

## PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

### Procedure 510

#### SAFE AND HEALTHFUL FACILITIES GUIDELINES

In an effort to provide a safe and healthful environment for students, employees, visitors and others present on District property or at District-sponsored events, the District shall:

1. Comply with all applicable state regulations and codes and local safety and health codes and regulations.
2. Provide training to all employees so that their work-related duties shall be performed in a safe manner.
3. Identify the various types of hazards to the safety and health of all students, employees, visitors and others present on District property or at District-sponsored events.
4. Develop an effective information and education program about these hazards.
5. Establish a school safety committee in each of the District's schools and a district-wide safety committee to coordinate safety practices throughout the District.
  - a. District-Wide Safety Committee - The Superintendent, or designee, shall establish the District-Wide Safety Committee and the Safety Coordinator shall serve as committee chair. The committee shall develop a school safety handbook which will specify the makeup and responsibilities of the safety committees, the safety-related responsibilities of other District staff and specific safety practices and procedures for the school areas and programs.
  - b. School Safety Committees - The Safety Coordinator shall form a safety committee in each building. Each employee group should be represented.
6. Provide necessary funds for the safety program. The Safety Coordinator shall develop a budget that will enable the District's safe and healthful facility needs to be met.

APPROVED:            March 9, 1992

## **PRAIRIE DU CHIEN AREA SCHOOL DISTRICT**

### **Procedure 515**

#### **EMERGENCY NURSING PROCEDURES**

##### Student Accidents/Injuries

1. Any accident or injury involving a student must be reported to the office.
2. The supervising teacher should determine the proper course of action to be taken. First aid or other temporary care as appropriate should be given to the student.
3. The supervising teacher should arrange for professional assistance as necessary and in line with parental wishes expressed on the student's personal emergency card. If the injury is deemed to be serious, the teacher should stay with the student and send a dependable messenger to the office for assistance. The student should not be moved if a serious injury is suspected.
4. The student's parent/guardian should be notified.
5. An accident/injury report form must be completed by the supervising personnel in the immediate area. The report must be made within established timelines.
6. A copy of the accident/injury report must be sent to the nurse.

##### Student Illnesses

1. Any medication administered to students by school personnel must procedurally fall in line with established District policy and procedures.
2. The student's personal emergency card should be referred to for further information regarding student illnesses.

##### Employee Accidents/Injuries

1. Any accident or injury involving a school employee must be reported to the employee's immediate supervisor.
2. An accident/injury report form must be completed and filed in the office and one copy forwarded to the business office. The report must be made in accordance with established timelines.

APPROVED: December 14, 1992

REVISED: January 8, 2001



## PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

### Procedure 516

#### EMERGENCY PLANS

Refer to procedures outlined in the *Crisis Management Plan* for specific emergencies.

## PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 517a

### EMERGENCY SCHOOL CLOSINGS, EARLY DISMISSALS AND DELAYED STARTING TIMES

The Superintendent or his/her designee shall have the authority to close District schools, dismiss District schools early or delay the start of the school day, in the event of inclement weather. The following conditions are to be considered when defining inclement weather:

1. Freezing rain
2. Snow fall one inch per hour or greater
3. Snowfall with winds over 40 MPH
4. Air temperature of  $-25$  or less
5. Wind chill of  $-60$  or lower
6. Other emergencies which threaten the health or safety of students and staff.

When determining whether or not to close school, dismiss school early or delay the start of the school day due to inclement weather, the Superintendent or designee shall consult with the Transportation Supervisor. A later starting time due to weather conditions may be considered under unusual circumstances. **In the event of extreme heat, the Superintendent or his/her designee shall make a determination of school closing based on temperature/heat index or other scientific information.**

Designated area radio stations shall be notified as early as possible on any day that schools are closed, dismissed early or delayed due to inclement weather or other emergency.

The Superintendent shall develop other necessary plans for the closing of schools and early dismissal to provide for orderly procedures. Inclement weather days shall be made up as required.

If school is cancelled due to inclement weather/emergency closing, the Superintendent or his/her designee shall make a determination by 12:00 p.m. if after school activities can still be held.

**If school is closed early due to inclement weather/emergency closing, all school activities (including practice) shall be cancelled for that day. The Board of Education may choose to hold their meeting, provided a quorum can attend.**

APPROVED: December 14, 1992

REVISED: April 9, 2001

REVISED: December 9, 2019



**BUILDING BOMB THREAT EVACUATION PROCEDURES**

1. Once the decision has been made to evacuate the building, the following procedures are to be followed:
  - a. The principal will announce the following statement, **“Code Silver”** which will signal teachers to start evacuating immediately.
  - b. Students and staff are to leave the building immediately and in an orderly fashion unless inclement weather exists as determined by the building principal. If inclement weather exists, students will be kept in an area of the building (either the gym or cafeteria) until transportation is available.

\*Guidelines for inclement weather

1. 32° temperature
  2. 20° wind-chill temperature
  3. Tornado situation
- c. Teachers are to take their grade book or attendance forms with them. Once they arrive at the designated building, the staff members shall take roll.
  - d. Each class is to stay together and wait for further instructions.
  - e. Students and teachers are not to go to their lockers for any items.
  - f. Once outside, teachers are to take their students to the designated area (Please see Procedure 2). Teachers are to stay with their students. Administration will do the moving to inform teachers of the next step.
  - g. Teachers are to inform the administration of anything that seems strange or out of place that is observed while evacuating.
  - h. The Transportation Director must be contacted as soon as possible to provide transportation if necessary. The Superintendent or his designee must indicate to the Transportation Director whether they are going to transport students to a safe place or to take students home. The Superintendent or his designee must indicate the number of students who will need transportation. The following guidelines will be followed when transporting students.

2. If students are deployed to alternate sites, please use the following:

High School	-	Methodist Church
BVIS	-	Prairie Health Care
Eastman	-	Community Center
BAK	-	St. John's

Other possible sites if needed:

St. Gabriel's Catholic Church  
St. Peter's Evangelical Lutheran Church  
Other District facilities if not evacuated

3. Administrators and teachers are to be at the pick-up areas to supervise.
4. If the decision is to transport students to a safe place, teachers and administrators are to accompany the students and to supervise. Students are to group themselves back into the class they were in when the alarm was sounded. Roll is to be taken at that point.
5. Students are to stay in the secured area or building until dismissed by the Administration. Parents will be allowed to pick up their own children providing they are signed out and released by the administration or their designee(s).

APPROVED: December 14, 1992

REVISED: April 10, 2000



**AUTOMATIC EXTERNAL DEFIBRILLATOR**

Refer to procedures and exhibits outlined in the ***Early Defibrillation Program*** Policies and Procedures. The Zoll Automatic External Defibrillator will be used at the Middle School. The Philips Automatic External Defibrillator will be used at the High School. Guidelines and protocols for both defibrillators are outlined in the ***Early Defibrillation Program*** Policies and Procedures book.

# PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

## Procedure 520

### ACCIDENT REPORTING PROCEDURES

#### Student Accidents/Injuries

1. Any accident or injury involving a student must be reported to the office.
2. An accident/injury report form must be completed by the supervising personnel in the immediate area.
3. A copy of the accident/injury report must be sent to the nurse.

#### Employee Accidents/Injuries

An accident/injury report form must be completed and filed in the office and one copy forwarded to the business office.

APPROVED: December 14, 1992

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 525

LOST KEY REPORT

Last Name	First Name	Middle Initial
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To: Key Control Supervisor (Building Principal)

This is to report that the above named person has lost

his/her key on \_\_\_\_\_ under the following

Date

circumstances:

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and has requested that a replacement key be issued.

Name of Person Completing this Report	Position	Date
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Approved By	Position	Date
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Description of any action taken by supervisor:

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\_\_\_\_\_

Key Control Supervisor's Signature

\_\_\_\_\_

Date

**KEY CONTROL GUIDELINES**

**A. General Guidelines**

1. Keys shall be issued only to those individuals demonstrating a need on a continuous basis.
2. Provisions shall be made for short term requirements on a sign-out basis.
3. Key transfers require both a key turn-in and an issue transaction for the key/lock record.
4. Upon termination or transfer, employees shall turn in all keys to their principal.
5. Key and lock records shall be considered high security items and shall be safeguarded and secured at all times, except when in actual authorized use.
6. At the end of each school year all staff members are to have their keys inventoried by the building principal or designee. There shall be no exceptions.

**B. Lost/Stolen Keys**

Any person losing a key(s) must notify the building principal immediately to ensure against compromise of the security system.

1. Immediate notification shall be in person or by telephone.
2. Immediate notification shall be followed up by completing a "Lost Key Report" form.

**C. Replacement Procedures/Costs**

Upon receiving notice of a compromised area due to lost/stolen keys, the Director of Business Affairs and Managerial Services (Business Manager) shall:

1. Replace all affected lock cores.
2. Re-issue keys to all persons using affected areas.
3. Compute the total labor and materials cost and present a copy to the Administration for forwarding on to the responsible person for immediate reimbursement (not to exceed \$200).

D. Disciplinary Actions

Failure to comply with the provisions of the Board's policy or these guidelines shall result in:

1. A verbal warning.
2. Key privilege suspension with sign-out in the respective office for a limited time.
3. Key privilege suspension with sign-out in the District office for a limited time.
4. No key privilege.

The above disciplinary actions are not listed in order of sequence. The above action to be taken shall be based upon the severity of the incident.

E. Check-Out Procedures

Substitutes

1. Substitute teachers must, without exception, turn in any check-out keys:
  - a. At the end of each school day, or
  - b. At the conclusion of their substitute duties
2. If keys are not returned promptly, their paycheck shall be withheld until the keys are returned.

Vendors, Community Members, Staff

1. Vendors, members of the community and staff must, without exception, turn in any check-out keys:
  - a. Before they leave school property, or
  - b. By 8 a.m. the following morning, or
  - c. By 8 a.m. the following Monday, or
  - d. By the completion of that co-curricular activity/season.
2. If keys are not returned upon request, lost or stolen, associated rekeying costs shall be the responsibility of the undersigned as specified in point C above



**PRAIRIE DU CHIEN AREA SCHOOL DISTRICT**

**Exhibit 547**

**BUS CONDUCT REPORT**

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Student's Name \_\_\_\_\_ School \_\_\_\_\_

Bus No. Driver's Name \_\_\_\_\_ Principal \_\_\_\_\_

Date of Incident \_\_\_\_\_ Time of Incident \_\_\_\_\_

1. The purpose of this report is to inform you of a disciplinary incident involving the student.
  2. Continued violation of bus rules may result in temporary or permanent removal from the bus.
  3. Your cooperation would be appreciated in helping to remedy the situation.
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**DRIVER'S REPORT:**

- \_\_\_\_\_ Violation of safety procedures
- \_\_\_\_\_ Destruction of property
- \_\_\_\_\_ Fighting-pushing-tripping
- \_\_\_\_\_ Obscene language
- \_\_\_\_\_ Rude-discourteous-annoying
- \_\_\_\_\_ Littering
- \_\_\_\_\_ Other

Driver's explanation \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attach a copy of driver's "prior to first offense" write up.

Offense No.:  One  Two  Three  Four  Five      Date \_\_\_\_\_

**Principal's action and recommendations:**

- \_\_\_\_\_ Held conference with \_\_\_\_\_ Date \_\_\_\_\_
- \_\_\_\_\_ Telephoned Parents/Guardians: Date \_\_\_\_\_
- \_\_\_\_\_ Notified student of offense: Date \_\_\_\_\_
- \_\_\_\_\_ School counselor referral: Date \_\_\_\_\_
- \_\_\_\_\_ Student suspended until \_\_\_\_\_
- \_\_\_\_\_ Case referred to:
  - \_\_\_\_\_ Social Services \_\_\_\_\_ Law Enforcement agency
  - \_\_\_\_\_ Date: \_\_\_\_\_

Other: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Driver's signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's signature \_\_\_\_\_ Date \_\_\_\_\_

White: Parent(s)/guardian(s)      Green: Principal/office  
 Canary: Business Manager      Pink: Bus contractor  
 Gold: Bus driver

APPROVED:      October 13, 1997

REVISED:      January 8, 2001





## PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

### Procedure 547

#### **BUS RIDER RULES AND REGULATIONS**

Guest Riders - We discourage allowing guest riders on the bus, but they may be permitted, provided that written authorization is given by the building principal. The principals shall require parental authorization before granting permission. We reserve the right to refuse a guest rider if bus capacity would be exceeded.

Changes in Pick-up or Delivery Points - Changes in pick-up or delivery points must be authorized in writing by the parent/guardian, signed by the building principal and presented in advance to the bus driver. This is an absolute must. We reserve the right to refuse changes if a request is deemed to be unreasonable. Also, for safety reasons, students shall be picked up at only the appropriate schools for afternoon runs when transporting children home after school. The middle school students must board the bus at the middle school.

Inclement Weather - Radio stations WPRE (94.3 FM) and FM 100 (100.1) will carry information regarding school closings and cancellations or delays of busses due to bad weather or other emergencies.

During inclement weather, please do not call the contracted bus company or the school unless it is an emergency involving your child and transportation.

Problems or Questions – Problems or questions regarding transportation other than inclement weather problems should be directed to **Southwest Bus Service at 608-326-6421 or the District Office for the Prairie du Chien Area School District at 608-326-8451, extension 2170.**

Absent Riders – Please inform the driver, if possible, when a rider will be absent.

Lost Items - If an item is lost, please notify the bus company as soon as possible. Drivers do clean out the buses after every route and turn in lost articles. These lost articles are held for several months and then donated to Goodwill.

Misconduct – Misconduct reports shall be completed by the bus driver and copies shall be sent to the building principal, the Business Manager and the parent/guardian. All misconduct reports shall be made a part of the student's school record. Misconduct may result in suspension of bus riding privileges, depending upon the seriousness of the misbehavior. Continued misconduct may result in permanent removal from the bus. (See below)

Student Conduct - The Prairie du Chien Area Board of Education's primary concern in transporting its students is the safety of the children. The basic rules of student conduct are set forth below:

A. Previous to Loading the Bus (at the pick-up point and at school)

Bus riders shall:

1. Be at the designated school bus stops on time. This is mandatory if schedules are to be kept. Note: Students should be at point of pickup when the bus arrives or be in view of the driver. If not, the bus will not wait for them.
2. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
3. Wait until the bus comes to a complete stop before attempting to enter the bus. Riders shall line up in an orderly fashion, in single file.
4. Not move toward the bus at the school loading zone until the buses have been brought to a complete stop. There should be no pushing or shoving. Riders are to line up in single file.

B. While on the Bus

Bus riders shall:

1. Keep their hands and heads inside the bus at all times.
2. Assist in keeping the bus safe and sanitary at all times.
3. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
4. Treat bus equipment as they would treat furniture in their own home. Damage to seats, etc., must be paid for by the offender.
5. Never tamper with the bus or any of its equipment.
6. Not leave books, lunches or other articles on the bus.
7. Keep books, packages, coats and all other objects out of the aisles.
8. Not sell candies, food items, etc., on the bus.
9. Remain in the bus in case of a road emergency unless directed to do otherwise by the bus driver.
10. Not throw anything out of the bus window.
11. Always remain in their seats while the bus is in motion.
12. Be courteous to fellow students, the bus driver, the driver's assistant and to passersby.
13. Keep absolutely quiet when approaching a railroad crossing stop, while the bus is stopped and until the bus is safely across the tracks.
14. Not use profane or indecent language.

15. Obey the driver and the driver assistants promptly and cheerfully. The driver is responsible for controlling the bus riders.
16. Not bring live animals of any kind on the bus.
17. Not bring portable radios or tape recorders on the bus. Walkmans shall be permitted if the sound is controlled.
18. Not bring tubas or drums on the bus. If a musical instrument is to be brought on the bus, it must be small enough for the student to hold in his/her lap or to stand on end on the floor between his/her seat and the seat in front of him/her.
19. Not bring skateboards on the bus.
20. Not carry dangerous weapons of any type or explosives at any time on the bus.
21. Not use, possess, distribute, sell or be under the influence of intoxicants or drugs; use, possess, distribute or sell look-alike drugs; or possess drug paraphernalia while on the bus.
22. Not possess or use tobacco products while on the bus.

Eating on the bus is at the driver's discretion. This includes candy, popcorn, ice cream, fruit, nuts, sandwiches, etc. Wrappers, bags, etc., should be disposed of in proper receptacles. If abused, the privilege may be removed.

#### C. After Leaving the Bus

Riders shall:

1. When it is necessary to cross the road to get on or off the bus, cross at least 10 feet in front of the bus, but only after receiving the signal to do so from the driver. Also, riders should check to be sure that no traffic is approaching.
2. Help look after the safety and comfort of small children.
3. Be alert to the danger signal from the driver, which is a steady blast on the horn. Such a signal shall be used only when a rider could be in possible danger after starting to cross the road. When hearing the horn, riders should try to get in front of the bus immediately.
4. Not leave the bus at other than regular stops unless proper authorization has been given.

It is recommended that students not go to the mailbox to sort or gather mail until the bus has left its stop, as the driver cannot move the bus until the students have safely cleared the drop-off point.

#### D. Co-Curricular Activity Trips

1. The above rules and regulations shall apply to any trip made under school sponsorship.
2. Students shall respect the wishes of competent chaperones appointed by the school officials to accompany the bus riders.
3. A student making a co-curricular or special activity trip must return on the same bus, unless written authorization to leave with the student's parent/guardian has been presented to the supervising employee in advance by the student's parent/guardian.
4. Windows shall remain closed at the discretion of the bus driver.
5. Continued violation of any of the above rules shall be reported to the principal of the school the student attends.

Discipline Procedures – To handle the few cases of misconduct as outlined above, the following procedures shall be followed:

1. The driver shall fill out a misconduct report. This report must be given to the school office within 48 hours of the offense. The misconduct report shall state the date of the offense, student's name, offense committed and the driver's signature and route number.

Prior to a FIRST OFFENSE misconduct report, the following progressive discipline shall be administered by the bus driver:

- a. Verbal warning
- b. Seat assignment
- c. Match up with buddy and assign seat

A log shall be kept by each driver as to the dates and times each of these above steps were enacted. This information is to be included on the FIRST OFFENSE bus misconduct report.

2. Any complaint of student misconduct received by any employee of the District or the bus company shall be promptly investigated by the bus company and the school administration. When the building principal determines that misconduct has occurred, he/she shall prepare a misconduct report setting forth the date and time of the offense, the bus or route number on which the offense occurred, the offender's name and a description of the offense committed.
3. The following action shall follow the issuance of a misconduct report.
  - a. FIRST OFFENSE - The building principal shall inform the student's parent/guardian and the student shall receive at least one detention.

- b. SECOND OFFENSE - The building principal shall inform the student and his/her parent/guardian of the offense and the student shall be denied transportation for a maximum of three days.
- c. THIRD OFFENSE - The building principal shall inform the student and his/her parent/guardian of the offense and the student shall be denied transportation for three days. The parent/guardian and student shall be required to meet with the Superintendent to be informed of possible Board action on future misconduct reports.
- d. FOURTH OFFENSE - The building principal shall inform the student and his/her parent/guardian of the offense and recommend to the Superintendent that the offense be referred to the Board for a hearing, as provided in Board policies and state law, for a minimum 30-day suspension of riding privileges.
- e. FIFTH OFFENSE - The building principal shall inform the student and his/her parent/guardian of the offense and recommend to the Superintendent that the offense be referred to the Board for a hearing, as provided in Board policies and state law, for suspension from the bus for the remainder of the year.

NOTE: Points a, b and c above may be waived depending on the seriousness of the incident.

- 4. Parents/guardians and students are hereby advised to be aware that in any of the above actions, they have the right of due process.
- 5. A school administrator or bus driver has the authority to assign riders to designated seats.

APPROVED: March 9, 1992

REVISED: September 13, 1993  
October 13, 1997  
January 8, 2001  
September 5, 2008

## **PRAIRIE DU CHIEN AREA SCHOOL DISTRICT**

### **Procedure 547.1**

#### **USE OF VIDEO CAMERAS ON SCHOOL BUSES**

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.

The transportation director, or director's designee, shall determine the rotation and maintain a record as to which buses are equipped with video cameras. Individual drivers and principals may request that the video camera be on a specific bus on the designated dates.

Access to and use of videotapes from buses shall be limited as follows:

1. Only a transportation director, bus driver, principal, and the district administrator shall be authorized to view the videotape for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation.

A student being disciplined based on the video documentation and/or his/her parent(s) may view that segment of the videotape that document the incident for which the student is being disciplined. The transportation director or building principal(s) shall view the videotape with the student and/or parent(s).

2. The videotapes shall not be available for view by the public in general, employees in general, media or other individuals. School administrators may authorize pupil services personnel to view segments of a specific take, if:
  - a. such individuals are working with the video taped student because of a behavioral, emotional, or learning problem, and
  - b. viewing the videotape is beneficial to their role in assisting the student.

3. The district administrator can authorize law enforcement viewing of the videotape in serious cases of disorderly conduct, will destruction of property, or causing a bus incident.
4. The transportation director shall maintain a record of the date and names of all individuals viewing the tape.

When a student fails to conduct him/herself properly on the school bus, such misconduct shall be brought to the attention of the building principal, or designee. Where continuing or serious problems exist, the student's bus riding privileges may be suspended. Due process procedures shall be utilized when disciplining students regarding misconduct on school buses.

APPROVED:            July 10, 2000