

Section 500

Support Services

**PRAIRIE DU CHIEN AREA SCHOOLS
BOARD POLICIES**

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SUPPORT SERVICES GOALS

Support services are essential to the successful function of a school system. Management of auxiliary operations is therefore an important responsibility of the district administration. It should be remembered, however, that education is the district's central function, and all support services shall be provided, guided, and evaluated by this requirement.

In order to provide support services that are truly supportive of the educational program, the Board establishes these broad goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public.
2. To provide safe transportation for students to and from school and nutritious meals for students.
3. To provide responsive and timely support service resources and assistance as needed for the educational program and as the Board deems them appropriate.

Adopted: 3/9/1992

Revised: 3/11/2002

OPEN FLAME CANDLES AND FIXTURES

The use of open flame candles or open flame fixtures in District buildings is prohibited.

LEGAL REFS: Dept of Commerce Regulations
 Chapter 14, subchapter III, 14.03 (3) and
 National Fire Prevention Act 1,. Section 3 – 1.1

Adopted: June 11, 2007

EMERGENCY CARE AND PROCEDURES

The following specific emergency care and procedures shall be adopted as policy by the Prairie du Chien Area School District.

1. An emergency nursing service for students and schools employees.
2. Prairie du Chien Area School District's *Crisis Management Plan* for handling anticipated emergencies, including parental approval for transportation and emergency medical service are found in the office of each principal. The emergency care procedures for specific conditions due to illness or accident as approved by the medical advisor are hereby adopted and made a part of these rules.
3. The emergency nursing service is under the direction of a registered nurse currently licensed in Wisconsin, who is knowledgeable and skilled in emergency nursing care.
4. The medical advisor for the Prairie du Chien Area School District shall be Dr. Mark Grunwald. Duties include review of plans and implementation of the emergency nursing service including facilities, supplies, adequacy of training of designated assistants, policies and procedures.
5. A log of emergency nursing services provided shall be maintained in the office of the nurse and in such locations of the building as the Principal shall direct. This information of services shall be made available to the nurse.
6. A notification card for emergency or illness shall be on file for each student and school employee and shall be updated annually.
7. If the nurse or designated individuals determine that a student should not remain in school, the Principal's office should be immediately notified and that office shall contact parents or another designated person so they may pick up the student. No student shall be sent home unless such contact has been made.
8. In life-threatening situations, the rescue squad shall be called by the Principal, the school nurse, the Principal's designee, if available, or otherwise the person in charge of the activity.
9. The District Administrator's office shall be notified as soon as practicable in the case of all major injuries connected with school related activities.
10. In order to provide for emergency nursing co-curricular activities away from the school premises, a sincere effort will be made to have a person present who is trained in first aid.

Adopted: 3/13/1995

Revised: 3/11/2002

FIRE DRILLS AND OTHER EMERGENCIES

Except during periods of severe weather, a fire/tornado drill will be held at least once a month in the school building. Each principal will prepare a definite fire emergency plan and tornado emergency plan, and furnish to all teachers and students information as to route and manner of exit. The fire drill will be planned in such a way as to accomplish the evacuation of the school building in the shortest possible time and in the most efficient and orderly fashion.

Principals will see that all legal requirements are complied within the building. They will keep a record of all drills held in their area of the school, stating the date the drill was held and the time required for evacuation of the building. They will furnish such reports to the District Administrator as may from time to time be required.

Principals will also develop and maintain plans that meet the requirements of the state law for preparedness in case of civil emergencies, bomb threats, and natural disorders.

LEGAL REF: Wis. Stat. 118.07

Adopted: 12/14/1992

Revised: 2/12/2000; 3/11/2002

EMERGENCY CLOSINGS

The district administrator may close the school or dismiss pupils early in the event of hazardous weather or other emergencies. In making the decision to close school the district administrator will consider many factors including the following:

1. Inability of buses to serve all parts of the school district.
2. Inability to furnish adequate heat in the school building to bring temperature of classrooms to a comfortable standard.
3. Inclement weather conditions which include snow and high winds, fog or ice, making it difficult to get to and from school.

The district administrator will take action to close the school only after consultation with traffic and weather authorities.

Students, staff, and parents will be informed of the procedures that will be used to notify them in case of emergency closing.

LEGAL REF: Wis. Stat. 115.01 (10)
121.17 (4)

Adopted: 12/4/1992
Revised: 4/9/2001; 3/11/2002

EMERGENCY CLOSING REGULATIONS

1. Decisions regarding the necessity for closing schools due to weather conditions or other emergencies are made by the District Administrator based on information that becomes available to him/her through the transportation supervisor or from other sources.
2. If it is decided that school will be closed, the District Administrator or designee will contact radio stations WPRE 94.3, WGLR, FM 100, KDTH, 92.9, and TV stations Channels 7, 8, 9, 15, and 27; and announcements will be made by those stations in connection with their regular school reports.

Each principal, working through his staff, will take immediate steps to make sure this information about the use of radio and TV stations is made available to pupils and/or parents. Please explain that we attempt to call the radio and TV stations as soon as possible after a decision has been made, but that occasionally it is not possible to "get through" to the stations immediately because of the many calls being received. Suggest that families keep their radio and TV tuned to one or the other of the above stations on "doubtful" mornings.

3. The District Administrator will also notify the principals. Teachers may, if it becomes necessary, communicate with these people for information. It is suggested, however, that teachers and other employees use the radio and/or TV rather than depend upon being able to get a telephone line.
4. Make Up Days. An agreement shall be developed with the PEA as to what days are to be made up, and if necessary when these days shall be made up.

Adopted: 12/14/1992

Revised: 4/9/2001; 3/11/2002

AUTOMATIC EXTERNAL DEFIBRILLATOR

The Prairie du Chien Area School District will maintain an automatic external defibrillator (AED) on the premises of the district. The automatic external defibrillator shall be used in emergency situations warranting its usage by individuals specifically trained in application of the device through a program meeting the standards of the Wisconsin Department of Health and Family Services. The device will not be administered by anyone without training.

The defibrillator shall be maintained and tested in accordance with operational guidelines of the manufacturer and monitored by the safety coordinator or representative.

The automatic external defibrillator will be kept on school property and should not accompany EMS personnel to a hospital emergency room. If for any reason the unit must be moved with the patient, another unit must be left on the premises until the return of the district's property.

Adopted: 11/3/2003

ACCIDENT REPORTS

The School Board is concerned about the safety of pupils. Administrators, teachers, and all other school personnel will strive to provide for the safety and welfare of all students in the school. In cases of accidents, emergency action will be taken within guidelines. When a child is involved in an accident while involved in school activities, the parents shall be notified by either the school Principal or school nurse.

Every accident involving a pupil in a physical education class or during physical educational or playground activity which results in the pupil's absence from school for three or more consecutive days shall be reported to the district administrator no later than the 5th school day from the occurrence. The principal shall file a copy of the student accident report form with the district administrator, and shall indicate the number of days absent from school. An annual report is to be filed with the State Superintendent of Public Instruction.

LEGAL REF: Wis. Statutes 118.07 (3)

Adopted: 12/14/1992

Revised: 3/11/2002

DEATH OF STUDENT OR STAFF MEMBER

The School District establishes the following policy in respect for the needs of individuals experiencing grief due to the death of a student or staff member.

1. The district's traumatic event procedures will be followed with discretion for individual circumstances and administrative approval of consultation with the crisis response team.
2. Grieving students will be excused from class to speak with appropriate staff members. Students will not be permitted to roam the building unsupervised
3. Students wishing to attend the funeral/memorial service may do so with written permission. These students will be excused from class but will be required to make up any missing assignments.
4. Memorial services, assemblies and funerals may be held at the school, when school is not in session, with administrative approval and consultation with the crisis response team.
5. Memorial gifts organized in school must have the consent of the administration. Students and staff may be given direction as to what is appropriate as a memorial. Suggested memorials include an outdoor plant or tree, park bench, a blood drive or a scholarship. Any memorial plaque should be removed and returned to the family four years after the student's class graduates. Scholarships must be self-funding.
6. The decorating of a locker, door or other item on school grounds shall be allowed for the week of the death. At the end of the week, the administration shall ask the family to remove the items. If they are not removed, the family liaison will remove the items and will present them to the family. Any decorations appearing after that week will be removed on a daily basis and presented to the family.
7. If the situation causes an exception number of staff to be absent, school hours may be adjusted accordingly by the district administrator.

Adopted: June 11, 2007

BUILDING AND GROUNDS SECURITY

Access to the school building and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to buildings to authorized personnel.

The administrative staff, the custodial staff, and all classifications of professional and non-certificated employees are expected to assume responsibility for security of the school building. Security shall be interpreted to include the following:

1. Making sure that locks function properly and are locked at the proper times.
2. Minimizing fire hazards.
3. Checking for faulty equipment.
4. Guarding against the chance of electrical shock.
5. Burning security lights inside and outside the building.
6. Keeping records and funds in a safe place.
7. Protecting against vandalism and burglary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate to the individual situation.

Adopted: 3/14/1992

Revised: 3/11/2002

REPORTING BURGLARY OR DAMAGE TO SCHOOL

Incidents of illegal entry, theft of school property, vandalism, or damage to school property from other causes, will be reported by phone to the office of the District Administrator as soon as discovered. A written report of the incident will be made to the District Administrator within 24 hours of discovery. Written reports will be prepared in duplicate, with the original being sent to the District Administrator, and the duplicate filed in the office of the principal.

Adopted: 3/11/2002

BUILDINGS AND GROUNDS MAINTENANCE

The Board will develop and execute a continuing program of maintenance of all district-owned buildings and grounds. This program of maintenance will be administered in such a manner as to preserve the capital investment of the district in buildings and grounds, and to prevent deterioration due to lack of proper care.

Principals shall carry on continuous inspection of the building, equipment, playground, and playground apparatus to discover conditions that might be dangerous to health, safety, and comfort of the pupils or personnel.

Teachers shall be responsible for the safe use of the building, grounds, and equipment in the classes that they teach or in the activities for which they are responsible.

Employees shall report promptly to the principal of the school any defects in the building, furniture, playground apparatus, or other equipment that might prove injurious to the comfort, health and safety of teachers, pupils, or other persons.

LEGAL REF: Wis. Stat. 118.11
120.12(5)

Adopted: 3/11/2002

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

The Board will provide textbooks and other instructional materials and equipment that are necessary to meet the curriculum requirements and special instructional needs of students.

The following regulations will govern the issuance of textbooks and supplies:

1. All textbooks will be numbered and marked as the property of the district by the classroom teacher, and notification will be given to the building principal.
2. A rental fee may be assessed when, in the opinion of the Board, such a fee would be desirable, or has been made necessary by action of an Annual District Meeting.
3. A register of all books and supplies issued to their pupils will be kept. Teachers will see that they are used with care and returned at the appropriate time.
4. Students will be held responsible for any loss or damage to books issued to them.
5. Pupils may be allowed the use of textbooks during the summer with the permission of the Principal. They will deposit with him/her a guarantee for the return of such books in good condition at least one week before the opening of the fall term.

LEGAL REF: Wis. Stat. 120.13 (5)

Adopted: 3/11/2002

STUDENT TRANSPORTATION SERVICES

The Prairie du Chien Area School District shall provide transportation for all resident pupils residing outside the city limits and in-town pupils who attend Daycare Facilities on existing routes and whose parent(s) have work schedules which conflict with school starting and ending times. An effective transportation system must:

1. Provide for maximum safety of pupils.
2. Supplement and reinforce desirable pupil behavior patterns.
3. Assist handicapped pupils appropriately.
4. Enrich the instructional program through carefully planned field trips as recommended by the staff.
5. Make the time spent in a school bus, to the extent possible, contribute to the education of each rider.
6. Achieve appropriate economy of operation.

The district will contract for such transportation services as may be necessary to serve all eligible students.

The scheduling of school bus routes and the location of bus stops will be determined by the Transportation Supervisor. In the interest of efficient transportation service, it shall be the policy to require children to walk a reasonable distance to meet the bus. A reasonable distance shall be construed to mean not more than one-quarter mile. It shall also be the policy to have buses enter no driveways for the purpose of picking up students and not to travel roads or lanes where the bus is unable to turn around.

The above policies shall not, however, apply to children who have handicaps that, in the opinion of the Board, would make walking to the bus difficult or hazardous.

The district's transportation program will be under the direction of the Transportation Supervisor, who is responsible to the District Administrator.

Each pupil who rides a bus to school will be expected to behave in a manner which will help make the ride safe and pleasant for passengers and driver and keep the bus on schedule.

LEGAL REFS: Wis. Stat. 115.01
121.51 through 121.58

Adopted: 6/13/1994
Revised: 3/11/2002, 2/12/2007

TRANSPORTATION TO OTHER LOCATIONS

From time to time parents request that their children be transported to and/or from school and/or to some location other than the family's place of residence.

Because of the high percentage of parents both married and single who have work schedules which conflict with school starting and ending times; the Board of Education will, upon written request and review by the District Administrator, consider bussing students to and/or from Daycare providers within the Prairie du Chien School District.

Although the Board of Education desires to cooperate in such cases as, in the opinion of the Board, may be justified, it is recognized that a proper measure of control must be exercised for the safety of the children and for the protection of the School District.

Therefore, it shall be the policy of the Board to proceed according to the following:

1. There must be space available on the bus in question.
2. The location of the childcare provider must be on an existing route and may not cause any variation of the route or additional mileage.
3. The child may have a drop-off or pick-up point different than the home address on less than a daily basis provided there is a regular pattern of riding (such as every Tuesday and Thursday), a note is sent on each day of the adjustment, and the adjusted drop-off or pick-up point is on the regular route.
4. The parent must make all necessary arrangements with the child care provider.
5. The parent must write a letter to the **building principal** to request consideration for this service. The letter must include his/her own address and telephone number, the address and telephone number of the child care provider, the name(s) of the student(s) involved, and a general statement agreeing to the terms of board policy.
6. All changes, including temporary, last minute and single day changes, must be arranged for through the school. Any requests for changes going directly to the bus contractor must be redirected by the bus contractor and turned back to the school for clearance by the school authorities. The parent or guardian is responsible for making these arrangements through the school. Changes will only be made after a written or faxed request is sent from the school to the bus contractor and confirmed by the bus contractor.
7. The District Administrator and the Board of Education reserve the right to review any cases where there is dissatisfaction. In cases where parents disagree with the decision of the Director of Transportation and/or the District Administrator, the matter shall then be referred to the Board of Education for final decision.

Families abusing the conditions of approved transportation adjustments shall forfeit the privilege for the rest of the semester.

LEGAL REF: Wis. Stat. 121.51 through 121.58

Adopted: 6/13/1994

Revised: 3/11/2002, 10/9/2006, 2/12/2007

STUDENT CONDUCT ON SCHOOL BUSES

While the laws require the school district to furnish transportation, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the school day.

Once a child boards the bus -- and only at that time -- does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the regular bus stop at the close of the school day.

In cases when a child does not conduct himself properly on a bus, such instances are to be brought to the attention of the Transportation Supervisor by the bus driver. The Transportation Supervisor will discuss referrals with the Principal or District Administrator.

Children who become a serious disciplinary problem on the school bus may have their riding privileges suspended by the Transportation Supervisor. In such cases, the parents of the children involved become responsible for seeing that their children get to and from school safely.

The bus contractor may install video cameras on school buses for the primary purpose of preventing disciplinary problems and vandalism on the bus.

A sign will be placed at the front of each bus indicating that video cameras are being used on that bus. Parents will be notified once a year via school newsletters that video cameras are being used on the buses.

Parents of students residing in non-incorporated areas shall annually file an application for bus service which acknowledges compliance with approved rules of student conduct on school buses.

LEGAL REF: Wis. Stat. 120.13 (1)

Adopted: 3/9/1992

Revised: 9/13/1993; 1/8/2001; 3/11/2002

SCHOOL BUS INSURANCE

No motor vehicle may be used to transport students unless a policy of bodily injury and property damage liability insurance, issued by an insurer authorized to transact business within the State of Wisconsin, is maintained therein.

The insurance policy shall provide property liability coverage with a limit of not less than \$100,000. The policy shall also provide bodily injury liability coverage with limits of not less than \$300,000 for each person, and subject to such limits for each person, with a total limit of \$1,000,000.

The insurance policy shall also provide a two (2) million dollar umbrella public liability coverage.

The policy shall cover the transportation of pupils, their parents or guardians, authorized chaperones, school district officers, faculty and employees of the school district officers, faculty and employees of the school district.

LEGAL REF: Wis. Stat. 121.53

Adopted: 3/11/2002

FOOD SERVICES MANAGEMENT

It will be the policy of the School Board to assume responsibility as the sponsoring agency for the school lunch program and the school breakfast program in the Prairie du Chien Area School District. For this purpose an annual agreement will be entered into between the State Department of Public Instruction and the Prairie du Chien School Board in order to effectuate the purposes of the National School Lunch Act.

The programs will be operated in the school with suitable facilities on a non-profit basis. The Board will be responsible for providing lunches and breakfasts without cost or at reduced cost to all school children that are unable to pay the full cost of the meals. Unpaid fees will be addressed with the student's parent/guardian through the following procedure: Once a week, the Skyward system looks at family accounts that have an amount due. The system will send an automated phone call, text message and email weekly to that family notifying them of the amount owed. Additionally, a designated foodservice employee will try calling the family once a week to notify the family of the amount owed, request at least a partial payment, assist the family in setting up a payment plan if needed, etc. If the district does not receive a response from the family, a letter is mailed to the family regarding the past due amount and are told that our next step will be small claims court if the district does not hear back from the student's parent or guardian within 2 weeks. As long as the family is making an effort by making payments, the district will not proceed with small claims court. If no effort is made by the family, the district will start the small claims process.

It shall be the policy of the Prairie du Chien Area School District to provide every student with a school lunch. However, the district reserves the right to substitute the normally provided lunch with another lunch.

The major objective of the school lunch and breakfast programs will be to safeguard and improve the health and wellbeing of school children. The lunchroom should be considered an educational facility for teaching good dietary practices through the serving of nutritionally adequate and attractive meals.

A second objective of the lunch and breakfast programs will be the development of social graces and attitudes by making use of the many excellent opportunities inherent in the fellowship of school companions during lunch periods.

All members of the staff will be expected to make the greatest possible use of school lunch programs, facilities, and personnel as resources in teaching lessons of health, nutrition, sanitation, and proper social practice.

The Board will approve the prices set for school lunches, breakfasts and

milk. LEGAL REF: Child Nutrition Act of 1966

Adopted: 3/9/1992

Revised: 6/12/2017

NUTRITION GUIDELINES FOR INTERMEDIATE LUNCH

The Board of Education believes in and encourages nutritious meals and snacks for school children. With this goal in mind and in accordance with federal school lunch program regulations, foods of minimal nutritional value shall not be consumed on school premises from the beginning of the first breakfast period until after the end of the last lunch period.

This prohibition applies to carbonated sodas and all food not part of the food service program. The building principal or designee and supervisor of food services must approve the consumption of all foods during the school lunch period(s).

Adopted: 8/11/2003

VERIFICATION REGULATIONS FOR FREE AND REDUCED LUNCHES

Verification Procedures

A. Verification will be completed on at least three percent of the total number of approved applications on file by October 31st.

B. Methods for Verification are as follows:

1. Error-prone profiling - Applications that have a high probability of containing errors will be verified.
2. Random Selection - All applications as of October 31st will be listed alphabetically and the 10th, 20th and 30th application will be selected (on a three year rotational basis) for verification with each 33rd application selected thereafter until the required number of applications have been selected.

C. Households that have been selected for verification will be notified by letter. All households selected must respond by December 15th.

D. All selected households must submit:

1. Written evidence to prove the facts on the free and reduced lunch application.
2. Agency records may be used instead of or in conjunction with the written evidence.

E. Benefits will be terminated when:

1. Household is unable to confirm current eligibility.
2. Household refuses to cooperate.

F. Appeals

1. Household has right to appeal its termination to the Superintendent of Schools.

G. The basis of this verification procedure is to prohibit discriminating against anyone on the basis of race, color, national origin, age, religion, sex or handicap.

Adopted: 3/9/1992

Revised: 3/11/2002

PRINTING AND DUPLICATING SERVICES

(Copyright Protection)

The Board will provide facilities and equipment for the reproduction of materials necessary for instructional, informational, and administrative needs; but not personal use. This includes equipment for reproducing materials from records, tapes, and television programs.

In accordance with federal legislation (Public Law 94-553) the district will comply with the copyright law. It is the responsibility of all district personnel to be informed of how the copyright law affects their individual duties and to be responsible for compliance with the law. When an individual is not certain, he or she should contact their principal to determine if the reproduction is permitted. If not, permission to reproduce must be obtained from the copyright holder.

The district will comply with fair use guidelines of off-air taping of radio and television programs as developed by Congress.

LEGAL REF: Public Law 94-553
 House Report 94-1476

Adopted: 3/11/2002

MAIL AND DELIVERY SERVICES

A mail service system shall be maintained within the district in order that in-district communications and communications from outside sources may be delivered to the intended recipient in the most practicable way.

The use of district mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the district.

Political materials shall not be distributed through district mail boxes or school mail systems unless received through the United States mail.

Adopted: 3/11/2002

INSURANCE MANAGEMENT

The Board will maintain an adequate insurance program to protect the property of the district, to protect Board Members and employees against general liability resulting from the discharge of their duties; and to offer protection against injury for all employees while acting in behalf of the school. The Board may also authorize and participate in an insurance program for students and employees.

LEGAL REF: Wis. Stat. 66.18
66.185
Chapter 102 (Workmen's Compensation Act)
120.12 (6)
120.13 (2)
121.53

Adopted: 3/11/2002