

Section 1000

Students

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1057	MANAGING LIFE-THREATENING FOOD ALLERGIES	2/9/2015
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**PRAIRIE DU CHIEN AREA SCHOOLS
BOARD POLICIES**

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GENERAL POLICY REGARDING STUDENTS

The focus of the school system is on the learner, the student. His/her educational development toward the school's goals is the central concern of the Board's policies and the administrative regulations.

The Board will attempt to erase any limitations of facilities and means that stand in the way of the school's availability to all who wish to learn in the school district.

Adopted: 3/11/2002

ADMISSION OF FOREIGN EXCHANGE STUDENTS

Students who participate in foreign exchange programs may attend the Prairie du Chien Area School District provided they are assigned to families who are legal residents of the district, the sponsoring organization is approved by the Board and established requirements are met. Each sponsoring organization shall be reviewed annually for approval.

The Board reserves the right to limit the total number of foreign exchange students for the year and the number from each country.

The goal of allowing students who participate in foreign exchange programs to attend school in the district is to provide for a mutual, beneficial exchange between the students, their sponsoring organization and the Prairie du Chien Area School District. Foreign exchange students are expected to make a contribution to the community by sharing their culture. Foreign exchange students will be expected to adhere to the rules and regulations as outlined in the school handbooks.

Classes for a foreign exchange student shall be selected cooperatively by the counselor and exchange student, keeping in mind the student's obligation to learn about American culture and the student's career and educational goals.

Approved: 3/9/1992

Revised: 3/11/2002

NON-DISCRIMINATION POLICY

It shall be the policy of the Prairie du Chien Area School District not to discriminate against a student because of age, sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

Further, this school district shall comply with Title IX of the Education Amendment of 1972 in that no student shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any education program or activity.

Adopted: 3/9/1992

Revised: 5/8/1995; 4/8/2001; 5/8/2006

Reviewed: 3/11/2002

STUDENT RECORDS

Student records are maintained in the interest of the student to assist the school in providing appropriate educational experiences.

CONTENT

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 psychological treatment of a student.

Progress records maintained by the school include the student's grades, a statement of the courses the student has taken, the student's immunization records, the student attendance record and records of the student's extra-curricular activities.

Behavioral records maintained by the school include psychological tests, personality evaluations, records of conversations, any written statement relating specifically to an individual's achievement or measurement of ability, the student's physical health are records as defined by law other than a student's immunization records, and any other student records which are not progress records.

CONFIDENTIALITY

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

PARENT ACCESS TO RECORDS

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).

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:

- a. ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student; and
- b. provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.

The principal shall make arrangements for requested hearings.

MAINTENANCE

- a. Behavioral records will not be maintained for more than one year after the date upon which the student graduated from or last attended Prairie du Chien Area School District, unless the student specifies in writing that individual behavioral records be maintained.
- b. Progress records will be maintained permanently after a student ceases to be enrolled at Prairie du Chien Area School District. The school may maintain the records in such form as the Board deems appropriate.
- c. A written record will be kept permanently with the student's file of all persons, agencies, or organizations desiring access to the records of the student. This permanent written record will require the signatures of all persons, agencies or organizations requesting access to the records of the student. Only the parent/guardian, student and school official responsible for maintaining this record shall be allowed to see this form.

TRANSFER OF RECORDS

Student records relating to a specific student shall be transferred to another school or school district upon written notice from an adult student or the parent or guardian of a minor student that the student intends to enroll in the other school or school district; upon written notice from the other school or school district that the student has enrolled; or upon written notice from a court that legal custody of the student has been transferred to the department of health and social services for placement in a juvenile correctional facility. Transfer of record requests shall be maintained for at least five years after the student ceases to be enrolled in the school district.

DIRECTORY INFORMATION

Information such as the student's name, 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 the name of the school most recently previously attended by the student shall be considered public information and may be released unless parents or adult students refuse the release, in writing, of their own initiation.

NOTIFICATION OF PUPIL RECORDS RELEASE

When a public school discloses the following pupil record information, the school must notify the pupil who is the subject of the record and the pupil's parent/guardian of the disclosure and provide the information disclosed, unless disclosure to a parent/guardian would result in imminent danger to the pupil: (a) progress records to the judge of a court in which a student is the subject of a court proceeding; (b) the student's attendance record to a law enforcement agency; (c) pupil records to licensed district employees and other school officials who have legitimate educational or safety interests; (d) pupil records in compliance with a court order or to a court in response to a subpoena for in-chamber inspection; (e) any information given to a public officer; (f) any information given to the DPI for program audit or evaluation purposes or state law compliance; (g) pupil records for a court-ordered educational plan.

ANNUAL POLICY NOTIFICATION

Parents/guardians and students shall be notified annually of the following: (a) their rights to inspect, review and obtain copies of student records; (b) the existence of the student records policy and procedures and where copies can be obtained; (c) the categories of student record information which have been designated as directory information and their right to deny the release of such information; and, (d) their right to file a complaint with the Family Policy and Regulations Office of the U.S. Department of Education. When a student transfers into the district after the above notice has been given, the student and his/her parent (s)/guardian shall receive a copy of the notice.

LEGAL REF.: Sections Wisconsin Statutes 48.396(2m); 115.85(4); 118.125; 118.127; 146.025; 146.81-146.83; 767.24(7)
Family Educational Rights and Privacy Act
Juvenile Justice Code Wisconsin Act 77 (effective July 1, 1996)

Adopted: 3/13/1995

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

ATTENDANCE POLICYATTENDANCE

As required by recent legislation, the Prairie du Chien Area School District adopted a policy on attendance that will be like the procedure for all the schools in Crawford County.

- A. The responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian.
- B. All excused absences require parent(s)/guardian/legal custodian written verification which is to be submitted to the principal, or designee, in advance or prior to re-admittance to school.

The district administrator/attendance officer is empowered to approve a legal excuse to any student for the following reasons:

EXCUSED ABSENCES

Excused absences require parent(s)/guardian/legal custodian verification. The district administrator/ attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Personal illness- a note from a doctor, school nurse or county nurse will be required after three (3) consecutive absences, or five (5) absences in any semester, or upon other circumstances as determined by the Principal.
2. Medical, dental, chiropractic, optometry, or other professional appointments not to exceed one-half day. Absences should be pre-excused by the parent/guardian with a signed note given to the office. Excessive absences will need to be verified with a doctor's note.
3. Family emergency (death, injury, funeral).
4. Family trip during the regular school term. Parent(s)/guardians are requested to notify the school prior to leaving on a vacation. Student trips that are not accompanied by a parent/guardian are unexcused.
5. Approved school activities during class times.
6. Emergency work at home. (A maximum of (3) days per semester).
7. Any student excused in writing by his/her parents or guardian before the absence. (A maximum of (10) days per school year). The student is required to complete the course work missed during the absence.

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

- a. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
- b. Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up that work missed when they return to school.

- c. Teachers will be asked to grant the number of days absent plus one (1) for make-up time. This provision applies to all work assigned during absence(s).
- d. Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

UNEXCUSED ABSENCES AND ABSENCES DUE TO SUSPENSION

Children who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above shall be considered unexcused. In such cases, the student shall be required to make up classwork missed.

The student, on his/her return to school will be expected to submit a written statement signed by his/her parent(s) or guardian explaining the reason for the absence. On the basis of this statement, the principal or designee will determine whether credit for the make-up work will be granted.

A student who is absent from school for no particular reason or is truant will also be considered unexcused. However, credit will not be given for classwork missed during an absence. Students have the obligation to understand and use all materials presented during their unexcused absence.

All students with an unexcused absence will be permitted to make up an examination missed during an absence.

Adopted: 3/9/1992

Revised: 3/11/2002

ADMISSION AND PROOF OF AGE

Any child who becomes five years old on or before September 1 may be enrolled in Kindergarten in the Prairie du Chien Area School District at the beginning of the school year. It shall be compulsory for all children enrolling in the Prairie du Chien Area School District for the first time to present a birth certificate.

Any child who is four years old on or before September 1 may apply to the school board for early admission. The criteria for early admission will be based on whether or not the child demonstrates a strong potential for success and is able to cope with the school environment intellectually, socially, physically, and emotionally. The application and supporting evidence shall be submitted to the administration for evaluation and recommendation to the School Board no later than 60 days before the start of the school year.

Based on the investigation and evaluation of all the evidence and a personal interview with the parent and child, the District Administrator shall make a recommendation to the School Board. The parents shall be advised of the School Board meeting at which the decision will be made.

Upon written parental request, multi-disciplinary screening opportunities shall be provided to children who attain the age of three. The administration shall verify the age and residence of the child, and all such requests will be referred to the M-team for screening and recommendation.

The School Board, after consultation with the multi-disciplinary team and after the parent has consented in writing, shall place in an appropriate special education program a child who has been recommended for special education by a multi-disciplinary team and who resides in the school district. (The Board may delegate this responsibility in such manner and to such person, as it deems appropriate, including the multi-disciplinary team.)

In the case of a disagreement on the part of the parents, the parents are informed of the appeal procedures according to Sec. 115.81 of the Wisconsin Statutes.

LEGAL REF: Wis. Statutes 118.14
115.81

Adopted: 3/9/1992
Revised: 3/11/2002

EARLY ENTRANCE TO KINDERGARTEN

Any parent having a child younger than five years by September 1 and who is firmly convinced that the child has exceptional talent, may apply for early admission to Kindergarten by **March 1st** of that year.

1. Written application shall be made by the parent to the principal or school district administrator.
2. An interview will be scheduled to discuss the parent's reasons for requesting admission prior to the legally established age and explain the procedure.
3. A medical certificate stating that the child is in good physical health is required. This should assure the alleviation of any physical obstacles to learning prior to entering school.
4. The child will be tested and evaluated by a screening team for assessment of readiness in terms of mental maturity, motor skills, speech, math, reading and mental ability. This team may consist of the Reading Specialist, Speech & Language person, School Psychologist, Kindergarten teacher, Preschool teacher and Principal. The parents will be required to provide health and social behavior histories of the child.
5. For early admission to Kindergarten the prospective student must score at least in the 85th percentile or above on an individually administered intelligence test.
6. Following evaluation by the screening team, parents will be notified by letter whether or not the child is recommended for early entrance. A conference with the principal/ administrator will be held if requested by the parents.
7. The Board of Education has the final authority for deciding whether or not a child below the established legal age is to be provisionally admitted to Kindergarten.
8. Any Kindergarten placement made through this process is considered conditional. If within six weeks after the start of the school year the child does not appear to be adjusting to the school situation, the administrator may recommend to the Board of Education that the early placement be terminated.

Early Entrance to Kindergarten Screening/TestingPERFORMANCE EXPECTANCIES

1. Superior Intellectual Growth
 - a. Indication of mental maturity above the 85th percentile
 - b. Evidence of accelerated development in math and reading readiness skills
 - c. An interest in school type activities
 - d. Adequate language skills for age and high performance in auditory perception and concept development
2. Highly Developed Motor Skills
 - a. Visual motor integration performance above age
 - b. Performance of all gross and fine motor development tasks
3. Highly Developed Socially & Emotionally
 - a. Self-sufficient
 - b. Highly developed coping mechanisms
 - c. Highly developed skills in interpersonal relationships

Adopted: 3/9/1992

Revised: 3/11/2002

ADMISSIONS POLICY

Any child who enters or re-enters the Prairie du Chien Area School District from other schools, private schools or home based private educational programs shall be required to comply with the following procedure:

1017.1 ADMISSION AGE

Any child who becomes:

- Three years of age on or before September 1 may be enrolled in 3 year old kindergarten;
- Four years of age on or before September 1 may be enrolled in 4 year old kindergarten;
- Five years of age on or before September 1 may be enrolled in kindergarten;

in the Prairie du Chien Area School District at the beginning of the school year.

1017.2 ENROLLMENT AND PROOF OF AGE

All children enrolling in the Prairie du Chien Area School District for the first time will be required to present a birth certificate; if birth certificate is not available, school personnel may use discretion as to another form of document that provides necessary enrollment information.

1017.3 REGISTRATION

It shall be the responsibility of each parent or guardian of a child, or the child if of legal age, entering or re-entering the Prairie du Chien Area School system to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.

1017.4 TRANSCRIPTS

Students transferring from other school systems or home based educational programs are required to provide a transcript or other record of academic accomplishments and other available records including attendance records, level of academic achievement, subjects completed, credits earned, and records of standardized achievement testing. School officials may elect to have the parent, guardian, and/or student sign a release form to allow the Prairie du Chien School District to obtain such information.

1017.5 HEALTH RECORDS AND PHYSICALS

Parents or guardians of students admitted to the district shall present immunization records as required by law. In addition, students are encouraged to have complete physical and dental examinations prior to entering or re-entering the school system.

1017.6 PLACEMENT

1. The Prairie du Chien Area School District reserves the right to determine grade placement of all students entering or re-entering the school system. Principals, with the assistance of other appropriate personnel shall determine placements of students.
2. If records are not available or do not contain appropriate information upon which to base placement, the student may be administered an assessment which may be considered in placing the student.

1017.7 PROBATIONARY PERIOD

Each student entering or re-entering the Prairie du Chien Area School District shall have a 90 day probationary period during which time the student shall be expected to demonstrate classroom academic skills commensurate with the student's placement. During this time, if school officials determine the placement needs to be revised, the principal may make a replacement revision.

1017.8 APPEALS

In the event that there is an appeal on behalf of the student regarding such placement, a written appeal may be made to the Prairie du Chien Area Board of Education within ten days of the placement decision. The decision of the school board shall be final.

Legal Reference: Section 118.33, 118.165(1)(2), 118.145, 118.15(4) Wis. Statutes

Adopted: 3/9/1992

Revised: 10/13/1997; 3/11/2002, 2/8/2016

PARTICIPATION OF PRIVATE SCHOOL, PAROCHIAL SCHOOL AND HOME-BASED EDUCATIONAL PROGRAM STUDENTS IN DISTRICT COURSES/PROGRAMS

Residents of the Prairie du Chien Area School District enrolled in a private school, parochial school or home-based private educational program may participate in public school courses, programs or activities as follows:

1. A non-public school student may participate in district classes or programs when specifically required by law (e.g. special education).
2. A non-public school student may take two courses during the school semester at Prairie du Chien Area School District provided the following conditions are met: (a) the student is eligible for admission; (b) the student resides in the Prairie du Chien Area School District; and, (c) there is sufficient space in the classroom.
3. A non-public school student may participate in district activities if they take two courses, at least one of which is a core curriculum subject lasting for the semester.
4. Students must agree to abide by all district-wide rules and regulations and may be removed from attendance if their behavior interferes with the quality of the program.
5. Students from a non-public school may not participate in district athletic activities consistent with rules of WIAA.

Transportation to and from the district course, program or activity shall be the responsibility of the student's parent(s)/guardian(s).

Adopted: 3/11/2002

OPEN ENROLLMENT POLICY

This policy shall be administered in accordance with the state public school open enrollment laws and the administrative rules established by the Department of Public Instruction (DPI).

Subject to the exception that the School Board, each January, shall act upon any annual space availability determinations for purposes of nonresident open enrollment into the District, the Board authorizes the District Administrator, or any administrative level designee of the District Administrator, to make all other decisions and determinations that are necessary or permitted in connection with any open enrollment application or any open enrollment student under this policy and under any related Board approved rule. However, this delegation of authority shall not be construed to prohibit the District Administrator from bringing any such decision or determination to the Board as he/she deems necessary or prudent.

1. Nonresident Open Enrollment Students

A nonresident student may apply for fulltime enrollment in a public school in the District under the open enrollment program. Applications may be completed and submitted using DPI's online system or by completing the DPI's paper application form and submitting the paper application to the Office of the District Administrator. Upon receipt of any paper copy of a nonresident student's application to attend a school or program in the District, office staff shall affix a date stamp (or a written and initialed date) to the application and forward the application to the District Administrator or his/her designee for review and processing.

The District shall consider and apply the following criteria when deciding whether or not to accept (or, in some situations, revoke acceptance of) a nonresident student's application for fulltime open enrollment:

a. Space Availability and Waiting Lists.

The District shall consider the availability of space in the schools, programs, classes or grades within the District. When determining space availability, consideration may be given to desired class size limits, desired student teacher ratios, overall building capacity, future enrollment projections, the projected number of sections of particular grades or courses, desired program size limitations, and known or projected limitations on available staffing and other resources. Based upon a review of the relevant considerations, the Board may annually establish, at a Board meeting held in January, space limitations applicable to nonresident open enrollment.

At a minimum, any annual determination of space availability shall involve at least a declaration of the District wide number of nonresident open enrollment applications that the District intends to accept in conjunction with the subsequent regular application period, broken down (1) by grade (although two or more grades may be combined and treated as a single grade); and (2) by any established special education program or service that has identifiable space limitations. However, in any year in which the Board establishes a space limitation in any grade/program/service, the Board's determination of space availability may also indicate, at the Board's discretion in light of its assessment of the relevant factors, that no space limitations are needed in certain other grades/programs/services.

If the Board has taken action in January to limit the number of spaces that will be available in any grade(s), program(s), or service(s) for applications that are submitted during the regular application period (i.e., for enrollment in the following school year), then the District's consideration of nonresident alternative applications for open enrollment shall be limited as provided under DPI's administrative rules.

b. Method of Random Selection.

If the District receives more student applications during the regular application period for fulltime enrollment than there are spaces available, the District shall determine

which students to accept on a random basis. Students shall be randomly selected by lottery system, subject to the following exceptions and preferences:

The District grants a guarantee of approval under the space availability criteria to the following applicants during the regular application period:

Students who are currently enrolled in and attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home based private educational program). The siblings of any student who is currently attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or homebased private educational program).

As individual applications are selected and considered within the random selection process, the District grants preferential consideration to certain sibling applicants as required by DPI rule. Specifically, if the District determines during the random selection process that there is space available to accept the individual student whose application is under immediate consideration, then the District shall give immediate consideration to the application(s) of any remaining sibling applicants in the same family who applied for open enrollment at the same time. The application of any sibling who is entitled to preferential consideration under this paragraph shall be denied if there is no remaining space in such sibling's grade and/or in any special education program or service that may be required for the sibling.

c. Waiting Lists for Acceptance of Open Enrollment Applications into the District.

The District creates and administers waiting lists for applications received during the regular application period that are initially denied due to space limitations. The District does not administer waiting lists for current year open enrollment applications submitted by nonresident students under the alternative application procedure. The District creates and administers waiting lists for the assignment of accepted open enrollment applicants to specific schools/programs for which the applicant has expressed a preference. The district will create a waiting list based on date of application, grade level and/or program interest.

d. Students with Disabilities.

If the special education or related services required for a student with a disability are not available in the District or if there is no space available in the relevant program/service(s), then the application shall be denied. In any instance where an application is submitted by a student with a disability but there is no current IEP available for the student, the District will use the procedures defined in DPI's administrative rules to determine whether the District has the appropriate special education program or space and also to estimate the amount of basic and special education cost for the student. If a nonresident student receives his/her initial individualized education program (IEP) while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, or if the District has approved an application for a student without an IEP and it is subsequently determined that the student is a child with a disability for whom there is either a record of a previous special education evaluation or a prior IEP based upon such evaluation, then the student may be returned to his/her resident district if the District determines either that the special education or related services required for the student are not available in the District or that there is no space available.

e. Students Referred for a Special Education Evaluation.

An open enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. To the extent permitted by DPI, and assuming other acceptance criteria are and continue to be met, such a student's parent or guardian may request that the District reconsider a denial under this criteria if the IEP (or a finding of no disability) is forwarded to and reviewed by the District and if the

District concludes that such reconsideration would not be prejudicial to any other applicant.

f. **Discipline Related Criteria.**

The term of an applicant's expulsion overlaps with the proposed period of open enrollment. Consistent with state law authority, the District may deny the application and prohibit the enrollment of any student whose term of expulsion (for any lawful reason and regardless of when the expulsion occurs) from any public school, independent charter school in Wisconsin, or out-of-state public school overlaps with the proposed period of open enrollment.

The term of an applicant's recent expulsion from school does not overlap with the proposed period of open enrollment. The District may deny an application for fulltime open enrollment in the District if a review of the student's disciplinary records indicates that the student applicant has been expelled by any Wisconsin school district at any time during the current school year or preceding two school years for conduct falling in any of the four specific categories listed in the open enrollment statutes. c. Disciplinary matters that are pending or that become pending while the application is under consideration. Subject to the limited exception defined in paragraph 4e, below, if any disciplinary proceeding involving alleged conduct falling in any of the four specific categories listed in the open enrollment statutes is pending at the time the District notifies the student of his/her application status, the District may deny the application.

Applicants must continue to meet discipline related approval criteria after initial acceptance. The District may revoke the prior acceptance of an open enrollment application if the District determines that student is, in fact, subject to a current expulsion order that would have disqualified the student's application under paragraph 4a, above. In addition, subject to the limited exception defined in paragraph 4e, below, the District may revoke the prior acceptance of an open enrollment application if, at any time prior to the beginning of the school year in which the student will first attend school in the District, the District determines that the student either has been expelled or became subject to a pending disciplinary proceeding, as described in either paragraph 4b or paragraph 4c of this policy, above.

g. **Limited Exception.**

In situations where a student's application was denied (including as a result of the revocation of an initial acceptance) due to a pending disciplinary matter, the District, upon the written request of the student's parent or guardian, will reconsider the status of the student's application if both of the following conditions are satisfied: (1) the District is able to determine that the prior pending disciplinary matter has been concluded in favor of the student; and (2) the District concludes that considering possible acceptance of the application would not be prejudicial to any other applicant.

h. **Truancy Related Criteria.**

An open enrollment application may be denied if the student was habitually truant during any semester of attendance at a District school in the current or previous school year.

Pursuant to the District's applicable truancy and attendance policies, if the District determines that a nonresident student attending school in the District under the open enrollment program is habitually truant from school during either semester in a given school year, the District may prohibit the student from continuing to attend school in the District as an open enrollment student in the succeeding semester or school year. Under no circumstances shall any student have their open enrollment terminated under this paragraph unless the District has clear documentation that (1) the parent or guardian or student knew or should have known that the student's open enrollment could be terminated for habitual truancy; and (2) the student had at least one notice and opportunity to correct the truant behavior before being found to be habitually truant.

i. **“Best Interests” Determinations under the Alternative Open Enrollment Application Criteria and Procedures.**

If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the “best interests of the student” criteria, the District shall review the information and rationale provided by the parent(s) or guardian and make a determination as to whether the District agrees with the parent(s) or guardian that attending school in the District pursuant to the application is in the student’s best interests. If the District determines that attendance would not be in the student’s best interests, the application may be denied on that basis.

A fulltime open enrollment application can also be denied if the nonresident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the resident district does not have a 4yearold kindergarten program as offered by the District, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

j. **Assignment of Accepted Applicants to a School/Program.**

- i. The District shall assign nonresident students accepted for fulltime open enrollment to a school or program. Any preferences identified by the applicant cannot be guaranteed. In making such assignments, the District may give preference in attendance at a particular school or program to residents of the District. Any admission requirements and prerequisites for attendance in any specialized school or program that apply to resident students also apply to nonresident students. In addition, except for enrollment in any qualifying virtual charter school, any nonresident open enrollment student must meet the in person/ physical attendance requirements established by law.

k. **Requests for Early Admission to Kindergarten.**

The District may grant a parent’s or guardian’s request to evaluate a nonresident open enrollment applicant for possible early admission to 4yearold kindergarten. The District may grant a parent’s or guardian’s request to evaluate a nonresident open enrollment applicant for early admission to 5year-old kindergarten. The parent or guardian may make a request for an evaluation for early admission by contacting the Elementary School Principal as soon as possible after submitting an open enrollment application.

l. **Reapplication.**

Once a nonresident student is accepted for fulltime open enrollment in the District and begins attending school in the District, no reapplication is required in order for the student to maintain continuous open enrollment.

m. **Transportation.**

Student transportation and the costs thereof shall be the responsibility of the nonresident student’s parent(s) or guardian, subject to the following exceptions:

Low income parents and guardians may apply to the DPI for reimbursement of costs of transportation in accordance with DPI’s procedures.

The District shall provide transportation for a nonresident open enrollment student with a disability who is attending school in the District if it is required in the student’s IEP or otherwise required by law.

Upon request of the student’s parent or guardian, the District shall provide transportation to nonresident fulltime open enrollment students without charging any fee if there is room available on a bus on a regular route and the student is picked up or dropped off at a bus stop on the established route, except that if the bus stop on the

established route is located within the boundaries of the student's resident school district, the resident school district must also approve the transportation arrangement.

n. **Rights and Privileges.**

To the extent required by state law, nonresident open enrollment students attending school in the District shall have all of the rights and privileges of similarly situated resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

2. **Resident Open Enrollment Students**

Resident students may apply for fulltime open enrollment in another public school district in accordance with state law. An application may be denied if the resident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the District does not have the same program offered by the nonresident district, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

The District may deny a resident student from attending school in another public school district, or from continuing to attend school in another public school district, if the costs of the special education and related services required in the student's IEP would place an undue financial burden on the District, taking into account the District's total economic circumstances. However, if a student with a disability has submitted an alternative application based upon a determination that the student has been a victim of a violent criminal offense, as further defined and addressed under state law, then the District may not deny the application based upon a finding of an undue financial burden

If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District shall deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student.

However, prior to denying an alternative application on the basis that the parent or guardian did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent or guardian an opportunity to provide additional information.

The parent(s) or guardian of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

3. **Appeals of Open Enrollment Decisions**

The student's parent(s) or guardian may appeal a District decision regarding fulltime open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

Adopted: 1/12/1998; 5/11/2015

Revised: 3/11/2002, 2/13/2012

STUDENT ATTENDANCE ACCOUNTING

Students in the Prairie du Chien Area School District shall be considered full-time if they can be classified into at least one of the following categories:

6. A K – 5, middle or high school student who is scheduled for the full school day.
7. A high school student who is enrolled in a general educational development (GED) or other alternative program and enrolled in a minimum of two hours of academic study and 20 hours of work experience per week.
8. A high school student who is enrolled in an equivalent program that presents a combination of academic study and work experience amounting to a minimum of 20 hours per week and approved by the administration.
9. A child with disabilities as recommended by the individualized education program (IEP) team.
10. A student who is participating in a Board approved alternative program or curriculum modification.
11. A District resident attending a school in another public school district on a full-time basis under the state’s public school open enrollment program.

A Pre-kindergarten student enrolled in the regular program shall be considered .60-time for membership count purposes

All full-time students enrolled in the Prairie du Chien Area School District shall carry a minimum program as follows:

- | | | |
|----|----------------------|---------------------------------------|
| a. | High School Students | 4 classes per day/8 credits per year. |
| b. | Junior High Students | required full day course of study. |
| c. | Elementary Students | required full day course of study. |

Students with disabilities may have less than minimum program if M-Team prescribed.

Adopted in Part: 11/12/1990
Revised: 3/11/2002

STUDENT COUNCIL

The purpose of the Student Council, through representation of the student body, will be to allow pupils:

12. To participate in or manage extracurricular affairs.
13. To develop student responsibility, initiative, leadership, and school pride.
14. To promote the welfare of the school through proper student-faculty relationships.
15. To promote citizenship training.
16. To promote general student welfare.
17. To provide a channel for pupil expression in the internal administration of the school.
18. To provide a working model of government.

The school staff shall assist the Student Council in drafting and implementing a constitution, charter or compact, whereby students shall have designated duties, powers and authority limited only by the general policies of the Board and due process.

Adopted: 3/11/2002

STUDENT CONDUCT

The Prairie du Chien Area School District is required by law to provide proper school facilities and to maintain an appropriate program of education for all children of school age. Any disruption or interference with the normal operation of the school hinders the effectiveness of the district in fulfilling its legal responsibilities and impinges on the right of students to a suitable education.

Students' behavior in the Prairie du Chien Schools should be based upon a standard of respect and consideration for the rights of others. There will be restrictions on student behavior and speech that disrupts the work of the school or interferes with the rights of other students.

Students have a responsibility to know and respect the rules and regulations of the school while on school grounds or at school sponsored activities. Students have the further responsibility to behave in a manner appropriate to good citizenship everywhere.

Adopted: 3/9/1992

Revised: 1/8/2001; 3/11/2002

CODE OF CLASSROOM CONDUCT**Philosophy**

The Prairie du Chien Area School District is committed to maintaining a favorable academic atmosphere. Teachers are expected to create a positive learning climate for students in their classrooms and to maintain proper order. Students are expected to behave in the classroom in such a manner that allows teachers to effectively carry out their lesson plans and allows students to participate in classroom learning activities. Students are also expected to abide by all rules of behavior established by the Board, administration and their classroom teachers.

Student behavior that is dangerous, disruptive or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules.

This code of classroom conduct applies to all students in the Prairie du Chien Area School District.

1. Student Removal from Class

A teacher may remove a student from class for the following reasons:

- a. Behavior that violates the behavioral rules and expectations set forth in the Student Handbook.
- b. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This behavior includes the following:
 - repeated use of profanity
 - possession or use of a weapon or other item that might cause bodily harm to persons in the classroom (see Student Handbook)
 - being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies (see Student Handbook)
 - behavior that creates an intimidating, hostile or offensive classroom environment
 - fighting
 - taunting, baiting, inciting and/or encouraging a fight or disruption
 - disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations
 - pushing or striking a student or staff member
 - obstruction of classroom activities or other intentional actions taken to attempt to prevent the teacher from exercising his/her assigned duties
 - interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means
 - restricting another person's freedom to properly utilize classroom facilities or equipment
 - repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions
 - throwing objects in the classroom
 - repeated disruption or violation of classroom rules
 - behavior that causes the teacher or other students fear of physical or psychological harm
 - physical confrontations or verbal/physical threats
 - willful damage to school property
 - use of an electronic device that disrupts the classroom environment

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state law, the Federal Individuals with Disabilities Education Act, Section 504 of the Rehabilitation Act, and related regulations, and consistent with the Department of Public Instruction's directives on the appropriate use of seclusion and restraint.

When a student is removed from class, the teacher shall send the student to the principal or designee and inform him/her of the reason for the student's removal from class. A written explanation of the reasons shall be given to the principal or designee within 24 hours of the student's removal from class.

The principal shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The principal shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined below.

2. **Placement Procedures**

- a. The principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - 1) An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
 - 2) Another class in the school or another appropriate place in the school.
 - 3) Another instructional setting.
 - 4) The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.
 - 5) Short-term removals will be handled according to Parent-Student Handbook
- b. When making placement decisions, the principal or designee shall consider the following factors:
 - the reason the student was removed from class (severity of offense)
 - the type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, location)
 - the estimated length of time of placement
 - the student's individual needs and interests
 - whether the student has been removed from a teacher's class before (repeat offender)
 - the relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct is the placement applicable before and/or after the suspension?)

The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions when determined by the principal or designee to be in the best interests of the persons involved or required by law.
- c. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.
- d. The parent/guardian of a minor student shall be notified of a student's placement in an alternative educational setting as outlined below.

3. **Parent/Guardian Notification Procedures for Long Term Removal**

- a. The principal or designee shall notify the parent/guardian of a minor student in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision

involving the student. The notice shall be given as soon as practical after the student's removal from a class and placement determination.

- b. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- c. If the student removed from a class is also subject to disciplinary action for the particular classroom conduct (i.e., suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

Adopted: 1/12/1998

Revised: 3/11/2002; 7/10/2006; 02/11/2013

STUDENT DRESS AND GROOMING

Students are to be properly dressed at all times. Unusual dress or grooming which causes distractions, disturbances or otherwise interferes with the normal functioning of the schools will not be permitted.

Any student who comes to school improperly dressed or groomed, or without proper attention to cleanliness, shall be sent home by the Principal after the parents have been notified that the student must be properly prepared for school.

Adopted: 1/8/2001

Revised: 3/11/2002

Face Covering Policy

Notwithstanding any other board policy, handbook provision, or portion of the Prairie Du Chien Area School District Reentry Plan to the contrary, the School Board of the Prairie Du Chien Area School District hereby implements an ~~mandatory~~ optional Face Covering policy for all students, employees, and visitors.

“Face Covering” means a piece of cloth or other material that is worn to cover the nose and mouth completely. A Face Covering includes a mask that is provided by the District. A Face Covering also includes a mask that is brought from home so long as the mask is made of at least two layers of cloth or is a disposable paper mask (sometimes called a medical or surgical mask) with at least three layers. A Face Covering does not include face shields (unless approved by health officials), neck gaiters (unless approved by health officials), mesh masks, masks with holes or openings, or masks with vents.

~~Every individual shall wear a Face Covering anytime he/she is indoors, or in an enclosed space, on the District’s Premises, or is engaged in a school activity, including transportation.~~

Any marking on masks or face coverings must comply with applicable school dress codes and other applicable policies.

~~Individuals may remove the Face Covering in the following situations:~~

- ~~• While eating or drinking;~~
- ~~• While no other person is present in the same room, or in the same enclosed space, or is engaged in the same school activity;~~
- ~~• While only members of the individual’s household are present in the same room, or in the same enclosed space, or are engaged in the same a school activity; or~~
- ~~• When permitted by a member of the District’s administration;~~
- ~~• While outdoors and age of 12 years and older. (Summer 2021)~~

Children under the age of 2 do not need wear a Face Covering.

Accommodations to the requirements of this policy will be provided consistent with applicable law.

Adopted: 9/28/20 First Reading
10/12/20 Second Reading

Revised: 5/24/21
7/12/21
1/10/22
3/4/22

STUDENT INTERNET USE

The power of electronic networks and resources is transforming the educational culture from one of isolation to one of connectivity. The Internet links computer networks around the world. While the Internet is a decentralized network, the one characteristic shared by all network sites is the use of common communication protocol to transmit data. The Prairie du Chien Area School District has installed its own network with access to the Internet. Telecommunications skills will be integrated throughout the K-12 curriculum. When possible, the community will be partners with the district in telecommunications efforts. As students/ staff use the Internet, it is essential that each user on the Internet recognize his/her responsibility in having access to the vast services, sites, and people. The user is ultimately responsible for his/her actions in accessing network service using district hardware or personally owned hardware, and for adhering to district use policies, procedures and guidelines.

In the environment of a global network it is impossible to control all materials. The Prairie du Chien Area School District believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure materials that are not consistent with the educational goals of the district. Our focus is in providing individual users with the understanding and skills needed to use the Internet in ways appropriate to their educational needs.

GOALS

Through Internet access, learners will:

- ◆ access global resources
- ◆ enter into partnerships to enhance their learning options
- ◆ broaden their problem-solving and decision-making abilities
- ◆ broaden their research capabilities by using primary materials
- ◆ develop their higher-level thinking skills
- ◆ gain an employability skill needed for the 21st century
- ◆ utilize a personalized, motivational learning opportunity
- ◆ differentiate and access available resources

POLICY STATEMENTS

1. Students' access to the electronic network and resources within the Prairie du Chien Area School District is a privilege, not a right. This privilege may be revoked at any time for use not consistent with the educational goals of the district.
2. Students may not impose their choices on others, access private files, even if those files are unprotected, attempt to break the security system or copy software illegally, or use computer supplies that are not for school-related activities.
3. Students with access to the Internet will agree to accept the responsibility of keeping all files dangerous to the integrity of the network from entering the schools via the Internet.
4. Vandalism will result in cancellation of privileges. Vandalism is defined as any attempt to harm or destroy data of another user or the school networks. This includes, but is not limited to, the uploading of computer viruses and password violation. Hardware and/or software shall not be destroyed, modified, copied, transferred, decompiled, disassembled, disabled, or otherwise abused in any manner.
5. Any use of the network to facilitate illegal activity is prohibited.

6. Copyrighted material must not be placed on the network without the copyright owner's permission.

7. Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the network.

It is the policy of the Prairie du Chien Area School District to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online activity; (c) prevent unauthorized online disclosure, use, or dissemination of person identification information of minors; and (d) comply with the Children's Internet Protection Act. [Pub.L.No.106-554 and 47 USC 254 (h)]

ACCESS TO INAPPROPRIATE MATERIAL

To the extent practical, technology protection measures (or "Internet filters") shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act (CIPA), blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors.

Subject to staff supervision, technology protection measures may be disabled or, in the case of minors, minimized only for bona fide research or other lawful purposes.

INAPPROPRIATE NETWORK USE

To the extent practical, steps shall be taken to promote the safety and security of users of the Prairie du Chien Area School District online computer network when using electronic mail, chatrooms, instant messaging, and other forms of direct electronic communications.

Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called 'hacking', and other unlawful activities; and (b) unauthorized disclosure, use and dissemination of personal identification information regarding minors.

SUPERVISING AND MONITORING

It shall be the responsibility of all members of the Prairie du Chien Area School District staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with this policy and the Children's Internet Protection Act (CIPA).

Procedures for the disabling or otherwise modifying any technology protection measures shall be in the responsibility of the Technical Support Coordinator or the District Technology Coordinator.

STUDENT AND PARENT CONSENT

The Prairie du Chien Area School District wishes to inform parents that the school district DOES NOT have control of the information on the Internet. Therefore, the information which students have access to through the Internet may include material that is illegal, defamatory, inaccurate, or potentially objectionable to some people. While it is the intent of the Prairie du Chien Area School District to make Internet access available to further its educational goals, students may have the ability to access other materials as well. Therefore, all students who access the Internet via technology provided through the Prairie du Chien Area School District are annually asked to sign the Student Internet Access Consent Form. In addition, the Code of Conduct including the Telecommunications Acceptable Use Guidelines will be discussed with the students.

The Prairie du Chien Area School District also recognizes that the parent(s) and guardian(s) of minors are responsible for setting and conveying the standards that their children should follow. Since students may have access to material which is beyond the school district's control, a parent or guardian can annually sign the Parent Internet Access Consent form (attached) requesting that his/her child have or not have individual access to the Internet.

Adopted: 3/11/2002

Revised: 3/3/2008

STUDENT HARASSMENT

The Prairie du Chien Area School District seeks to provide a learning environment free of any form of harassment or intimidation toward and between students. Therefore, the district will not tolerate harassment in any form nor through any medium and will take all necessary and appropriate action to eliminate it, up to and including discipline of the offenders.

Harassment or intimidation can arise from a broad range of physical or verbal behavior and through electronic communication which can include, but not be limited to, the following: physical or mental abuse, racial insults, ethnic slurs, religious slurs, unwelcome sexual advances and touching, sexual comments or jokes, sexually explicit derogatory statements, or discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, humiliation or which interfere with the recipient's academic performance.

It is the responsibility of administrators, staff members and all students to ensure that these prohibited activities do not occur.

Any student who believes that he/she has been the subject of prohibited harassment shall report the matter in accordance with established discrimination complaint procedures. If the student is not comfortable making a complaint to the designated person, the complaint may be made to a teacher, counselor or other employee with the understanding that he/she will report the complaint through proper channels. There shall be no retaliation against students who file complaints under this policy. All complaints shall be investigated in a timely manner.

LEGAL REF.: Section 118.13 Wisconsin Statutes
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

Adopted: 3/9/1992

Revised: 5/8/1995; 4/8/2001; 3/11/2002; 7/10/2006

HAZING

Hazing by the pupils attending the Prairie du Chien Area School District is strictly forbidden regardless of the time or place it might occur.

In case of a violation of this rule, the school administration shall take disciplinary action, and upon their recommendation the Board may expel a pupil or pupils for violation thereof.

Adopted: 3/11/2002

ANTI-BULLYING POLICY

Introduction

The Prairie du Chien 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)
4. Cyber Bullying on social media sites such as Facebook, Twitter, etc.

Prohibition

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

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to _____ (a school staff member or administrator designated by the Board of Education to be a recipient of such reports.)

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to _____ (a school staff member or administrator designated by the Board of Education to be a recipient of such reports.)

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: (a list that contains the names of district employees and schools who have the responsibility to receive the information and conduct the investigation)

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for investigating reports of bullying

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

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

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate. Pupil services staff will provide support for the identified victim(s).

Cross referenced to School Handbook disciplinary rule, infraction and procedures as applies to each school building.

Disclosure and Public Reporting

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

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

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

Adopted: 7/12/2010

Revised: 12/10/12

USE OF SECLUSION AND PHYSICAL RESTRAINT

POLICY

Maintaining a safe and productive environment for student learning is a high priority. Positive behavioral interventions and supports shall be considered and utilized to address behavior that interferes with the student's learning or the learning of others. There may be times when a student will engage in dangerous or significantly disruptive behavior that requires immediate attention and intervention. In such cases, school personnel shall avoid the use of any excessively restrictive intervention and shall make reasonable efforts to identify the least restrictive interventions that might be effective and appropriate to the situation.

The purpose of the use of physical restraint or seclusion is to defuse a dangerous situation, protect the student or others from injury, and regain a safe, controlled, productive learning environment. The use of physical restraint or seclusion is a measure of last resort and may only be utilized in accordance with state and federal law.

Positive behavioral supports and strategies are the most effective means of developing adaptive behavior in students. The use of positive behavior supports and strategies includes early intervention, explicit instruction as a means of prevention, and analysis of the environment in which maladaptive behaviors occur for the purpose of redesigning that environment to more appropriately serve the student.

Student Nondiscrimination

The Prairie du Chien Area School District does not discriminate against students on the basis of sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or prenatal status, sexual orientation, or physical, mental, emotional or learning disability or handicap in its education programs or activities. Discrimination complaints shall be processed in accordance with established procedures.

PROCEDURE:

Seclusion and physical restraint, as defined under state law, shall be used as behavioral interventions on students only when such use is consistent with applicable legal requirements, any applicable individualized education program (IEP) and behavior intervention plan (BIP), Board policy, and established District procedures.

Students shall not be subjected to the use of corporal punishment at any time. Corporal punishment means the intentional infliction of physical pain which is used as a means of discipline.

A school official, employee or agent may use reasonable and necessary force for the following reasons, subject to and consistent with the laws governing use of seclusion and restraint.

- To quell a disturbance or prevent an act that threatens physical injury to any person.
- To obtain possession of a weapon or other dangerous object within a student's control.
- For the purpose of self-defense or the defense of others.
- To remove a disruptive student from a school premises or motor vehicle or from school-sponsored activities.
- To prevent a student from inflicting harm on himself/herself.
- To protect the safety of others.
- Using incidental, minor or reasonable physical contact designed to maintain order and control.

DEFINITIONS:

1. "Seclusion," as defined by state law, means the involuntary confinement of a student, apart from other students, in a room or area from which the student is physically prevented from leaving. It does not include doing any of the following if a student is not confined to an area from which he/she is physically prevented from leaving:
 - a. Directing a student who is disruptive to temporarily separate him/herself from the general activity in the classroom or other school activity to allow the student to regain behavioral control and the school employee to maintain or regain order, or
 - b. Directing a student to temporarily remain in the classroom to complete tasks while other students participate in activities outside of the classroom. Similarly, so long as the student is not physically prevented from leaving the room or area where he/she is presently located, it is probable that interventions such as in-school suspensions, detentions, or student-requested "breaks" from the classroom environment would not constitute "seclusion" under the statutory definition or under these procedures.

2. "Physical restraint," as defined by state law, means a restriction that immobilizes or reduces the ability of a student to freely move his/her torso, arms, legs or head. It does **not** include briefly touching or holding a student's hand, arm, shoulder, or back to calm, comfort or redirect the student, or using supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff.

STAFF TRAINING

1. The District shall provide training to designated individuals in each school building that are most likely to be called upon to intervene in situations involving significantly disruptive or dangerous student behavior. These individuals shall include regular education teachers, special education teachers, teaching assistants, and/or any other individual deemed appropriate by the building principal. The training shall include the following components:
 - a. Methods of preventing the need for physical restraint or seclusion, including information on positive behavioral interventions and supports, effective communication techniques for defusing and de-escalating disruptive or dangerous student behavior, and environmental management (teaching student self-control and self-regulation and consideration of classroom environment conditions that may trigger or escalate disruptive or dangerous behavior).
 - b. An identification and description of dangerous behavior that may indicate the need for physical restraint or seclusion and methods of evaluating risk of harm in order to determine whether physical restraint or seclusion is warranted.
 - c. Instruction regarding the effects of physical restraint or seclusion on the person restrained or secluded, in monitoring signs of physical distress, and in obtaining medical assistance.
 - d. Safe and appropriate use of seclusion and physical restraint techniques, including giving the individuals being trained experience in administering and receiving various types of physical restraint. The individuals being trained must demonstrate proficiency in administering physical restraint.
 - e. Instruction in documenting and reporting incidents of physical restraint or seclusion.

Training requirements are met through successful completion of Nonviolent Crisis Intervention training provided by a Crisis Prevention Institute, Inc. certified trainer. Only the designated individuals in each school building who have received the required training may implement seclusion and physical restraint interventions to students at school, with one exception.

Physical restraint may be used by non-trained school personnel in an emergency situation where all other applicable limitations and restrictions are satisfied, but only if a designated individual who has received training on the use of physical restraint is not immediately available due to the unforeseen nature of the emergency.

2. Records of all district personnel trained are maintained by the District Office. Training records for personnel at each school are provided to principals upon request. These records identify training dates and the period during which the most recent training received is considered valid.
3. For any non-employees performing contracted services on behalf of the District (excluding contracted law enforcement officers to whom these procedures do not apply) who will be providing service within the school district premises, programs, activities, or transportation will complete the required seclusion and restraint training. Any subcontracted business will ensure that their employees receive the training upon commencement of service within the school district.

GENERAL CONDITIONS FOR USE OF SECLUSION

1. Seclusion may only be used with a student at school is **all** of the following apply:
 - a. The student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others and it is the least restrictive intervention.
 - b. Constant supervision of the student is maintained, either by remaining in the room or area with the student or by observing the student through a window that allows the individual to see the student at all times.
 - c. The room or area in which the student is secluded meets all applicable school building code requirements, is free of objects of fixtures that may injure the student, and there are no locks on the door, including "hold-down" mechanisms.
 - d. The student has adequate access to bathroom facilities, drinking water, necessary medication, and regularly scheduled meals.

- e. The duration of the seclusion is only as long as necessary to resolve the clear, present, and imminent risk to the physical safety of the student or others.
- f. No door connecting the room or area in which the student is secluded to other rooms or areas is capable of being locked.
- g. Less restrictive alternative approaches have been considered, attempted or been deemed inappropriate.
- h. A humane, safe, and effective exclusionary approach is utilized that considers known medical or psychological limitations of the student.

GENERAL CONDITIONS FOR USE OF SECLUSION

1. Physical restraint may be used on a student at school only if all of the following apply:
 - a. The student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others and it is the least restrictive intervention feasible.
 - b. There are no medical or psychological contraindications to its use.
 - c. The degree of force used and the duration of the physical restraint do not exceed the degree and duration that are reasonable and necessary to resolve the clear, present, and imminent risk to the physical safety of the student or others.
 - d. None of the following maneuvers are used:
 - i. Those that do not give adequate attention and care to protecting the student's head.
 - ii. Those that cause chest compression by placing pressure or weight on the student's chest, lungs, sternum, diaphragm, back, or abdomen.
 - iii. Those that place pressure or weight on the student's neck or throat, on an artery, or on the back of the student's neck or head, or that otherwise obstruct the student's circulation or breathing.
 - e. It does not constitute corporal punishment, as defined in s. 118.31(1)
 - f. Mechanical or chemical restraint is not used. The use of supportive equipment to properly align a student's body, assist a student to maintain balance, or assist a student's mobility, under the direction and oversight of appropriate medical or therapeutic staff, does not constitute the use of mechanical restraint.
 - g. Less restrictive or alternative approaches have been considered, attempted, or been deemed inappropriate.
 - h. A humane, safe, and effective physical restraint approach is utilized that considers known medical or psychological limitations of the student.
 - i. During physical restraint, staff shall engage the student in an attempt to de-escalate the behavior.
 - j. To the extent feasible, another staff member who is not participating in the physical restraint should be present to witness the administration of the restraint.

SPECIAL PROVISIONS RELATED TO STUDENTS WITH DISABILITIES

1. If a student's IEP team determines that the use of seclusion or physical restraint may reasonably be anticipated for the student, the IEP team shall determine the appropriate plan to address the behavior of concern and ensure that the student's IEP:
 - a. Includes appropriate positive interventions and supports and other strategies based upon a functional behavior assessment of the behavior of concern, and
 - b. Incorporates the term "seclusion" or "physical restraint."
2. The first time that seclusion or physical restraint is used on a student with a disability, the student's IEP team shall convene as soon as possible after the incident to review the student's IEP to ensure that it contains appropriate positive behavioral interventions and supports and other strategies to address the behavior of concern, and to revise the IEP if necessary.

PARENT AND GUARDIAN NOTIFICATION OF USE OF SECLUSION OR PHYSICAL RESTRAINT

Whenever seclusion or physical restraint is used on a student at school, the building principal or his/her designee shall do all of the following:

1. As soon as practicable, but no later than one business day after the seclusion or physical restraint incident, notify the student's parent or guardian of the incident and of the availability of a written report of the incident.
2. Within two business days after the seclusion and restraint incident and after consulting with the District employee(s) (and/or other non-employees who have authority to implement seclusion or physical

restraint on students), who were present during the incident, including but not necessarily limited to those persons who actually implemented the intervention, prepare a written report containing all of the following information:

- a. the student's name;
- b. the date, time, and duration of the use of seclusion or physical restraint;
- c. a description of the incident, including a description of the actions of the student before, during, and after the incident; and
- d. the names and titles of the District employees or other individuals described above present during the incident.

REVIEW OF SECLUSION AND PHYSICAL RESTRAINT INCIDENT REPORTS AND REPORTING TO THE BOARD

Annually, by September 1, the Board of Education will receive a report that identifies the following:

1. The number of incidents of seclusion and physical restraint used in the school during the previous school year;
2. The total number of students who were involved in the incidents and the number of students with disabilities who were involved in the incidents;
3. A general summary of any actions taken or proposed as a result of the review of seclusion and physical restraint used.

Legal Reference: Wisconsin State Statutes 115.787(2)(i), 115.787(3)(b)1, 118.13, 118.164, 118.305, and 118.31

Cross Reference: Procedures for Complaints of Discrimination, Section 116
Discipline, Section 1035
Guidance, Section 980
Student Conduct, Section 1022
Code of Classroom Conduct, Section 1023
Programs for Students with Disabilities, Section 940
Child Abuse and Neglect, Section 1065

Adopted: 11/11/2013

STUDENTS OF LEGAL AGE

Eighteen-year olds will be subject to the same school rules as other students except as enumerated below:

1. Eighteen-year old students who move to the Prairie du Chien School District independent of their parents may be admitted to the high school. As students of legal age, they must assume the responsibilities normally accepted by parents or legal guardians.
2. Students having attained the age of 18 can certify their own participation or withdraw from attendance without parental consent.
3. School officials will no longer require that absence excuses be signed by the parents if the student is living away from home and/or the student and parents/guardians request in writing that the student assume this responsibility without school communication with the parents/guardians.
4. Individuals who have attained the age of 18, if suspended, may negotiate their own readmission and while the school may notify parents, school officials will not, as a condition for reinstatement, compel the presence of the parents.
5. Despite the fact that parental permission will not be required of students who have attained the age of 18, the school will reserve the right to notify parents of circumstances pertaining to the student's school experience.
6. Students who reach the age of 18 do not need parental permission to access the District's computer network nor the Internet.

Adopted: 3/9/1992

Revised: 3/11/2002; 7/10/2006

WORK EXPERIENCE PROGRAM

The Prairie du Chien Area School District is committed "to improve employment opportunities for all youth". The district believes these employment opportunities can best be achieved through a series of "Work-Based Learning" experiences, "Connecting Activities", and "School-Based Learning" experiences.

The school district School-To-Work program will recognize and support the academic standards set by industry, promote non-traditional career opportunities for all students, and provide opportunities for each student to reach his/her full potential and become tomorrow's economically self-sufficient, productive citizen.

Adopted: 3/11/2002

DISCIPLINE

Without good discipline the school cannot discharge its primary responsibilities of teaching and fostering the development of citizenship; nor can the students realize their opportunities for growth.

In maintaining discipline teachers should observe the school's policy on discipline and be able to proceed with the assurance that support will be forthcoming from the Principal, the District Administrator, and the Board of Education.

The following guides are the school's policy regarding discipline:

1. Good discipline is based on a positive rather than a negative attitude. The emphasis should be on keeping students occupied and busy doing something constructive rather than punishing them for things that are anti-social.
 - a. Students should be challenged and "busy work" should not be used.
2. Students should understand clearly the rules and regulations of the school.
3. Discipline should be fair and firm, and administered in good temper and with dignity. No student should be belittled by verbal abuse.
4. No student shall be disruptive in class, nor conduct themselves in a manner which interferes with the learning opportunities of others.
5. Conferences with teachers, principals, and parents should be used to help bring about acceptable classroom behavior.
6. Any persistent and uncontrollable behavior problems should be brought to the attention of the district administrator by the principal.

Adopted: 3/9/1992

Revised: 1/8/2001; 3/11/2002

USE OF FORCE BY SCHOOL PERSONNEL

The use of physical force by school personnel shall be limited to that which may reasonably be determined as necessary for the immediate protection of physical well-being or public property. Such emergency situations may include the following:

- a. To quell a disturbance or prevent an act that threatens physical injury to any person;
- b. To obtain possession of a weapon or other dangerous object within a student's control;
- c. To defend one's self or others or for the protection of property in accordance with state statutes;
- d. To remove a disruptive student from school premises, a motor vehicle, or school-sponsored activity;
- e. To prevent a student from inflicting harm on him/herself; or
- f. To protect the safety of others.

Incidental, minor or reasonable physical contact designed to maintain order and control may also be used by school officials when necessary.

All persons in the employ of the Prairie du Chien Area Schools District shall be apprised of this policy annually, and reminded that violation will be deemed cause of disciplinary action, up to and including possible dismissal.

LEGAL REFERENCE: WI STATUTES
118.31
939.48

APPROVED: 7/10/2006

DETENTION

Students may be assigned a detention by teachers or the Principal. Parents or guardians will be notified of all detentions so that transportation can be arranged. Students shall work on an assignment during the detention period. Failure to serve detentions on the assigned day will result in referral to the principal.

LEGAL REF: Wis. Stat. 120.13

Adopted: 3/9/1992

Revised: 12/28/2000; 3/11/2002

SUSPENSION

A. IN-SCHOOL SUSPENSION

Students may be assigned to in-school suspension by the principal. In-school suspension will take place in a supervised setting. The parent or guardian shall be given written notice of the in-school suspension and the reason for the in-school suspension. Students may be assigned to an in-school suspension area for various amounts of time not to exceed one day. Students shall work on an assignment when in the in-school suspension. Credit may be given for assigned classwork completed during the period of the in-school suspension. A student assigned to in-school suspension shall not be denied the opportunity to take quarterly, semester or grading period examinations missed during the suspension period.

B. SUSPENSION

Students may be suspended from school by the principal up to **five** days for serious or repeated violations, or for conduct while not at school or under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled or; if a notice of expulsion hearing has been sent under par. (c) 4 or (e) 4. or s. 119.25 (2) (c), for not more than a total of **fifteen** consecutive school days. The parent or guardian shall be given written notice of the suspension and the reason for the suspension with a copy to the district administrator.

Suspended students may not be on school grounds nor participate in any school activities while on suspension. Credit may be given for all assigned classwork completed during the period of suspension. A student suspended from school shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

LEGAL REF: Wis. Stat. 120.13 (1) (a, b)

Adopted: 3/9/1992

Revised: 1/8/2001; 3/11/2002

EXPULSION

In accordance with state statutes, students may be expelled from school by the Board if it finds the student guilty of extreme or repeated refusal or neglect to obey school rules; or finds that while the student was at school or under the supervision of a school authority he endangered the property, health, or safety of others; or for conduct while not at school or under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled; and it is satisfied that the interest of the school demands a student's expulsion.

Prior to expulsion, the Board will hold a hearing regarding the proposed expulsion. The School Board shall mail, via Certified Mail, separate written notices of the hearing at least five days before the expulsion hearing to the pupil and if the pupil is a minor, to the pupil's parent or guardian. The notice will state the reason for the proposed expulsion; the time and place of the hearing; the fact that expulsion may result; the right to legal representation; and the right to appeal the Board's decision.

At the hearing, the minutes will be kept of all proceedings.

Upon the Board's decision to expel a student, a copy of the expulsion order will be mailed to the pupil and his parent or guardian. The pupil will have the right to appeal the expulsion to the State Superintendent and an appeal to the State Superintendent's decision may be made within 30 days to the County Circuit Court.

LEGAL REF: Wis. Stat. 119.25 and 120.13 (1) (c)

Adopted: 3/9/1992

Revised: 5/9/1994; 3/11/2002

STUDENT INSURANCE PROGRAM

A student accident benefit program providing broad coverage to students is available. It is in the form of a benefit plan that is a co-insurance program with the private insurance carrier of the parents.

Such protection will cover the students while at school, and when engaged in school sponsored activities.

Insurance protection is also provided for students participating in interscholastic athletics. This coverage is also a co-insurance program. Any students who wish to participate in interscholastic athletics must obtain physical examinations prior to participation.

LEGAL REF: Wis. Stat. 120.13 (2)

Adopted: 3/11/2002

STUDENT HEALTH PROGRAM

The district school health program has, as its purpose, the protection and promotion of physical, mental, and social health for students and school employees.

Responsibility for this service is the school district nurse. At the state level, education and public health departments provide guidelines and consultation, and these will be utilized as needed by the local district.

The rights and responsibilities of parents and their children, as well as of individual school employees, must be recognized, but must not interfere with the general welfare of the total school. The school also recognizes the responsibilities of physicians, dentists, nurses, and other health professionals with respect to general community health.

The focus of the school health program should be to bring about an awareness on the part of students of regular health care and good health habits.

Adopted: 3/13/1995

Revised: 1/8/2001; 3/11/2002

MEDICATION ADMINISTRATION

In all instances where prescription medication is to be administered, the practitioner prescribing the medication has the power to direct, supervise, decide, inspect, and oversee the administration of such medication. No prescription medication shall be given to a student by any employee of the District unless the following have been received in the school where the medication will be administered:

1. Written instructions from the prescribing practitioner for the administration of the prescribed medication (see school medication consent form). Such instructions shall be signed by the prescribing practitioner.
2. Written instructions should include:
 - The name of the drug
 - Dos
 - Approximate time it is to be taken
 - Diagnosis or reason medication is needed
 - List of adverse reactions that may be reasonably expected
 - Contraindications
3. A written statement (school medication consent form) reflects a willingness on the part of the healthcare provider to accept direct communications from the person administering the medication.
4. A written statement (school medication consent form) from the parent / legal guardian authorizing school personnel to give medication whether the dosage is prescribed by the practitioner or an over-the-counter medication and authorizing school personnel to contact the practitioner directly.
5. A written authorization (school medication consent form) from a healthcare practitioner for an over-the-counter medication that is to be given daily for greater than 10 days.
6. A written authorization (school medication consent form) from the practitioner for the administration of a nonprescription drug product in a dosage other than the recommended therapeutic dose.
7. Written approval from pupil's practitioner is required for administration of any medication product that contains aspirin.
8. Whenever possible, parents should hand-deliver prescribed an over-the-counter medication to the school office. The School Nurse or administrator reserves the right to require parents to bring medicine in as necessary.
9. Authorization for prescription and over-the-counter medication must be obtained annually and when changes occur and will be valid for students attending summer school.
10. 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).
11. 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.
12. 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).
13. 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.
14. 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).

15. 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.

Adopted: 9/12/1994

Revised: 12/28/2000; 3/11/2002; 7/14/2008; 2/9/2015

STUDENT IMMUNIZATIONS

All students admitted to the Prairie du Chien Area School District must present immunization records as required by law. Except as otherwise provided, immunizations shall be required for measles, mumps, and rubella; diphtheria, pertussis (whooping cough), and tetanus; and poliomyelitis, Hepatitis B, and varicella or proof of chicken pox.

A student may be waived from the immunization requirement when the student, if an adult, or the student's parent, guardian or legal custodian submits a written statement objecting to the immunization for reasons of health, religion or personal conviction.

An immunization plan shall be developed, in cooperation with the Crawford County Nurses, to ensure that the Prairie du Chien Area School District is in compliance with the immunization requirements. This plan shall be submitted to the Department of Health and Social Services in accordance with state law.

Adopted: January 8, 2001

Revised: 3/11/2002

SCHOOL WELLNESS

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.

- A. **Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.** The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular physical activity. A healthy school environment should not be dependent on revenue from high-fat, low nutrient foods to support school programs.
- B. **Support and promote proper dietary habits contributing to students' health status and academic performance.** All foods available on school grounds and at school-sponsored activities during the instructional day should meet or exceed the District Nutrition Standards outlined later in this policy. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals.
- C. **Increase the amount of time students are engaged in physical activity.** A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include regular instructional physical education, co-curricular activities and recess. Substituting any one of these components for the other is not appropriate.
- D. **The Prairie du Chien School District is committed to improving academic performance in high-risk groups so that no child is left behind.** Educators, administrators, parents, health practitioners and communities must all acknowledge the critical role student health plays in academic stamina and performance and adapt the school environment to ensure students' basic nourishment and activity needs are met. Research highlighting the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of the student population (e.g., economic, religious, minority, cultural and medical) should be considered at all times to ensure that all student needs are being met so that no child is left behind.

Adopted: 5/8/2006

(WELLNESS) PHYSICAL EDUCATION POLICY

The Prairie du Chien School district physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities, so that students develop the knowledge and skills to be physically active for life. The sequential, developmentally appropriate curriculum helps students develop the knowledge, motor skills, self-management skills, attitudes, and confidence needed to adopt and maintain physical activity throughout their lives. Specifically, the physical education program:

1. emphasizes knowledge and skills for a lifetime of regular physical activity;
2. is consistent with the DPI standards for physical education;
3. devotes at least 50% of class time to actual physical activity in each week, with as much time as possible spent in moderate to vigorous physical activity;
4. provides many different physical activity choices;
5. features cooperative as well as competitive games;
6. meets the needs of all students, especially those who are not athletically gifted;
7. takes into account gender and cultural differences in students' interests;
8. teaches self-management skills as well as movement skills;
9. actively teaches cooperation, fair play, and responsible participation in physical activity;
10. student/teacher ratios will be proportionate to the available teaching space in order to obtain maximum physical activity per student in each class.
11. promotes participation in physical activity outside of school;
12. at the high school level focuses on helping adolescents make the transition to an active adult lifestyle; and
13. is an enjoyable experience for students.

Teachers will aim to develop students' self-confidence and maintain a safe psychological environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind. Physical education staff shall not order performance of physical activity as a form of discipline or punishment.

Suitable adapted physical education shall be included as part of an individual education plans for students with chronic health problems, other disabling conditions or other special needs that preclude such students' participation in regular physical education instruction or activities.

TIME ALLOCATION

Students in grades K-8 shall participate in physical education at least twice during each school week and students in the high school shall be required to have 2 credits of physical education before graduating.

ASSESSMENT

All students shall be regularly assessed for attainment of the physical education learning objectives. Course grades shall be awarded in the same way grades are awarded in the subject areas and shall be included in calculations of grade point average, class rank, and academic recognition programs such as honor roll.

HEALTH-RELATED FITNESS TESTING

Health-related physical fitness testing shall be integrated into the curriculum as an instructional tool, except in the early elementary grades. Tests shall be appropriate to students' developmental levels and physical abilities. Such testing shall be used to teach students how to assess their fitness levels, set goals for improvement, and monitor progress in reaching their goals. Staff will maintain the confidentiality of fitness test results, which will be made available only to students and their parents/guardians.

As health-related physical fitness is influenced by factors beyond the control of students and teachers (such as genetics, physical maturation, disabling conditions and body composition), test results shall not be used to determine course grade or to assess the performance of individual teachers.

EXEMPTIONS

Physical education teaches students essential knowledge and skills; for this reason, exemptions from physical education courses shall not be permitted on the basis of participation on an athletic team, community recreations program, marching band or other school or community activity. A student may be excused from participation in physical education only if 1) a physician states in writing that specific physical activities will jeopardize the student's health and well-being or 2) a parent/guardian requests exemption from specific physical activities on religious grounds.

TEACHING STAFF

Physical education shall be taught by well-prepared specialists who are certified by the state to teach physical education. All physical education teachers shall be adequately prepared and regularly participate in professional development activities to effectively deliver the physical education program. Preparations and professional development activities shall provide basic knowledge of the physical development of children and adolescents combined with skill practice in program-specific activities and other appropriate instructional techniques and strategies designed to promote lifelong habits of physical activity.

ADEQUATE FACILITIES

School leaders shall endeavor to ensure the cost-efficient provision of adequate spaces, facilities, equipment, supplies, and operational budgets that are necessary to achieve the objectives of the physical education program. School authorities shall minimize the use of physical education facilities for non-instructional purposes.

EDUCATIONAL REINFORCEMENT

The physical education program shall be closely coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development and physiology in science classes with instruction about personal health behaviors in health education classes. The physical education program shall actively engage families as partners in their children's education and collaborate with community agencies and organizations to provide ample opportunities for students to participate in physical activity beyond the school day.

Adopted: 5/8/2006

(WELLNESS) NUTRITION EDUCATION POLICY**Goal and Rationale**

The goal of the Prairie du Chien Nutrition Education program is to develop lifelong healthy eating patterns. Nutrition education is essential for children because their diet directly affects their growth and development, and because childhood is the time eating patterns which extend into adulthood are established. Good nutrition is not only important for physical health, but also is a factor in cognitive development and academic success. Research shows that children do not automatically select healthy foods. Schools thus have an important role in providing nutrition education. The school environment can be a positive influence, through role-modeling provided by staff, healthy choices available in the cafeteria and classroom, and exposure to positive peer habits. Nutrition education has an impact on these environmental factors and helps students learn to select healthy diets.

Student Nutrition Education

The Prairie du Chien School District has a comprehensive curriculum approach to nutrition in kindergarten through eighth grade. Beginning with the 2006-2007 school year, all instructional staff will be encouraged to integrate nutritional themes into daily lessons when appropriate. The health benefits of good nutrition should be emphasized. These nutritional themes include but are not limited to:

- Knowledge of MyPyramid
- Healthy heart choices
- Sources and variety of foods
- Guide to a healthy diet
- Diet and disease
- Understanding calories
- Healthy snacks
- Healthy breakfast
- Healthy diet
- Food labels
- Major nutrients
- Multicultural influences
- Serving sizes
- Proper sanitation
- Identify and limit junk food
- Impact of physical activity on health and nutrition

The District wellness policy reinforces nutrition education to help students practice these themes in a supportive school environment.

Parent Nutrition Education

Nutrition education corresponding with the nutritional themes presented to students will be provided to parents beginning at the elementary level. The goal will be to continue to educate parents throughout the middle and high school levels. Nutrition education may be provided through newsletters, handouts, posting on the District website and presentations that focus on nutritional value and healthy lifestyles. The school district will partner with local parent educators and service agencies to provide nutrition education in a variety of formats to a variety of audiences.

Adopted: 5/8/2006

MANAGING LIFE-THREATENING FOOD ALLERGIES

Anaphylaxis is an acute and potentially lethal allergic reaction, which can occur within minutes to 1-2 hours after exposure to the allergen. Anyone can be at risk for an anaphylactic allergic reaction. A food allergy may be mild: itchy mouth, hives, mild upset stomach and are often treated with antihistamines; or may be severe: itchy nose, nausea / vomiting, itchy eyes, vertigo, diffuse erythema, pruritus, bronchospasm, hypotension, shock, unconsciousness. An anaphylactic reaction to a bee sting could manifest in the same way. The most commonly implicated foods responsible for food-induced anaphylaxis include: peanuts, tree nuts, fish, shellfish, cow's milk, soy and egg.

1. Anyone (child or adult) can be at risk for an anaphylactic allergic reaction. Because of this fact, all school buildings in the Prairie du Chien Area Schools will have EpiPen auto-injectors (2 stock doses per each weight limit, 0.15 mg and 0.3 mg epinephrine) located in each AED kit location. Also, all staff will go through Safe Schools training yearly regarding anaphylactic reactions and learn how to use the EpiPen auto-injector. The school nurse will keep a list of staff that have performed the appropriate "hands on" training. Recognizing the possible need to do a second dose of EpiPen.
2. If the EpiPen is administered to anyone, 9-1-1 must be called and the person will be transported to the emergency room. Appropriate emergency contacts (parent / guardian) will be called.
3. Students identified as having a food allergy will have a **Food Allergy Action Plan** filled out and shared with appropriated staff. The student will be "red flagged" in skyward as having a medical alert and the Action Plan will be located under attachments in their electronic file.
4. Foods identified as to the allergen will be avoided by the student / class to the best of the schools ability. Ex: letters sent home regarding student in the classroom with a specific allergy and ideas on what to send for treats or celebratory functions.
5. Any allergy medication (anti-histamine, epinephrine) needed for the child will follow medication administration policy and procedure.
6. Students may carry emergency medications (EpiPen) with them as long as they are trained to administer themselves or appropriate staff have been trained.
7. The school district is not liable for negligence in administering epinephrine (EpiPen) to any student or school personnel they believed to be having an anaphylactic reaction.

Approved: 7/14/2008

Revised: 2/9/2015

SMOKING BY STUDENTS

Smoking by students or possession of tobacco items shall not be allowed in school, on school grounds, school buses, or in other areas in which school sponsored activities are taking place.

The principals are responsible for effectively implementing this policy within the district.

Students who violate this policy shall be subject to disciplinary action according to the rules established.

Adopted: 3/11/2002

***WEAPONS IN SCHOOL (STUDENTS)**

Possession or use of a weapon on school premises, before, during or after school or at any school-sponsored activity is prohibited. A student found to be in possession of a weapon on school premises before, during or after school or at any school-sponsored activity is subject to the following:

1. Suspension and/or expulsion from school and/or legal action
 - A. Articles commonly used or designed to inflict bodily harm and/or to intimidate other persons. Examples include but are not limited to firearms, BB guns, look-alike weapons, pepper spray, "brass" knuckles, razors, switch blade/butterfly knives, chains, clubs, stars, etc.
 - B. Articles designed for other purposes but which in the manner such articles are used or intended to be used are calculated to inflict bodily harm and/or to intimidate. Examples include but are not limited to belts, combs, pencils, files, compasses, aerosol sprays, scissors, etc.
2. Expulsion for a period of not less than one year.
 - A. Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - B. The frame or receiver of any weapon described above.
 - C. Any firearm muffler or firearm silencer.
 - D. Any explosive, incendiary, or poison gas:
 - (1) bomb,
 - (2) grenade,
 - (3) rocket having a propellant charge of more than four ounces,
 - (4) missile having an explosive or incendiary charge of more than one-quarter ounce,
 - (5) mine, or
 - (6) similar device
 - E. Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant.

LEGAL REF.: State Stat. 120.13(1)
 948.60
 948.605
 948.61

*The Hunter's Safety Course is an exemption to the above restrictions.

Adopted: 3/11/2002

STUDENT USE OF TELECOMMUNICATION AND OTHER ELECTRONIC DEVICES

Students shall be permitted to use cellular telephones or other personal electronic communication devices and other personal communication devices including device accessories including but not limited to ear buds, smart watches and other personal smart technology on school premises and at school-sponsored activities under the following conditions:

- Use is permitted before school, during lunch periods and after the school day except as otherwise prohibited by law or policy. The “school day” includes the full period of time between the beginning of the first class and the end of the last class of the day.
- Building principals are authorized to establish school rules and acceptable use guidelines for limited, non-disruptive use of electronic devices during the school day in the school building or during school activities for safety, medical, vocational or other legitimate reasons. This includes the use of an electronic device in a manner that functions as assistive technology necessary for the education of a student with disabilities or a student with other special or unique needs.

Students are not permitted to use personal electronic communication devices on school premises and at school-sponsored activities under the following conditions:

- Use of devices after the school day is prohibited when students are required to participate in before, during and after-school programs or services for academic or disciplinary reasons (e.g., detention, closed campus, after hours).
- Use of any devices that are capable of taking, receiving or transmitting photographs/videos are never permitted in locker rooms, restrooms and other similar private areas.
- Use is not permitted to create, communicate, share or post recordings or images of any other student or staff member without permission from that student or staff member except in an emergency.
- Use is not permitted while students are being transported, school-sponsored activities or field trips, unless students receive permission from the supervising teacher, advisor, coach or bus driver.
- Use is not permitted during school-sponsored activities or field trips unless students receive permission from the supervising teacher, coach or other person in charge of that activity.

The use of personal electronic devices by students that occurs within the times, situations and locations permitted by this policy shall also be prohibited whenever such use is disruptive to the educational process, endangers the health and safety of others, invades the privacy of others and/or involves any other conduct prohibited by Board policies, District rules, state and federal laws, or local ordinances.

The inappropriate use of such devices by students while off school premises and not engaging in school activities may also be subject to disciplinary action if such conduct endangers the health, safety or property of others at school or under the supervision of school authorities and/or causes a material and substantial disruption to the school environment or school activities--e.g., cyber-bullying.

Possession and use of a personal electronic communication device by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Students who possess or use a device in violation of this policy are subject to disciplinary action specifically established for such device misuse. When inappropriate use of devices involves other conduct prohibited by policies, rules, laws or ordinances, students may be subject to additional disciplinary actions and/or referral to law enforcement. (Policy rules 1062—Procedures for Electronic Communication Device Violations.)

Electronic devices that are used inappropriately may be confiscated and held by school staff for return to the student or parent/guardian, retained for disciplinary reasons or turned over to law enforcement officers as appropriate.

A device possessed or used by a student may be subject to an appropriately limited search by a District official when the official has reason to suspect that such a search may lead to evidence of a crime or a violation of Board policy or school rules. The scope of any such search will be limited to the suspected violation. School officials may seek law enforcement assistance and/or legal advice regarding specific searches.

To the extent prohibited by law, school staff shall not request or require a student to disclose the access information for any of the student's personal Internet account(s), including those that may be accessible through a student's personal electronic communications device.

This policy is intended to apply to student possession and use of cellular telephones and other personal electronic communication devices, including device accessories (including and not limited to: earbuds, smart watches and other personal communication smart technology). The use and possession of district-owned devices that are issued to students for educational purposes (e.g., Chromebooks) are governed by separate policies, rules and regulations.

Students shall be informed of this policy and related procedures annually through the student handbooks.

LEGAL REF.: Sections Wisconsin Statutes
118.258
120.13
947.0125
995.50(2)
995.55

CROSS REF.: 922, School Day
1022, Student Conduct
1025, Student Internet Use (also 380 & 968 if these policies are not combined)
1026, Student Harassment
1035, Student Discipline
1037, Student Suspensions/Expulsions
1063, Student Alcohol and Other Drug Use
1242, Assistive Technology for Students with Special Needs
Privacy in Locker Rooms (if you add this required policy)
Chromebook breakage flow chart

https://docs.google.com/drawings/d/1wOmkzU_02AR4MdGWD5Lwi_bXBkHbF8y4YdpYt_UctE0/edit

Chromebook statement

https://docs.google.com/document/d/1ktmo5K2YkTg6q8lyVPtMADJVL_FS2LzIQba9VKYX8m8/edit

Adopted: 1/8/2001;

Revised: 3/11/2002; 7/10/2006; 8/8/2016

STUDENT USE OF INTOXICANTS, DRUGS OR PARAPHERNALIA

No student shall use, possess, distribute, sell or be under the influence of intoxicants or drugs while on school premises or while involved in any school-related activity. The use, possession, distribution or sale of look-alike drugs and the possession of drug paraphernalia is also prohibited.

This policy does not prohibit the authorized possession and use of prescription drugs with the written permission of the student's parent/guardian and physician.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer, trained District employee, building principal or athletic director and shall meet state law requirements. A student may be disciplined for refusing to submit to such test.

Students who violate this policy shall be subject to disciplinary action in accordance with established procedures as well as referral to the appropriate law enforcement authorities.

The Prairie du Chien Area School District shall continue developing its instructional programs to meet present and future needs related to alcohol and drug abuse education. Basic attitudes that lead to alcohol and drug abuse shall be dealt with along with the facts regarding legal, physical and psychological results arising from abuse.

A copy of this policy and any implementing rules shall be distributed annually to students and their parents/guardians. Also, there shall be an annual review of the policy and rules.

LEGAL REF.: Sections 118.257 Wisconsin Statutes
120.13(1)
125.02
125.037
125.09(2)
Chapter 961

CROSS REF.: Procedure 1063, Student Intoxicant and Drug Use Enforcement Guidelines
Policy 1022, Student Conduct; 1035, Discipline
Policy 1037 Student Suspension; 1038 Expulsion

Adopted: 6/13/1994

Revised: 2/12/2001; 3/11/2002

LOCKER SEARCHES

In order to maintain order and discipline in the schools and to protect the safety and welfare of students and school district personnel, school authorities may search student lockers under the circumstances outlined below and may seize any illegal, unauthorized or contraband materials discovered in the search. For purposes of this policy, "school authorities" shall be defined as administrators or their designees.

As used in this policy, the term "unauthorized material" means any item dangerous to the health or safety of students or school personnel, or disruptive of any lawful function, mission or process of the school, or any item described as "unauthorized" in school rules available beforehand to the student.

School lockers are the property of the Prairie du Chien Area School District. At no time does the Prairie du Chien Area School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by school authorities for any reason at anytime, without student consent, and without a search warrant.

The Prairie du Chien Area School District does not assume responsibility for the loss, damage or destruction of any property stored in the student lockers.

Adopted: 11/14/194

Revised: 12/28/2000; 3/11/2002

CHILD ABUSE AND NEGLECT

The Board of Education believes that a child's family and the schools have a prime and cooperative role in the education and welfare of children. Therefore, in cases where the family unit has internal problems that result in child abuse or neglect, the schools will intervene in a supportive and/or advocate role.

The Board recognizes its obligation in the detection and reporting of suspected child abuse and neglect. When there is reasonable cause to believe that a child has been abused or neglected, school personnel will act immediately in accordance with Wisconsin Statutes and report incidents to duly constituted authorities.

The Board of Education also believes in a positive and preventative approach toward child abuse and neglect. Therefore, the Board will endorse efforts toward making staff members more sensitive and cognizant to the issues involved in child abuse and neglect through in-service programs.

THE LAW**48.981 REPORTS ON ABUSED OR INJURED CHILDREN.**

1. A physician or surgeon being of the opinion as specified in State Stat. 905.04 (4) (e), or a nurse, hospital administrator, dentist, social worker, or school administrator having reasonable cause to believe that a child brought to him/her or coming before him/her has had physical injury or other abuse inflicted upon him/her by another, other than by accidental means, shall orally report the same and the facts and circumstances forming the opinion. The report shall be made immediately by telephone or otherwise, and followed by a report in writing to a county child welfare agency specified in s. 48.56 (1), the sheriff of the county or the city police department. The recipient of the report shall notify the other receivers of reports within 48 hours. When the recipient of the report is the sheriff of the county or city police department, he/she shall make an investigation consistent with the facts and circumstances described in the report and take whatever emergency action is necessary for the protection of the child. If the sheriff or city police department determine that legal action is necessary, he/she shall refer the case to the District Attorney for criminal prosecution. The county child welfare agency specified in s. 48.56 (1) shall investigate each report and act in accordance with its powers and duties as set forth in s. 48.57
2. Anyone, in good faith, participating in the making of a report pursuant to this section or participating in a judicial proceeding resulting therefrom, shall in so doing be immune from any liability, civil or criminal, that might otherwise be incurred or imposed.
3. Anyone knowingly and willfully violating this section by failing to file a report as required, may be fined not more than \$100.00 or be imprisoned not more than six months or both.

LEGAL REF: Wis. Stat. 48.981

Adopted: 3/13/1995

Revised: 1/8/2001; 3/11/2002

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT
1070

FEES – FINES – CHARGES

The Board of Education believes students should respect school district property and assist in its preservation for future use by others. To the extent permitted by law, students may be assessed fines, charges, or fees for the materials needed in a course, for overdue school materials, for participating in certain activities, or for misuse of school property.

The Superintendent shall inform the Board of the dollar amount to be charged to students or others for fines, charges, or fees annually. In circumstances where the parent and/or the student meet specific financial eligibility standards, which are enumerated in the policy, such parents and/or students will be eligible for a waiver of student fees, a temporary waiver of student fees, or a reduction of student fees based upon the request of the parent and/or the student. It shall be the responsibility of the Superintendent, in conjunction with the Principal, to develop administrative regulations regarding this policy.

Adopted: 4/14/2003