison control center notified:

Student’s Physician notified:

Brief Description:

School Nurse Responsibilities / checklist:

1. Contact Parents: _____
2. Health Care Provider: _____
3. Follow up with employee(s) who was involved _____
4. Provide additional education to employee(s) involved _____
5. Ensure competency of employee involved _____
6. If appropriate, identify someone else to administer med _____
7. Review incident reports quarterly with administration _____
8. Identify process changes that need to occur _____

(WELLNESS) DISTRICT NUTRITION STANDARDS

The School District of Prairie du Chien strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverages and candy on school grounds. School sites are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

Food:

- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 7 grams of fat per serving.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- Encourage the consumption of nutrient dense foods, like whole grains, fresh fruits and vegetables.

Beverages:

- Vending sales and/or consumption of soda or artificially sweetened drinks will not be permitted before and during the school day.
- Vending sales of soda and artificially sweetened drinks will be discouraged. Restriction on their sale will be governed by the School Nutrition Implementation Schedule.
- The vending sale of beverage with less than 10% fruit juice may begin at the conclusion of the instructional day.
- Milk, water and fruit juices may be sold on school grounds both prior to and throughout the instructional day at the high school only.

**PRAIRIE DU CHIEN SCHOOL DISTRICT
SCHOOL NUTRITION IMPLEMENTATION SCHEDULE**

<p>School Year 2006 - 2007</p>	<p>IN-SCHOOL FOCUS</p> <ul style="list-style-type: none"> ● Healthy snacks that meet District Nutrition Standards ● Healthy rewards that meet District Nutrition Standards ● Beverage and vending guidelines: 50% of offerings meet District Nutrition Standards ● Begin process for setting outside "school fundraising procedures" ● Classroom parties will include no more than one food or beverage that doesn't meet District Nutrition Standards
<p>School Year 2007 - 2008</p>	<p>OUTSIDE OF SCHOOL FUNDRAISING</p> <ul style="list-style-type: none"> ● After school/before school food/beverage sales: 75% of offerings meet District Nutrition Standards ● School supporters (i.e. fundraisers) food/beverage sales: 75% of offerings meet District Nutrition Standards ● Beverage and vending guidelines: 75% of offering meet District Nutrition Standards
<p>School Year 2008 - 2009</p>	<p>SPORTING EVENTS</p> <ul style="list-style-type: none"> ● Concession offerings: 75% of offerings meet District Nutrition Standards
<p>School Year 2009 - 2010</p>	<p>HEALTHY CHOICES AND FOODS THAT MEET DISTRICT NUTRITION STANDARDS SERVED IN SCHOOL, OUTSIDE SCHOOL AND AT SPORTING EVENTS</p>

Approved: May 8, 2006

(WELLNESS) STUDENT NUTRITION GUIDELINES

The Prairie du Chien School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The District supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that no child is left behind.

Hot Lunch/Breakfast Program:

- The full meal program will continue to follow the U.S. Government's Nutrition Standards. These standards will be assessable through the Prairie du Chien school district website.

Lunchroom Climate:

- A lunchroom environment that provides students with a relaxed, enjoyable climate should be developed.
- The lunch room environment should be a place where students have:
 - Adequate space to eat and pleasant surroundings;
 - Adequate time for meals (the American Food Service Association recommends at least 20 minutes for lunch from the time they are seated); and
 - Convenient access to hand-washing facilities before meals.

Fundraising:

- All fundraising projects will need prior approval from administration and are encouraged to follow the District Nutrition Standards.
 - Items being sold that do not meet the District Nutrition Standards may be acceptable for student consumption within moderation (i.e., limit quantity sold to an individual student).
 - Items being sold that do not meet the District Nutritional Standards may be acceptable when offered on an intermittent basis.
- Organizations will be provided with a list of suggested fundraising ideas that promote healthy choices for children and adults.

Classroom Incentives

- When using food as a part of a class or student incentive programs, staff and students are encouraged to utilize healthy choices.
- Organizations will be provided with a list of suggested ideas that promote healthy choices for children and adults.

Approved: May 8, 2006

MANAGING LIFE-THREATENING FOOD ALLERGIES

Food Allergy Procedure:

1. The School Nurse will gather health related information on students on a yearly basis from the SIS.
2. Students with known food/ insect or anaphylactic allergy will have an individualized health plan (IHP) and Food Allergy Action Plan which includes prevention (allergen avoidance) and emergency preparedness.
3. Include a picture of the student on both plans.
4. Distribute plans to everyone who has regular interaction with the student.
5. The medical advisor will provide the school district with a standing non-patient specific order for epinephrine to be administered to any student / staff in an anaphylactic emergency.
6. Two doses of stock epinephrine will be centrally located in each school building.
7. When a student / staff has symptoms of an anaphylactic reaction: tightening of throat, hoarseness, hacking cough, shortness of breath, wheezing, thread pulse, blueness (lips, face), fainting, loss of consciousness, the use of epinephrine is in order.
 - a. Get the epi-pen or assign someone to get it
 - b. Administer as directed
 - c. Call 9-1-1
 - d. Call parent
 - e. Assess student / staff for pulse and respirations
 - f. Administer CPR / AED if needed
 - g. If emergency medical services have not arrived, administer 2nd dose of epi-pen if symptoms persist.
8. A repeat dose of epinephrine will be given 5-15 minutes if the student / staff respond poorly to the initial dose of epinephrine or has ongoing or progressive symptoms and emergency medical services have not arrived.
9. The School Nurse will maintain a schedule for tracking medication status and expiration dates.
10. The School Nurse will make sure there are staff in each building that are trained to administer epinephrine and are trained in CPR / AED.
11. All staff will be trained yearly in recognizing symptoms of anaphylaxis (prevention and treatment).
 - a. School faculty / staff
 - b. Substitute teachers
 - c. Cafeteria staff
 - d. Bus drivers
 - e. Coaches
12. In the event of an anaphylactic reaction, the school nurse will document the incident and meet with appropriate staff, medical advisor, parents of student to be debriefed and amend the Food Allergy policy / procedure as needed.

MANAGING LIFE-THREATENING FOOD ALLERGIES

Food Allergy Action Plan

Student's Name: _____ D.O.B: _____ Teacher: _____

ALLERGY TO: _____

Asthmatic Yes* No *Higher risk for severe reaction



STEP 1: TREATMENT

Symptoms:

Give Checked Medication:**

** (To be determined by physician authorizing treatment)

If a food allergen has been ingested, but no symptoms:	Epinephrine	Antihistamine
Mouth Itching, tingling, or swelling of lips, tongue, mouth	Epinephrine	Antihistamine
Skin Hives, itchy rash, swelling of the face or extremities	Epinephrine	Antihistamine
Gut Nausea, abdominal cramps, vomiting, diarrhea	Epinephrine	Antihistamine
Throat† Tightening of throat, hoarseness, hacking cough	Epinephrine	Antihistamine
Lung† Shortness of breath, repetitive coughing, wheezing	Epinephrine	Antihistamine
Heart† Thready pulse, low blood pressure, fainting, pale, blueness	Epinephrine	Antihistamine
Other† _____	Epinephrine	Antihistamine
If reaction is progressing (several of the above areas affected), give	Epinephrine	Antihistamine

The severity of symptoms can quickly change. †Potentially life-threatening.

DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen® EpiPen® Jr. Twinject™ 0.3 mg
Twinject™ 0.15 mg
(see reverse side for instructions)

Antihistamine: give _____
medication/dose/route

Other: give _____
medication/dose/route

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: EMERGENCY CALLS

1. Call 911 (or Rescue Squad: _____) . State that an allergic reaction has been treated, and additional epinephrine may be needed.

2. Dr. _____ at _____

3. Emergency contacts:

Name/Relationship Phone Number(s)

a. _____ 1.) _____ 2.) _____

b. _____ 1.) _____ 2.) _____

c. _____ 1.) _____ 2.) _____


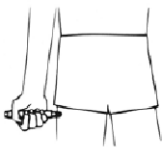



EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!

Parent/Guardian Signature _____ Date _____

Doctor's Signature _____ Date _____
(Required)

TRAINED STAFF MEMBERS

- | | |
|----------|------------|
| 1. _____ | Room _____ |
| 2. _____ | Room _____ |
| 3. _____ | Room _____ |

<p>EpiPen® and EpiPen® Jr. Directions</p> <ul style="list-style-type: none">▪ Pull off gray activation cap.  <ul style="list-style-type: none">▪ Hold black tip near outer thigh (always apply to thigh).  <ul style="list-style-type: none">▪ Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10. Remove the EpiPen® unit and massage the injection area for 10 seconds.	<p>Twinject™ 0.3 mg and Twinject™ 0.15 mg Directions</p>  <ul style="list-style-type: none">▪ Pull off green end cap, then red end cap.▪ Put gray cap against outer thigh, press down firmly until needle penetrates. Hold for 10 seconds, then remove. <p><u>SECOND DOSE ADMINISTRATION:</u> If symptoms don't improve after 10 minutes, administer second dose:</p> <ul style="list-style-type: none">▪ Unscrew gray cap and pull syringe from barrel by holding blue collar at needle base.▪ Slide yellow or orange collar off plunger.▪ Put needle into thigh through skin, push plunger down all the way, and remove.  
--	--

Once EpiPen® or Twinject™ is used, call the Rescue Squad. Take the used unit with you to the Emergency Room. Plan to stay for observation at the Emergency Room for at least 4 hours.

For children with multiple food allergies, consider providing separate Action Plans for different foods.

***Medication checklist adapted from the Authorization of Emergency Treatment form developed by the Mount Sinai School of Medicine. Used with permission.*

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure-1062

PROCEDURES FOR ELECTRONIC COMMUNICATION DEVICE VIOLATIONS

The consequences for possession or use of a personal electronic communication device in violation of Board policy #1062 shall be based on the frequency of the offenses and compliance with the requirements at each step.

For all violations, school staff may confiscate and send the electronic device to the office. All devices turned into the office will be secured in the district safe.

Step 1 (1st Offense):

The student must pick up the device in the office after school at the end of the school day, or at the end of the following school day if the violation occurred at the end of the day or after school.

Step 2 (2nd Offense):

For 1 week, the student must turn the device into the office at the start of the school day and pick up the device after school. Students who do not comply may be moved to Step 5.

Step 3 (3rd Offense):

For 9 weeks, the student must turn the device into the office at the start of the school day and pick up the device after school. Students who do not comply may be moved to Step 5.

Step 4 (4th Offense):

For 18 school weeks or the end of the school year whichever occurs first, the student must turn the device into the office at the start of the school day and pick up the device after school. Students who do not comply may be moved to Step 5.

Step 5 (5th Offense or noncompliance at Steps 2 - 4):

On the day of the 5th offense, or the day of noncompliance at earlier steps, the device will only be returned to a parent/guardian.

For the remainder of the school year the student must turn the device into the office at the start of each school day and pick up the device after school.

When the use of a personal electronic communication device involves other conduct that is prohibited by Board policies, District rules, state and federal laws or local ordinances,

the student shall be subject to additional disciplinary action and/or referral to law enforcement. These consequences shall be imposed and referrals made regardless of whether the device use occurred within the permitted times, locations and situations. For serious misconduct violations, administration reserves the right to impose additional or alternative “loss of privilege” consequences.

Adopted: 8/8/2016

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1063.1

***STUDENT INTOXICANT AND DRUG USE ENFORCEMENT
GUIDELINES***

A. Definitions

1. Intoxicants: All fermented malt beverages (including beer and malt liquor) and intoxicating liquors as defined by state law.
2. Drugs: All controlled substances, prescription drugs and narcotics as defined by state law.
3. Drug Paraphernalia: Drug paraphernalia as defined by state law.
4. Look-alike Drugs: Look-alike drugs as defined by state law.

B. Teacher Referral of Students Suspected of Being Under the Influence of Intoxicants or Drugs

The teacher suspecting that a student is under the influence of intoxicants or drugs shall refer the student to the principal or his/her designee.

At school-sponsored events, chaperones shall notify the principal, or his/her designee, of students suspected of being under the influence of intoxicants or drugs. The principal, or his/her designee, shall determine if the student is under the influence of intoxicants or drugs. If the student is under the influence, the principal shall notify the student's parent/guardian, if a minor, and may also initiate other steps in this rule.

If a student is suspected of being under the influence of intoxicants or drugs, the administration shall take the following steps: (Cases will be handled on an individual basis using any or all of the following alternatives)

1. Contact parent/guardian regardless of student age.
2. Possible suspension
3. Contact Drug and Alcohol Assistance Team
4. May contact police
5. May recommend expulsion

C. Possession or Use of Intoxicants or Drugs

1. When a student is found to be in possession of or using any quantity of intoxicants or drugs in violation of the Board's policy, the student shall be referred to the principal, or his/her designee, who

shall notify the parent(s)/guardian(s). Any intoxicants or drugs confiscated may be referred to the police. A school psychologist, counselor, social worker, nurse or any teacher or administrator designated by the Board who engages in alcohol or drug abuse program activities shall keep confidential any information received from a student that the student or another student is using or is experiencing problems resulting from the use of alcohol or other drugs to the extent required by law. Staff must keep such information confidential unless:

- a) the student using or experiencing problems resulting from the use of alcohol or other drugs consents in writing to the disclosure of the information;
 - b) the staff member has reason to believe that there is serious and imminent danger to the health, safety or life of any person and that disclosure of the information to another person will alleviate the serious and imminent danger; and
 - c) the information is required to be reported under the state's child abuse and neglect reporting law.
2. While working with the parent(s)/guardian(s) of a minor or with the adult student, the principal or his/her designee shall determine if a counselor, a school nurse or doctor should see the student. A counselor shall follow the situation after any referral, if recommended by the principal or his/her designee.
 3. The student may be subject to suspension from school following a referral. Such suspension shall be in accordance with state law and established procedures. After the evidence has been explained to the student and if the student denies the charges, he/she shall be given an opportunity to explain his/her version of the alleged offense.

The administration will take the following steps when the Board's student drug/alcohol and drug paraphernalia policy is violated.

Possession, use or selling of drugs/alcohol and drug paraphernalia:

1. Contact police
 2. May recommend expulsion
- D. Selling, Dealing or Pushing Intoxicants, Drugs, Look-alike Drugs or Drug Paraphernalia

If a student is suspected of or found to be distributing, selling or possessing with the intention of selling or distributing intoxicants, drugs or drug paraphernalia in violation of the Board's policy, the following procedure is to be followed.

1. The student shall be immediately referred to the principal, or his/her designee, who shall investigate the situation. If in the judgment of the principal or his/her designee the accusation has merit, he/she shall notify the parent(s)/guardian(s), and also the police. Any intoxicants or drugs confiscated shall be referred to the police.
2. The student will be subject to suspension from school and will face possible expulsion. Such suspension shall be in accordance with state law and established procedures. After the evidence has been explained to the student and if the student denies the charges, he/she shall be given an opportunity to explain his/her version of the alleged offense.
3. The student may be recommended to the Board for expulsion in accordance with state law and established procedures following suspension. Any consideration of expulsion for a child with disabilities shall conform with state and federal law.

E. Use or Possession of Look-alike Drugs

The administration shall:

1. Confiscate look-alike drugs
2. Contact parent/guardian
3. Possible suspension and/or expulsion

F. Possession of Drug Paraphernalia

The administration shall:

1. Confiscate paraphernalia
2. Contact parent/guardian
3. Contact Police
4. May face Suspension
5. May recommend expulsion

G. Emergency

The administration:

1. May contact city paramedics or contact the Villa Success.
2. Shall notify the student's parent(s)/guardian(s).

APPROVED: June 13, 1994

REVISED: February 12, 2001
March 11, 2002

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1063.2

STUDENT INTERVIEW/INTERROGATION GUIDELINES

A. Investigations in Schools

1. County departments of social services may contact, observe or interview a student at school without parental permission or notification for child abuse or neglect investigation purposes.
2. By Police at the Request of School Authorities
 - a. A principal or designee may exercise his/her discretion in determining whether to request assistance of police if he/she has reasonable cause to believe that a crime may occur or that a crime has occurred in his/her building, on school grounds during school hours or at school activities.
 - b. If the principal or designee requests assistance, the police officer may, during school hours, conduct an investigation within the building and interview students as possible witnesses. A non-uniformed police officer shall be used if possible.
 - c. If the investigation focuses on a particular student as a prime suspect of a crime, the principal or designee and the police officer shall follow the general guidelines set forth with respect to interrogation, search and arrest. When the investigation turns to allegations on a prime suspect in a crime, the parents/guardians are to be called.

3. By Police Without the Request of School Authorities

Police officers shall make every effort to interview students outside of school hours and outside of the school setting in those cases where assistance by school authorities has not been requested. The following procedures shall not apply to circumstances where serious crimes are involved or where imminent threats to persons or property are involved.

- a. If the police deem it absolutely necessary to interview students at school, the police department shall first contact the principal or designee regarding the planned visit and

inform the principal or his/her designee of the probable cause to investigate within the school and obtain his/her approval. The police officer shall not commence his/her investigation until such approval is obtained. The police department may appeal to the Superintendent if it is deemed that approval was unreasonably withheld.

If the principal or designee is unavailable, the Superintendent may grant permission for the interview.

- b. Before an investigation, if criminal prosecution is contemplated, the police officer shall advise the student of the nature of the crime of which he/she is suspected and advise the student of his/her rights based upon current federal and state law and department policy. The school officials or parent(s)/guardian(s) cannot waive these rights on behalf of the student and it is the school official's responsibility to ensure that the student fully understands all of his/her rights.

B. Interrogation of Suspects in Schools

1. By Police at the Request of School Authorities

- a. If a principal or designee has requested assistance by a police department to investigate a crime that may occur or has occurred in his/her building, on school grounds during school hours or at school activities, shall have permission to interrogate a student suspect in school during school hours. The principal or his/her designee or the police shall first notify the student's parent(s)/guardian(s) of the intended interrogation and the police shall inform the parent(s)/guardian(s) of all of the student's constitutional rights.
- b. Before interrogation, the police officer shall advise the student of the nature of the crime of which he/she is suspected and advise the student of his/her rights based upon current federal and state law and department policy. The school officials or the student's parent(s)/guardian(s) cannot waive these rights on behalf of the student and it is the police officer's responsibility to ensure that the student fully understands all of his/her rights.

- c. If criminal prosecution is contemplated, interrogation should not commence unless a parent/guardian of the student is present. This does not apply if either the student or his/her parent/guardian waives the parent's/guardian's presence at the interrogation. In situations where the parent(s)/guardian(s) cannot be reached, or are unwilling to attend, it is the principal's or designee's decision whether to proceed or not.

2. By Police Without the Request of School Authorities

- a. Police officers shall make every effort to interrogate students outside of school hours and outside the school setting in those cases where assistance has not been requested by school authorities.
- b. If the police deem it absolutely necessary to interrogate a student at school, the police department shall first contact the principal or designee regarding the planned interrogation, inform the principal or designee as to the necessity to interrogate the student and to obtain the principal's or designee's approval. The police officer shall not commence his/her interrogation until such approval is obtained. If the police believe approval has been unreasonably withheld, an appeal may be made to the Superintendent.

If the principal or designee is not available to provide such approval, the approval may be obtained from his/her school representative.

C. Arrest by Police Officers

No police officer shall arrest or take custody of any student in school during school hours unless upon lawful request by the principal or designee, or unless the officer has "probable cause" to arrest the student for a felony or misdemeanor or has an arrest warrant or juvenile commitment order, which the issuing authority or juvenile court directed be served at school.

In cases where the student is to be taken into custody, the police officer shall first contact the principal or designee and advise him/her of such fact. The student shall first be summoned to the office by the principal or his/her designee.

In emergency situations where the commission of a serious felony or misdemeanor has been witnessed by a police officer or if the police officer is in the pursuit of a student for such crime, the police shall have the legal right to apprehend such student. However, when removing such student from the school grounds, the police officer shall inform the principal or his/her designee and the parent(s)/guardian(s) of such apprehension.

The principal or designee shall record the name of the police officer, the time of the arrest, the name of the issuing authority of any arrest warrant, the nature of the crime for which apprehension is made, and the place of custody or detention. The parent(s)/guardian(s) of the student should be notified immediately thereof by the principal or designee. It is of course also incumbent upon the police to notify parent(s)/guardian(s) immediately after an arrest of a student is made.

APPROVED: November 14, 1994

REVISED: January 8, 2001
March 11, 2002

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1064.1

STUDENT LOCKER SEARCH GUIDELINES

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.

It shall be the responsibility of the principal to notify all students that their assignment and use of district-owned lockers shall commit them to comply with the Board's policy on student use of intoxicants and drugs.

The locker assigned to a student is not the student's private property, is not under his/her exclusive possession and may be opened and inspected by designated authorities at any time.

Any unauthorized item found in the locker may be removed.

1. Items removed from the locker may be held by the school for return to the adult student or the parent(s)/guardian(s) of a minor student, without liability to the school for safekeeping.
 - a. The adult student, or the parent(s)/guardian(s) of a minor student, shall be notified by the inspecting authority of the items removed from the locker.
 - b. The adult student, or the parent(s)/guardian(s) of a minor student, shall be informed of his/her right to obtain items that may have been removed from the locker.
 - c. The student shall be present during his/her locker inspection, if available.
2. If the inspecting authority suspects that possession or storage of the unauthorized item found in the locker involves a violation of the law, the suspect material removed from the locker shall be turned over to law enforcement officials.
 - a. The adult student, or the parent(s)/guardian(s) of a minor student, shall be notified by the inspecting authority of the items removed from the locker and of the delivery thereof to law enforcement officials.

- b. The adult student, or the parent(s)/guardian(s) of a minor student, shall be informed of his/her right to obtain any other items that may have been removed from the locker.

APPROVED: November 14, 1994

REVISED: December 28, 2000
March 11, 2002

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1064.2

GUIDELINES FOR STUDENT SEARCHES AND SEIZURES

School officials have an affirmative duty to investigate any suspicion that conduct or materials dangerous or harmful to the health and welfare of students, school personnel or property are present within the school or that a student has obtained or has in his/her possession items in violation of school regulation, local ordinance or state law. School officials shall cooperate with law enforcement personnel in any such investigation.

A. Cooperation with Law Enforcement Agencies

If law enforcement personnel seek permission from school authorities to search a student or the student's property to obtain evidence related to criminal activities, the school officials shall require the police to obtain a valid search warrant unless:

1. There is un-coerced consent by the person whose interests are involved;
2. There is probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search; or
3. A valid arrest has been made and the search is incident to the arrest.

When a request is made to search a student or the student's property, school officials shall make a good faith effort to notify the student's parent(s)/guardian(s).

B. Search by School Authorities

1. Who May Conduct a Search
 - a. A school official or his/her designee and one additional person may conduct a search.

One of these two people must be of the same sex as the student being searched.

- (1) A school official is defined as a Board member, the Superintendent, a director, a supervisor, a principal or an assistant principal.
 - (2) A designee is defined as any District employee designated by a school official for the purpose of conducting a search. If there is a certified school employee present, that individual shall be the designee.
- b. On a field trip, during a co-curricular activity or on a school bus, any school official or his/her designee, male or female, may conduct a search without an additional person. Any search must be conducted within the guidelines of the regulation covered under point B-3 below.

2. Documentation

For all searches in which the student refuses to cooperate, the individual doing the search shall maintain a written record of all actions leading up to and including the search. In all other searches, records shall be maintained at the discretion of the individual doing the search.

3. Search of Students

- a. In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student's property. The search may be conducted if the school official or his/her designee has a reasonable suspicion that the student has obtained or has in his/her possession, items in violation of school regulation, local ordinance or state law.
- b. No school official may conduct such search unless he/she suspects, from reliable information or personal observation, that a student is in violation of a school regulation, local ordinance or state law. In such cases, the following procedure shall be used: (1) the student shall be informed of the reason for conducting the search; and, (2) permission of the student shall be requested to conduct the search.
 - (1) Conducting the search with the student's consent

The school official or his/her designee who is conducting the search has the right to request a student to empty pockets, purses, backpacks or other articles used to carry personal effects, to remove hats and shoes and/or to roll socks down. The school official or designee may also request a student to remove outer garments, such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts or T-shirts. No school or District official, school employee or agent has the right to request the removal of any other clothing or to conduct a strip search as defined under point B-c(3) below.

If the student cooperates, the school official or his/her designee may notify the student's parent(s)/guardian(s) of the reason for such search.

(2) Procedure if a student refuses to cooperate

If a student refuses to cooperate, the school official or his/her designee has the authority to proceed, subject to the limitation described below.

(a) Grade K-8 Students

An attempt shall be made to contact the student's parent(s)/guardian(s) in order to request him/her to encourage the student to cooperate. If the parent(s)/guardian(s) cannot be reached or if the student continues to refuse to cooperate, the school official or his/her designee may turn the matter over to law enforcement officials for appropriate action. The student may be detained until the law enforcement official arrives.

If the parent(s)/guardian(s) has not been contacted and the law enforcement officials are involved, the school official or his/her designee shall notify the parent/guardian as soon as possible as to the reason for the search.

(b) Grade 9-12 Students

The school official or his/her designee has the right to involve a parent/guardian or turn the matter over to law enforcement officials. The student may be detained until the law enforcement official arrives. If the matter is turned over to the law enforcement officials, the school official or his/her designee shall notify the parent(s)/guardian(s) as soon as possible of the search and the reason for the search by law enforcement officials.

(c) Danger to Students or Other Individuals (K-12)

If a school official or his/her designee has reason to suspect that a student is carrying a dangerous or illegal item or substance and if a school official or his/her designee believes that an immediate search is necessary, he/she may search a student's pockets or belongings and conduct a pat-down search. The student may be detained until such time as a law enforcement official arrives.

- c. At no time shall a strip search be conducted by a school or District official, employee or agent. A strip search is defined in state law as "a search in which a person's genitals, pubic area, buttock or anus or a female person's breast, is uncovered and either is exposed to view or touched by a person conducting a search."
- d. Rather than conduct a search, a school official or his/her designee has the right to contact a law enforcement official to take appropriate action.

APPROVED: November 14, 1994

REVISED: December 28, 2000
March 11, 2002

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 1064.3

GUIDELINES FOR USE OF TRAINED DOGS TO DETECT DRUGS

The Prairie du Chien School District reserves the right to use canines trained for drug detection accompanied by law officials for purposes of the exploratory sniffing of the outside of lockers, vehicles parked on school grounds, and any other areas of the school property deemed appropriate. This activity will be carried out on a random or periodic basis and/or when reasonable suspicion exists. The following specific procedures apply regarding the use of canine units:

1. Canines may be used without prior notification to students and/or school personnel.
2. Canines may be called by the school principal/designee with notification of the district administrator/designee.
3. Use of canines will take place at least once a school year at the high school and middle school. Use of canines may also take place at the elementary schools if there is reasonable suspicion.
4. Students will be restricted to classrooms and kept out of the hallways while canines are in use.
5. In the event of a canine "hit", the locker or other area will be searched further using established district procedures.

APPROVED: July 10, 2000
March 11, 2002

STANDARD FEE WAIVER APPLICATION

(all fees with the **exception of Drivers Education**)

Date _____

School Year

All information provided in connection with this application will be kept confidential.

Student Name _____ Grade _____

Parent/Guardian (or legal custodian) Name _____

Please check type of waiver desired:

_____ Full _____ Partial _____
Temporary

If the student or the student's family meets the financial eligibility criteria or is involved in one of the following programs, please check below:

FULL WAIVER

_____ Free meals offered under the Children Nutrition Program.

_____ Wisconsin Works (W-2) program

_____ Supplemental Security Income (SSI)

_____ Transportation assistance under Open Enrollment

_____ Foster care

PARTIAL WAIVER

_____ Reduced priced meals offered under the Children Nutrition Program

TEMPORARY WAIVER

If none of the above apply, but you wish to apply for a temporary waiver of school fees because of serious financial problems, please state the reason for the request:

Signature of parent/guardian (or legal or actual custodian):

Note: Your signature is required for the release of information regarding the student or the student's family financial eligibility for the programs checked above. To ensure confidentiality, send your application to:

The Superintendent of Schools, BA Kennedy, 420 S. Wacouta Avenue, Prairie du Chien, WI 53821

FEES - FINES - CHARGES

The Board recognizes that while certain fees charged students are appropriate and authorized, certain students and their families are not financially able to pay the fees. The Prairie du Chien Area School District will grant full waivers, partial waivers, or temporary waivers depending upon the circumstances and the student or student's family's ability to meet the financial criteria.

A. Waivers -

1. Full Waivers - a student will be granted a full waiver of fees (with the exception of Drivers Education) charged by the school district if the student or student's family meet the financial eligibility criteria for free meals under the Child Nutrition program, Wisconsin Works (W-2) program, Supplemental Security Income guidelines, or transportation assistance under open enrollment. Students in foster care are also eligible for full waivers.

2. Partial Waivers - a student will be granted a partial waiver of fees (with the exception of Drivers Education) charged by the school district if the student or the student's family meet the financial eligibility criteria for reduced price meals offered under the Child Nutrition program. [A partial waiver shall be based on the same percentage as the reduced price meals OR the reduction percentage will be $\frac{\text{cost}}{\text{priced lunch}}$ percent based on the ^{reduced} cost.

3. Temporary Waivers - a student may be eligible for a temporary waiver of fees (with the exception of Drivers Education) charged by the school district in the event that the student or the student's family is facing financial difficulty. Temporary waivers may be applied for at any time throughout the school year and shall not extend beyond the end of the school year.

B. Application - Parents of students or students who are eligible for a fee waiver shall make an application on the form provided by the school district. Applications may be made at any time during the school year but must be renewed annually.

C. Confidentiality - The Prairie du Chien Area School District will treat the application and application process as any other student record. Accordingly, student confidentiality and access provisions will be followed.

D. Appeals - Denials of a waiver may be appealed to the Superintendent.

E. Fines or charges assessed for damage or loss to school property are not fees as that term is used in this policy, and will not be waived, in accordance with this policy.

F. Notice - The Prairie du Chien Area School District will annually notify parents and students of the waiver. The following information

will be included in registration materials and printed in the (parent handbook, student handbook):

STUDENT FEE WAIVER AND REDUCTION PROCEDURES

Students whose families meet the income guidelines for free and reduced price lunch, Wisconsin Works (W-2) program), Supplemental Security Income (SSI), transportation assistance under Open Enrollment, or who are in foster care are eligible to have their student fees waived or partially waived. Students whose families are experiencing a temporary financial difficulty may be eligible for a temporary waiver of student fees (with the exception of Drivers Education). Parents or students who believe they may qualify for temporary financial hardship should contact the Board Secretary at the District Administrator's Office to obtain for a waiver form. This waiver does not carry over from year to year and must be completed annually.

