

K-6 GIFTED AND TALENTED**GRADE AND SUBJECT ACCELERATION**

The Prairie du Chien Area School District recognizes the need for educational alternatives for the accelerated student. These alternatives may include enrichment/acceleration within chronological grade level and acceleration beyond a specific grade level, subject, and/or course included in the normal program and curriculum sequence. Grades, subjects or courses may be waived based on documented academic proficiency. The Prairie du Chien Area School District shall determine specific rules to address acceleration issues. All cases of grade acceleration shall be approved by the Superintendent/designee.

GRADE ACCELERATION

Following referral for grade acceleration, a comprehensive Gifted and Talented Evaluation (G.A.T.E.) will be conducted which will include the School Psychologist, Counselor, Teacher(s), and other professionals to determine intellectual functioning, academic skill levels, and socio-emotional adjustment. The specific tests used will be determined by the school district. This evaluation will be done with the written approval of the student's parent(s)/guardian(s). Upon completion of the evaluation for grade acceleration, the principal/designee of the school shall conduct a meeting that includes the teachers involved, the parent(s)/guardian(s), the school counselor, the psychologist and other professionals familiar with the student's capabilities and school progress. The student must meet all criteria listed below:

- a. The student will be required to demonstrate a minimum level of mental development (intelligence) equivalent to the 95th percentile or above on a district-selected intelligence test.
- b. The child should demonstrate achievement above the 70th percentile in all academic skill areas. This percentile rank should be generated by using grade-based norms in the grade he/she desires to enter. (If he/she is precocious in only one subject area, a better arrangement would be to allow the child to work in the higher grade only on that subject.)
- c. The G.A.T.E. Team will conclude, after consultation with the parent(s)/guardian(s) that socio-emotional maturity is at a level where acceleration is desirable. The student must be free of any serious social, emotional and/or physical adjustment problems that will negatively impact the placement.
- d. Based on the conclusions of the G.A.T.E. Team and parent(s)/guardian(s), the student expresses a desire for acceleration.

SUBJECT/COURSE ACCELERATION

Subject and/or course acceleration may be initiated by teacher(s) or parent(s)/guardian(s) with approval of the school principal. If subject/course acceleration involves another school level such as middle school or high school, the appropriate personnel from that school should be involved. The student must meet all criteria listed below:

- a. The student and teacher(s) have exhausted other avenues for enrichment in the subject/course area. These options were inadequate to meet the needs of the student.
- b. The child should demonstrate skill level proficiency in the top quartile of the subject or course desired. Final determination in skill development (academic) will be made by the G.A.T.E. Team and parent(s)/guardian(s).
- c. The G.A.T.E. Team will conclude, after consultation with the level where acceleration is desirable. The student must be free of any serious social, emotional, and/or physical adjustment problems that will negatively impact the placement.
- d. Based on the conclusions of the G.A.T.E. Team and parent(s)/guardian(s), the student expresses a desire for acceleration.

GUIDELINES AND PROCEDURES

1. All grade, subject, or course acceleration decisions shall be made on a nine-week trial basis. In the case of grade acceleration, the G.A.T.E. Team and parent(s)/guardian(s) shall conduct a review of progress. In the case of subject/course acceleration, progress will be reviewed by the teacher(s) and parent(s)/guardian(s). At the high school level, course accelerations that have occurred prior to the ninth grade will not replace graduation credit requirements. Courses that are waived will be acknowledged on the high school transcripts, but will not be credited toward graduation requirements.

2. If after the nine-week trial period the grade acceleration plan is continued, the progress of the student shall be reviewed quarterly by the principal, school counselor, teachers, other professionals, and the parent(s)/guardian(s) to monitor progress. These review procedures will include evaluation as to whether the acceleration plan should continue and also discussion of plans for transition from school year to school year, teacher to teacher, school to school, and course to course. In the case of subject and course acceleration, the progress should be reviewed on a quarterly basis by the teacher and parent(s)/guardian(s).

Adopted: 11/12/1990

Revised: 2/14/2000; 3/11/2002; 7/14/2008

(moved from Policy to Procedure 6/16/2008)

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 965.1

GUIDELINES FOR THE SELECTION OF TEXTBOOKS

1. A committee(s) shall be established to study and review textbooks available and to recommend textbooks for adoption. Proposed textbooks shall be reviewed by the Reading Specialist and the appropriate kindergarten through grade 12 committee. The recommendation shall be forwarded for review by the Curriculum Coordinating Council and District Effective School Senate. Textbooks shall be selected based on the same guidelines used for the selection of media center materials.
2. Representatives from textbook companies may meet with individual teachers and/or the textbook committee(s) upon invitation of the committee chair, building principal or the Superintendent.
3. When textbooks are no longer useful for instruction, they shall be declared surplus and given to interested citizens or shall be destroyed by the administration. In certain circumstances, old textbooks may be traded in.

APPROVED: March 9, 1992

REVISED: February 14, 2000

GUIDELINES FOR THE SELECTION OF MEDIA CENTER MATERIALS

A. Definitions

For purposes of the Board's selection of media center materials policy:

1. A school media center is defined as an area or areas in the school where a full range of information sources, associated equipment and services from media staff are accessible to students and school personnel.
2. Selection is defined as the decision that must be made to add materials to the media center collection.
3. Media center materials are defined as both print and non-print materials purchased by or housed in the school media centers.

B. Responsibility for the Selection of Materials

1. Although the Prairie du Chien Board of Education is legally responsible for all matters relating to the operation of the District, it delegates the responsibility for selection of media center materials to the certificated media center personnel employed by the District. For purposes of this rule, the term media specialist shall be used to indicate Wisconsin Department of Public Instruction (DPI) certificated library and audio-visual personnel among the media center staff.
2. Although the media specialist encourages and coordinates the recommendations for the selection of media center materials made by teachers, administrators and students, the final responsibility for the selection decision shall rest with the media specialist.

C. Criteria for Selection

1. The District shall comply with the state administrative rule that, in part, states: "All students shall be provided access to a current, balanced collection of books, basic reference materials, texts, periodicals, and audio-visual materials which depict in an accurate and unbiased way the cultural diversity and pluralistic nature of American Society."

2. Print and non-print materials shall be evaluated by the following criteria as they apply.

Materials shall:

- a. Support and be consistent with the general educational goals of the District.
 - b. Support and be consistent with the objectives of specific courses.
 - c. Be relevant to today's world.
 - d. Have aesthetic, literary or social value.
 - e. Be appropriate for the subject area and for the age, emotional development, ability level and social development of those for whom the materials are selected.
 - f. Be created by competent and qualified authors and producers.
 - g. Be chosen to foster respect for and gain an understanding of the contributions made to civilization by minority and ethnic groups.
 - h. Realistically represent America's pluralistic society.
 - i. Provide a stimulus to creativity.
 - j. Represent differing viewpoints on controversial subjects with the goal of providing a balanced collection.
 - k. Have a physical format and appearance suitable for their intended use.
 - l. Be of acceptable technical quality with adequate documentation.
3. Although the Board of Education recognizes that any item may offend some patrons, the selection of materials on controversial topics shall not be made on the basis of any anticipated approval or disapproval but rather on the merits of the material and its value to the collection and to the patrons.

D. Process of Selection

1. During the selection process, the media specialist shall evaluate the existing collection and assess curricular and recreational needs. Reputable professionally prepared selection tools and other appropriate sources shall be consulted.
2. Recommendations for purchase shall be solicited from school personnel and students.
3. To assure proper quality in content and technical aspects, all audio-visual material items shall be ordered for preview before purchase.
4. The school media program accepts gifts with the understanding that only those materials that meet regular selection criteria shall be added to the collection.
5. Selection shall be an ongoing process that should include the removal of materials no longer appropriate or accurate and the replacement of lost and worn materials still of educational value. Criteria for the removal of materials may include:
 - a. Materials having inaccurate or outdated information;
 - b. Materials depicting negative role stereotypes;
 - c. Materials no longer useful for curricular support or recreational reading;
 - d. Materials not circulated for a number of years; or
 - e. Materials in poor physical condition.

After the weeding process is over, all withdrawn materials shall be considered essentially valueless and removed from the collection.

APPROVED: March 9, 1992

REVISED: October 10, 1994
February 14, 2000

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 975

(ONE-DAY) FIELD TRIP APPLICATION

A roster of pupils and teachers participating must be in the hands of the building principal before the trip occurs. No buses may be overloaded and all pupils must have submitted a trip release signed by parent or guardian before they are permitted to participate. All trips are to be properly chaperoned (1-10) and no pupil shall be denied the right to go because of financial reasons.

REQUESTING TEACHER(S):

DATE OF

REQUEST: _____ SCHOOL: _____

GRADE: _____ GROUP OR ACTIVITY: _-

(Check one type of trip)

Co-Curricular _____ Athletic _____ Educational _____

EDUCATIONAL OBJECTIVE/PURPOSE: (Use back of sheet for further details if necessary.)

DATE OF TRIP:

_____ DESTINATION/ADDRESS: _____

TIME LEAVING: _____ LOADING LOCATION:

NO. OF PUPILS: ____ NO. OF TEACHERS: ____ NO. OF PARENTS: _____

TOTAL: _____

NO. OF BUSES/VANS REQUESTED ____ ESTIMATED TIME ARRIVAL HOME:

SCHEDULED STOPS (Itinerary) 1. _____ 2.

3. _____ 4. _____

5. _____

FIELD TRIP COSTS:

1. Transportation costs @ \$1.00 per mile, plus \$11.04/hour per bus \$ _____
(\$20 minimum)
2. Number of buses _____
3. **Total transportation expense (Multiply #1 x #2)** _____
4. Individual non-transportation cost _____
(admission, tickets, supplies etc.)
5. Number of participants _____
6. **Total non-transportation cost (Multiply #4 x #5)** \$ _____

Submit completed application to the building principal. After approval, copies will be distributed.

APPROVED: _____
PRINCIPAL

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 976.1

EXTENDED/OVERNIGHT FIELD TRIP AND/OR FOREIGN STUDY TOUR APPLICATION

All **Extended/Overnight** trips require Board of Education approval. A roster of students and teachers participating must be in the hands of the building principal before the trip leaves. No buses may be overloaded and all students must have submitted a trip release signed by their parent/guardian before they are permitted to participate. All trips are to be properly chaperoned (one adult to every 10 students) and no student shall be denied the opportunity to participate because of financial reasons.

REQUESTING TEACHER(S): _____

DATE OF REQUEST: _____ SCHOOL: _____

GRADE: _____ GROUP OR ACTIVITY: _____

(CHECK ONE TYPE OF TRIP)

CO-CURRICULAR _____ ATHLETIC _____ EDUCATIONAL _____

EDUCATIONAL OBJECTIVE/PURPOSE: _____

DATE OF TRIP: _____

DESTINATION/ADDRESS: _____

TIME LEAVING: _____ LOADING LOCATION: _____

NO. OF STUDENTS: _____ NO. OF TEACHERS: _____

NO. OF PARENTS: _____ TOTAL: _____

NO. OF BUSES/VANS REQUESTED: _____

ESTIMATED TIME OF ARRIVAL HOME: _____

SCHEDULED STOPS (Itinerary) 1. _____ 2. _____

3. _____ 4. _____ 5. _____

FIELD TRIP COSTS:

1. Transportation costs @ _____ per mile per bus \$ _____

2. Number of buses _____
3. Total transportation expense
(Multiply #1 x #2) \$ _____
4. Individual non-transportation cost
(admission, tickets, supplies etc.) \$ _____
5. Number of participants _____
6. Total non-transportation cost
(Multiply #4 x #5) \$ _____

Submit completed application to the building principal. After approval, copies will be distributed.

APPROVED:

Principal's Signature

Board of Education Secretary's Signature

This portion of the application is to be completed by the transportation contractor.

Bus Assigned _____ Route No. _____ Driver _____

Mileage Out _____ Mileage In _____

Total Mileage _____

No. of Passengers _____

Time In _____ Time Out _____ Total Time _____

Total over the road time _____ Total standing time _____

Did the bus leave the destination for any reason during standing time? YES/NO

If YES, where and how many miles traveled? _____

Cost of tolls, parking etc. _____ Trip Cost _____

I, the undersigned, attest that all of the above report is true and correct to the best of my knowledge.

Driver's Signature

Teacher in Charge's Signature

COPIES: BUS GARAGE, DISTRICT OFFICE, PRINCIPAL

APPROVED: October 14, 1991

REVISED: February 14, 2000, Aug 11, 2014

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 976.2

HEALTH REFERENCES

My son/daughter _____ has a health problem. Therefore, he/she will have the following medication with him/her while on this field trip.

HEALTH PROBLEM _____

PRESCRIBED MEDICATION _____

INHALER _____

OTHER _____

Signature of parent/Guardian: _____
Date: _____

APPROVED: February 14, 2000

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 976.3

PERMISSION/AGREEMENT

The undersigned parent(s) or guardian(s) of _____ hereby grant(s) permission for him/her to travel and participate in all respects on the school sponsored _____ trip. My/our signature(s) indicate that I/we have been provided sufficient information regarding the trip to grant my/our permission.

Further, the undersigned hereby agree(s) to assume all financial responsibility associated with the return of the student to Prairie du Chien Area School District prior to the completion of the scheduled trip or following the completion of the scheduled trip if, in the sole determination of the trip advisors or chaperones, student's health, behavior, violation of the Student Handbook, or any other condition warrants earlier return, or if for any reason, student is unable to return as scheduled.

Dated This Date: _____

Parent/Guardian Signature: _____

Address: _____

Phone: _____

NOTE: ALL PARENT / GUARDIAN(S) MUST SIGN

APPROVED: February 14, 2000

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 976.4

FIELD TRIP OBJECTIVES

TEACHER(S): _____

TRIP DATE: _____

DESTINATION: _____

GROUP OR CLASS: _____

INSTRUCTIONAL OBJECTIVES:

1. _____

2. _____

3. _____

EVALUATION: (To be completed after trip has been taken)

Fill out in duplicate. Turn both copies in with the "Field Trip, Extended Field Trip and Foreign Study Tour Application Form." One copy of the objective sheet shall be returned for your evaluation. Submit no later than one week after the trip. The principal and Superintendent shall each retain a copy for his/her file.

APPROVED: October 14, 1991
REVISED: February 14, 2000

EXTENDED FIELD TRIP AND FOREIGN STUDY TOUR GUIDELINES

The Superintendent may approve extended field trips or foreign study tours within the constraints of Board policy and the following guidelines:

1. All requests for extended field trips or foreign study tours shall be made to the Superintendent through the building principal.
2. Any individual or group requesting an extended field trip or foreign study tour shall submit a detailed plan to the building principal, who shall review it with the Superintendent. The plan shall include at least the following information:
 - a. An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.
 - b. The cost of the trip per participant and what is NOT included in the price.
 - c. The length of time for travel including departure and return times, dates, distances and modes of travel.
 - (1) Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the Superintendent may approve faculty and student absences provided that, in his/her judgment, the school time missed is within acceptable limits. An accurate count of the time to be lost should be given.
 - (2) All transportation must be by bonded carrier. Assurances shall be required.
 - d. A count of the number of free transports, if they are furnished, and to whom they will be granted.
 - e. A list of the names and telephone numbers of the chaperones who will accompany the students. The trip organizer and traveling supervisors are to be employees of the District.
 - f. The instructional purposes of each trip or tour.
 - g. Evidences of insurance coverage.
3. The Superintendent shall use discretion when considering the details for a specific trip or tour. However, it is expected that:
 - a. There shall be no cost incurred by the District for such trips or tours beyond that of hiring qualified substitute teachers.
 - b. The number of students per chaperone on the trip or tour shall not, without approval, exceed 10 students to one chaperone.
4. After the Superintendent reviews the request for an extended field trip or foreign study tour, all requests shall be brought before the Board for approval.

5. A preliminary list of participants should be provided to the building principal at least 30 days before departure, along with any changes which may have occurred in the information above. All later changes must be reported as they are received.
6. Parents/guardians must submit signed permission to the principal's office in order for a student to be excused from school to participate in any extended field trip or foreign study tour.
7. All students participating in extended field trips or foreign study tours shall be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors and the rules of the school as outlined in the student handbook and activity handbook. Any student violating such rules shall be subject to disciplinary action. {NOTE: Please be aware that according to section 895.437 of the state statutes, any person who procures lodging in a lodging establishment and permits or fails to take action to prevent any of the following activities from occurring in the establishment is subject to penalties outlined in state law: (a) consumption of an alcohol beverage by any underage person not accompanied by his/her parent/guardian or spouse who has attained the legal drinking age; and, (b) illegal use of a controlled substance or a controlled substance analog. A person who violates state law shall forfeit not more than \$500 if the person has not committed a previous violation within 12 months of the violation or not less than \$200 and not more than \$500 if the person has committed a previous violation within 12 months of the violation. Therefore, your district may want to: (a) expand this statement so that it is clear that students are, at a minimum, prohibited from consuming alcohol, a controlled substance or a controlled substance analog; or, (b) make sure that the trip rules or regulations at a minimum, prohibit the consumption of alcohol, a controlled substance or controlled substance analog.}
8. The District shall not permit the use of facilities, staff time or staff involvement in the advertising or promotion of unauthorized trips or tours.
9. Emergency medical forms.
10. List of emergency telephone numbers.
11. Copy of trip's rules and guidelines

APPROVED: October 14, 1991 (?)

REVISED: February 14, 2000

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Exhibit 985

YOUTH OPTIONS AGREEMENT

Student's Name _____
(please print) Last First Middle

STUDENT ACKNOWLEDGEMENT

I hereby acknowledge and agree with the standards and expectations set forth by Prairie du Chien Area School District and Youth Options Program.

I further agree to abide by all rules and regulations set down by the Prairie du Chien Area School District. If for some reason I withdraw or fail the course I will be obligated to pay for the course. Reimbursement will be made to the Prairie du Chien Area School District.

PARENT ACKNOWLEDGEMENT

As a parent/guardian of the above signatory Youth Options participant, I acknowledge that I have been informed of the Prairie du Chien Area School District Youth Options regulations and understand the rules and regulations set forth for all Youth Options students. I give my son/daughter permission to take part in the Youth Options Program.

Parent's Name _____
(Please print)

Parent's Signature _____ (date)

Student's Name _____
(Please print)

Student's Signature _____ (date)

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 985

YOUTH OPTIONS

Eligible Prairie du Chien High School juniors and seniors may participate in the Youth Options Program at the following institutions:

1. The University of Wisconsin System
2. The Wisconsin Technical College System
3. Private nonprofit institutions of higher education located within the state that have notified the State Superintendent of their intent to participate in the program under this section by September 1st of the previous school year.

Institution of Higher Education (IHE) means an institution within the University of Wisconsin System, a tribally controlled college, or a private, non-profit institution of higher education located in this state.

Technical college means a school within the Wisconsin Technical College system.

College or post secondary means either and IHE or technical college.

Students who plan to participate in the Youth Options Program must notify their school counselor of this intent no later than **January 31st** if they intend to enroll in the fall semester and no later than **September 6th** if they intend to enroll in the spring semester. The notice shall include the title(s) of the course or courses of intended enrollment and the number of credits of each course on official Youth Options Forms. Each approved student shall submit an application to the institution of higher education or technical college the previous school semester in which the pupil plans to attend and specify that if he/she is admitted to the institution, the institution must disclose the pupil's grade, the course title(s) and his/her attendance record to the Prairie du Chien School District.

The high school principal shall determine whether the requested courses(s) is/are comparable to a course offered in the school district (80 percent equivalent as determined by curriculum guides), and whether the courses(s) satisfy(ies) high school graduation requirements.

Students in good academic standing who are projecting eligibility to participate in Youth Options will be conditionally approved by the school board. To begin or continue participation in the program, students must meet the eligibility requirements during each semester of participation. A failure in any Youth Options course will result in the student being ineligible for the program.

Students taking Youth Options courses at institutions of higher education must meet the Youth Options courses and guidelines at specific institutions they plan to attend.

Students taking Youth Options courses at technical colleges must meet the following requirements:

1. Completed half or more credits required for graduation at Prairie du Chien High School.
2. Have a cumulative grade point average of 2.50 or higher on all completed courses and must be on schedule to graduate with their class by carrying courses at the high school during a normal scheduled day. (An EEN student may be exempt from this requirement)
3. Must not be at-risk as defined by the state.
4. EEN students who meet the Youth Options requirements will be approved for participation if the cost of participation does not put an undue financial burden on the district.
5. Must not have a history of discipline problems. Technical colleges will be informed of any student who has been suspended from school more than once.
6. Have parent's or guardian's permission to participate.

The school Board shall notify the students of its determination, in writing, by **March 1st** of their decision about fall semester participation and by **October 1st** about spring semester participation.

Students may appeal the school board's decision to the State Superintendent of Public Instruction within 30 days of the ruling.

Technical colleges will determine if students have acceptable discipline records to take part in the program. The students, or the students' parents or guardians if the students are under the age of 18, must sign a release of the students' discipline record to be considered for the program.

Students must carry a course load which maintains full-time status on a semester by semester basis as described below.

Full time status for Your Options students per semester is three high school classes (3 credits).

Students considered full time by post-secondary institutions would not be required to take courses at the high school.

To be approved, post-secondary courses must meet certain standards.

1. They must be complementary to, consistent with, and expand on a course of study or sequence of courses offered by the school district.
2. They must expand an opportunity for the student to move to a higher level of academic or vocational course of study.

3. The course curricula must meet or exceed the same standards for rigor and content as other courses approved, but not offered, by the school district for credit toward graduation. Frivolous courses with little or no academic or vocational value will not be approved.
4. The courses must support rather than prevent students completing the high school graduation requirements.
5. Students must meet the high school's individual course requirements for graduation.

Students attending institutions of higher education (IHE) must select courses which are not comparable to offerings at the high school. The credit limitation at an IHE is 18.

Students attending technical colleges will follow these requirements when selecting technical college courses. There is an **18-credit limit** to the number of credits students can take at a technical college.

1. Students must select courses numbered with prefixes 10, 20, 30, 31, 32, or 32. These courses are part of associate degree or vocational diploma programs.
2. If attending technical colleges for less than ten (10) credits per semester, the students must select courses which are not comparable to courses offered at the high school.

The district must approve Youth Options courses in order for students to take part and will pay for all approved courses. Corresponding credits and grades for all courses will be transferred to the high school and placed on the high school transcript at a rate of $\frac{1}{4}$ of a high school credit for every credit taken at the post-secondary level. The grades will be computed in the student's high school grade point average.

For all courses receiving high school credit, the district is responsible for tuition, course material fees, and books. The books become the property of the Prairie du Chien School District. Students will reimburse the high school for damaged or lost books. Students are responsible for student activity fees, transportation, parking fees, and for any equipment, books, or course materials that will be come the student's property at the end of the course.

Students are subject to Wisconsin's compulsory attendance law.

Students who withdraw from a Youth Options course after the start of classes at the post-secondary institution will receive a "*Withdraw with an F*" (WF) on the high school transcript. The principal or his/her designee can make exceptions based on extenuating circumstances relating to the Youth Options course work.

Students who withdraw from Youth Options class, regardless of circumstances, will have their schedules reviewed for restructuring. Final approval rests with the principal.

Students will be eligible to participate in co-curricular activities at their high school if there are no conflicts.

Individual students and their parents may request exemption from reporting to the high school during periods they do not have high school classes scheduled.

Youth Options applications will be sent to the district superintendent who will serve as the school board's designee in determining approval/non-approval status of Youth Options applicants.

YOUTH OPTION GUIDELINES

- 1) The student must have taken all possible courses at Prairie du Chien High School (example: Child Care Services).
- 2) A credit check must be performed by the Guidance Counselor to see if the student is eligible for Youth Options.
- 3) Once the credit check and schedule is performed, the application process may start. Pick-up application form from the Guidance Counselor.
- 4) All Youth Option paperwork must be cleared by the High School Guidance Counselor and Principal to determine that the student meets all requirements.
- 5) Upon approval of High School Principal, application for Youth Options will be sent to the Board of Education for final approval.
- 6) If the student is labeled "special needs" . . . an I.E.P. meeting must take place before the Youth Option deadline.
 - DEADLINE: September 1st –Spring Semester
 - DEADLINE: January 31st –Fall Semester
 - Dual credit may be given as an elective credit.
 - G.P.A. for each student must be 2.5 accumulative or higher unless student has an I.E.P.

APPROVED: February 14, 2000

REVISED: July 12, 2004; December 14, 2015

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 987

GEDO #2 REQUIREMENTS FOR GRADUATION

In addition to the academic requirements expected of students to successfully earn a Prairie du Chien High School diploma through the GEDO #2 program. Students in this program will also develop an exit project.

Work experience is a major component with an area of focus on obtaining the Employability Skills Certificate. Community service, volunteer work, work hours, and portfolio development are possible options.

The portfolio could include the following:

- Introduction which includes a Table of Contents
- Attendance record
- Academic awards/honor roll
- Letters of recommendation
- Resume and Electronic resume
- Sample letter of application/Thank you letter
- Post High School questionnaire/survey
- Test scores (ASVAB, ACT, Sat, Oklahoma Testing Services)
- Employability Skills Certificate/other certificates
- Co-curricular activity list
- WCIS interest inventory
- Wiscareers career inventory
- Copy of work related school projects (ACCT portfolio)
- Essay-personal statement of career goals/future plans
- Interview evaluation
- IEP
- Job shadow summaries/community service
- Collection of the following copies:
 - Technical School applications
 - FAFSA
 - Tips on applications, resume writing, interviewing
 - Scholarship search information
 - Copy of driver's license

Students who have graduated from the Challenge Academy with an HSED may request a Prairie du Chien High School diploma by completing all the requirements and must be enrolled in a technical college, the armed services, and/or be gainfully employed. In addition, a power point presentation will be created and presented to an appropriate audience, which may include the student body, staff, and/or community members. The power point presentation should include what the student learned, how he/she improved, how the program helped, and future plans.

APPROVED: August 10, 2009

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Procedure 991

TESTING GUIDELINES

The testing procedures/guidelines of the Prairie du Chien School District are those which have been provided in the Department of Public Instruction's "*Model Local Educational Agency Special Education Policies and Procedures*" Manual.

APPROVED: February 14, 2000