

Section 1100

School/
Community
Relations

**PRAIRIE DU CHIEN AREA SCHOOLS
BOARD POLICIES**

SECTION 1100 – SCHOOL/COMMUNITY RELATIONS

- 1105 SCHOOL-SPONSORED MEDIA
- 1110 NEWS MEDIA RELATIONS
- 1115 NEWS MEDIA SERVICES AT BOARD MEETINGS
- 1120 SPORTS AND SPECIAL NEWS COVERAGE (Radio and TV)
- 1125 PUBLIC RECORDS
- 1130 PUBLIC PARTICIATION AT BOARD MEETING
- 1135 SPECIAL INTEREST MATERIALS
- 1137 USE OF DISTRICT WEB SITE
- 1140 USE OF SCHOOL FACILITIES
- 1141 FEES AND CONSIDERATION FOR USE OF FACILITIES
- 1141R FACILITY USE REGULATIONS
- 1142 GENERAL RULES AND REGULATIONS GOVERNING USE OF BUILDING AND PROPERTY
- 1143 USE OF SCHOOL EQUIPMENT
- 1145 ADVERTISING AND PROMOTION (FUND RAISING)
- 1150 LOITERING OR CAUSING DISTURBANCE
- 1152 SNOWMOBILE AND ATV USE
- 1155 PUBLIC COMPLAINTS
- 1156 COMPLAINT PROCEDURE POLICY
- 1160 RELATIONS BETWEEN OTHER AGENCIES AND THE SCHOOLS
- 1161 OFFICER INTERVIEWS AND INTERROGATIONS DURING THE SCHOOL DAY
- 1165 RELATIONS BETWEEN LOCAL CHURCHES AND THE SCHOOLS
- 1166 RELATIONS WITH FAMILY AND COMMUNITY ORGANIZATIONS (SUNDAY ACTIVITIES)
- 1168 RELATIONS WITH BOOSTER/SUPPORT GROUPS
- 1170 PASSES TO SCHOOL EVENTS
- 1175 VISITORS IN SCHOOL BUILDINGS
- 1180 SCHOOL VOLUNTEERS
- 1185 PUBLIC GIFTS TO THE SCHOOLS

SCHOOL-SPONSORED MEDIA

Publications issued by and in the name of the Prairie du Chien Area School District reflect the high regard and aspirations of our people for their school. There must be no compromise with high quality of editorial content and effective format. The exercise of appropriate economy in materials and production is expected.

Adopted: 3/11/2002

The Board encourages a policy of sound relations with the press and other communication media in the community and surrounding geographical area.

Therefore, information concerning the school district and its operation is public information. The news media represent the public interest in reporting information concerning the school. It is therefore in the interests of both the education community and the citizen-taxpayers that there is free and open communications at all times with news media.

School personnel should feel free to contact and to be contacted by news media personnel at any time. Individuals so contacted should feel free to respond within the realm and scope of their personal responsibility and knowledge. Individuals should not attempt to answer for other offices and discuss topics with which they are not familiar or topics that are outside their scope of responsibility.

Such free access is important to maintaining and building continuing public confidence in education and specifically in the school district.

LEGAL REFERENCE: Chapter 19, Subchapter IV, Wisconsin Statutes

Adopted: 3/11/2002

The Board believes that one of the paramount responsibilities of a Board of Education is to keep the public informed of its problems, deliberations, policies, and actions. Therefore, the board encourages the attendance of press representatives at all meetings excepting executive sessions.

1. A copy of the agenda and agenda materials will be sent in advance to members of the working press who request it. Additionally, all reports approved by the Board shall be considered matters of official record and shall also be made available to the press. However, reports-in-progress on which the Board has taken no final action shall be released only upon the Board's authority as "tentative reports".

In the event that representatives of the news media are unable to attend a meeting, they shall be provided upon request with a summary of important Board actions.

Adopted: 3/11/2002

PAIRIE DU CHIEN AREA SCHOOLS
SPORTS AND SPECIAL EVENTS NEWS COVERAGE
(Radio and TV including Cablecasting)

1120

The Prairie du Chien Area School Board believes that media coverage of school events is an important part of good community relations.

Arrangements for radio broadcasting and telecasting of school sponsored events shall be made with the Principal.

Additional Provisions Concerning Radio Stations and Broadcasting

1. The school may provide short tapes of school news events for local radio stations.
2. The school will assist in providing space for stations broadcasting live radio programs.
3. Broadcasts may be live or delayed if arrangements are made in advance with the principal.
4. Policies, rules, and regulations governing sporting events must conform to rules and regulations of the athletic conference and the Wisconsin Interscholastic Athletic Association.

Adopted: 3/11/2002

PUBLIC RECORDS POLICY

The School Board of the Prairie du Chien Area School District have access to school district records in accordance with this policy and implementing procedures, and in accordance with law.

The District Administrator is designated as the legal custodian of records for any school district authority. The legal custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any school district authority. The legal custodian may deny access to records only in accordance with the law. The legal custodian is authorized and encouraged to consult with the district's legal counsel in determining whether to deny access to a record in whole or in part.

Public records may be inspected, copied and/or abstracted at any time during established district office hours. The legal custodian may establish fees in accordance with the law. A list of such fees shall be made available at the district office.

A public records notice shall be displayed in all district school offices and procedures shall be developed to implement this policy.

LEGAL REFERENCE: Wisconsin State Statute 120.13(28)

Adopted: 11/12/0990

Revised: 3/11/2002

PUBLIC PARTICIPATION AT BOARD MEETINGS

The Board, as a representative body of the district, wishes to provide an avenue for any citizen to express his/her interest in and/or concerns for the school.

Meetings of the Board are conducted for the purpose of carrying on the business of the schools, and therefore, are not public meetings, but meetings held publicly.

Because the Board desires to hear the viewpoints of citizens throughout the district, it may schedule one or more periods during meeting for public participation. It may set a time limit on the length of this period and/or time limit for individual speakers.

Comments and questions at a regular meeting may deal with any topic related to the Board's conduct of the schools. Comments at special meetings must be related to the call of the meeting.

In order that the Board may fairly and adequately discharge overall responsibility, citizens who wish to make requests, representations, or proposals to the Board are requested to attempt to direct these to the District Administrator, who will deal with them directly if possible, or see that they become part of the Board's advance agenda. The intent of the rule is:

1. To allow everyone who wishes it, a fair and adequate hearing.
2. To allow the District Administrator to take direct action, or to recommend action to the Board, when policies have already been established by the Board.
3. To minimize the possibility of the Board's making ill-advised, illegal, or improper rulings due to hasty action in the absence of adequate information and study, especially when a policy is proposed, or an exception to policy is specifically requested.

LEGAL REFERENCE: Wisconsin State Statute 19.85

Adopted: 8/14/1995

Revised: 3/10/1997; 3/11/2002, 7/27/2015

SPECIAL INTEREST MATERIALS

Commercial organizations offer many materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have only limited educational value.

In general, supplementary printed materials from commercial, political, religious, or other nonschool sources should have the approval of the principal before being used in the schools. This approval may be given to materials which are of obvious educational quality, which supplement and enrich text and reference book materials for definite school courses, and which are timely and up-to-date.

Teachers may use special aids (nonprinted materials) such as models, cuts, films, slides, pictures, charts, and exhibits for educational purposes with the approval of the principal although such materials may bear the name of a commercial business firm which may have provided the aid.

Educational films secured from or through commercial sources shall be approved by the principal prior to their use in the schools.

Adopted: 3/11/2002

USE OF DISTRICT WEB SITE

The Prairie du Chien Area School District recognizes the increasing prominence of the Internet for accessing and exchanging information in education, business, and government locally, nationally, and internationally. Therefore, the School Board authorizes the creation of an official District website for the purpose of communicating information electronically to students, parents, and the general public.

The website will be designed by an individual that has technical expertise and is aware of the intended purpose of the site. It shall be designed to be accessed and used by a variety of people with a variety of computer equipment capabilities. Ownership of the official website design and all subject matter shall be retained by the District. The ownership of student assignments that are displayed on the website will be retained by the student and will be given copyright designation

The District Administrator shall designate an individual(s) to be responsible for maintaining the official district web page and monitoring all district web page activity. Departments who wish to publish a web page must identify an appropriately qualified publisher and/or author. The Webmaster is responsible for all material on district pages.

All web pages included on the District's website shall:

- 1) Comply with legal requirements regarding the use, reproduction, and distribution of copyrighted materials, and
- 2) Comply with state and federal laws regarding the confidentiality of student and staff identities, records, and other privacy issues.
- 3) Relate to curriculum, instruction or school authorized activities.
- 4) \

The contents of the web pages must be consistent with District policies and any applicable local, state, and federal laws.

Due to the dynamic nature of the World Wide Web, this policy is to be reviewed and updated on an annual basis or more frequently if required.

LEGAL REFERENCE: Section: 118.125 Wisconsin Statutes
Copyright Laws

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

USE OF SCHOOL FACILITIES

Since the school belongs to the people of the school district, and since the plant facilities are established, maintained and operated by funds largely provided by local taxes, it is the Board's intention to grant the use of school facilities under a set of prescribed regulations provided this does not interfere with or infringe upon the conduct and best interests of the school system.

Types of Activities Prohibited:

1. Meetings which promulgate activities subversive to the laws of the United States.
2. Any purpose in conflict with school activities.
3. Activities which are discriminatory in the legal sense.

Granting of Approval:

1. The District Administrator is authorized to approve and arrange for scheduling the use of school facilities by applicants satisfying the above purposes and limitations.
2. The Board reserves the right to revoke any such permit, without liability, should such action be deemed necessary or desirable.

Fees:

The Board will approve a schedule of fees for the use of school facilities. The Board may grant waiver of fee payment in exceptional cases.

Custodial Service/Supervisions:

An individual of the out-of-school group requesting use of the facilities must be designated to take responsibilities for security and supervision.

LEGAL REFERENCE: Wisconsin Statute 120.12 & 120.13(19)

Adopted: 2/10/1997

Revised: 3/11/2002

8/9/2004

RENTAL FEES AND CHARGES

A. Classrooms

1. Classroom Rental Fee - **\$40** per classroom up to six hours per day. After six hours, the rental fee is an additional \$15 per classroom.
2. Lab Classroom Rental Fee - **\$45** per classroom up to six hours per day. After six hours, the rental fee is an additional \$15 per classroom.
3. A.V. Use Fee - \$30 per term (eight weeks)
4. Computer Use Fee - \$10 per computer user per semester or term.
5. Computer Paper Use Fee - \$5 per computer user per semester or term.
6. Renter must pay for custodian time (time and a half to open, clean and close).

B. Elementary School Gymnasium

1. Minimum fee of \$40 per half day and \$60 for full day plus cost of custodian overtime. There may be additional custodial charges for set-up or take-down of chairs, or other types of staging, props, etc. If rented on an hourly basis, the minimum fee is **\$15.00** per hour.

C. High School and Intermediate School Gymnasium

1. Minimum fee of \$75 per half day and \$100 for full day plus cost of custodian overtime. There may be additional custodial charges for set-up or take-down of chairs, or other types of staging, props, etc. If rented on an hourly basis, the minimum fee is \$15 per hour.

D. School Auditorium

1. Minimum fee of \$75 for the day, performance or evening, plus the cost of overtime pay for custodians.
2. Rehearsal fee for a group using the facility on evenings prior to a performance is to be negotiated between the group requesting use of the facility and the administration.

E. School Kitchens

1. Minimum fee of \$40 per half day and \$60 for full day.

F. Staff Fees

1. Custodian: All groups will pay a minimum \$25 custodial fee for weekday rental and \$50 custodial fee for Friday, Saturday and Sunday rental, if additional time is required, then additional hours will be charged.
2. Cook: Time and a half will be charged if staff is required for operation or supervision.

Approved: 3/9/1992
Revised: 6/11/2001;
Reviewed: 3/11/2002
8/9/2004

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

Use of Facilities, cont.

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT

1901 E. Wells Street
Prairie du Chien, WI 53821

FACILITY USE CONTRACT

This Contract is entered into by and between the Prairie du Chien Area School District (hereinafter the "District") and _____ (hereinafter "User") for the temporary use of District facilities.

1. Subject to the terms herein, the District agrees to provide User access to the District facilities specified in the Application for Use of Facilities completed by the User (hereinafter the "Application") for the purpose(s), and at the time(s), specified in the Application. Such use of school facilities is limited to the areas, times and purposes specified in the Application.
2. User agrees to abide by and ensure compliance with all District policies and regulations governing the use of school facilities. By signing this Contract, User acknowledges familiarity with the District's current Use of School Facilities policy and guidelines, the District's current Facility Use Regulations and any additional regulations established by the Superintendent or building principal.
3. User agrees to abide by and ensure compliance with all limitations and conditions specified on the Application.
4. User agrees to be responsible for the supervision, management and control of the activity or event which is the subject of this Contract and of all activity/event participants and spectators.
5. User agrees that failure to abide by or ensure compliance with the District's Use of School Facilities policy and guidelines, the District's Facility Use Regulations, the limitations and conditions specified on the Application or any regulations established by the Superintendent or building principal shall constitute grounds, among other grounds, for immediate cancellation of this Contract.
6. Non-School Group User agrees to pay the District a nonrefundable Custodial fee of \$25 for weekday rental or \$50 for Friday, Saturday & Sunday rental at the time of the execution of this Contract. (Please make all checks payable to: "Prairie du Chien Area School District") (N/A _____)
7. Non-School Group User agrees to pay the District Room Rental or additional charges for custodial and/or other services calculated pursuant to the District's schedule of rental rates and charges within twenty business days from billing. (N/A _____)
8. User agrees to hold harmless, defend and indemnify the District, its officers, employees and agents from and against all claims, liability, loss, demands, causes of action, damages, costs and attorney fees, of any kind or nature, arising from or incident to the use of school facilities which is the subject of this Contract, whether resulting from the acts or omissions of User, its members, employees or agents, or any participant or person present at the activity or event which is the subject of this Contract.

User agrees to supply District with a Certificate of Insurance as required by District's Insurance Carrier.

Use of Facilities, cont.

- 9. User agrees to be responsible for the careful use of District facilities and equipment and hereby agrees to be liable for any and all damage to District facilities and equipment arising from or incident to the use of facilities which is the subject of this Contract.
- 10. In the event that any provision of this Contract is deemed to be invalid, such invalidity shall not affect the enforceability of any other contract term. If any provision is deemed invalid due to scope or breadth, such provision shall be deemed valid to the extent of the scope or breadth permitted by law.
- 11. This Contract is not assignable without the express, written consent of the parties to the Contract.
- 12. If the User is an organization, the person signing this Contract hereby represents that he/she has authority to bind the organization to the terms of this Contract.
- 13. User agrees that, in order for this Contract to become a legally enforceable agreement, it must be returned no later than two calendar weeks prior to the use of facilities which is the subject of this Contract to:

Superintendent
 Prairie du Chien Area School District
 1901 E. Wells Street
 Prairie du Chien, WI 53821

Time is of the essence with respect to the deadline specified in the above paragraph, unless this deadline is expressly waived by the Superintendent.

- 14. If User does not use facilities as described in the application and District personnel report to work as a consequence of this Contract, User agrees to pay actual salary expenses incurred by the District, within five business days from billing.

PRAIRIE DU CHIEN AREA SCHOOL DISTRICT BOARD OF EDUCATION:

By: _____ Date _____
 Superintendent

By: _____ Date _____
 Business Manager

Organization:

By: _____ Date _____

Individual:

By: _____ Date _____

Adopted: 3/11/1996
 Revised: 2/10/1997; 3/11/2002; 8/9/2004

Prairie du Chien Area School District
APPLICATION FOR USE OF FACILITIES

Application Date: _____

Exhibit 1140

NAME OF ORGANIZATION: _____

Telephone Number of Organization: _____

Address of Organization: _____

Name of Responsible: _____

SCHOOL BUILDING/FACILITY REQUESTED: _____

Parts of School Building Desired: _____

Date(s) of Activities: _____

Time of Day(s): _____

NATURE OF GROUP OR INDIVIDUAL:

NON-PROFIT: PROFIT: IN-DISTRICT: OUT-OF-DISTRICT:

Will an Admission Fee be Collected? : YES NO

Fully Describe the Nature of the Proposed Event: _____

Equipment Requested _____

******To Be Completed by District Personnel******

FACILITY USE CONTRACT COMPLETED: _____

CUSTODIAL FEE COLLECTED: _____

CERTIFICATE OF INSURANCE RECEIVED: _____

LIMITATION OR CONDITIONS ON FACILITY USE: _____

FEES: RENTAL	CUSTODIAL	OTHER	TOTAL
_____	_____	_____	_____

SCHOOL FACILITY AVAILABLE: YES NO

BUILDING PRINCIPAL: _____ APPROVED: YES NO

BUILDING CUSTODIAN: _____ APPROVED: YES NO

DIRECTOR OF BUSINESS: _____ APPROVED: YES NO

SUPERINTENDENT: _____ APPROVED: YES NO

Prairie du Chien School District 326-3700

Adopted: 3/11/1996
Revised: 2/10/1997; 3/11/2002; 8/9/2004

GENERAL RULES AND REGULATIONS GOVERNING USE OF BUILDINGS AND PROPERTY

1. Principals are expected to maintain a school calendar indicating dates of special functions for their grade level, together with rooms to be used and hours scheduled. School groups must clear use of the building with the Principal. Principals shall keep the District Administrator promptly and continuously informed regarding school functions that are scheduled outside of regular school hours, and such scheduling shall be done in accordance with the following
 - a) School activities shall be limited to the period between Monday morning and 11 AM Saturday during those weeks when school is in regular session.
 - b) School social events will normally be scheduled on Friday evenings, and except for "major" functions (Homecoming Dance, Junior Prom, etc.) the closing time shall be 12:00 a.m.
 - c) If it becomes necessary to schedule mid-week social events, the closing time shall be 10:30 p.m. or earlier.
 - d) Other student meetings held in the building during the week shall close at 10:00 p.m. or earlier.
 - e) Student groups meeting in the building outside of regular school hours shall be under the continuous supervision of their faculty advisor(s), and shall limit their activities to that part of the building where the meeting has been scheduled.
 - f) Arrangements for chaperones for school social events shall be approved well in advance by the Principal.
 - g) Principals shall secure permission from the District Administrator before permitting the scheduling of any school events, social or otherwise, during vacation periods, or during weekends (except Saturday mornings) so provision can be made for custodial service.
2. Outside groups must clear use of building and equipment directly with the principals.
3. The Board of Education assumes no liability for injury that may occur to persons or groups requesting the use of the building.
4. The renter, or group using the building, agrees to restore to original condition any unwarranted destruction of property. The Board of Education shall be the sole judge of unwarranted destruction of property.
5. The renter or group using the building will designate one person who is their responsible spokesman for the group. All requests for special equipment or services will be made by this person the principals at an early enough date so arrangements can be made.

Adopted: 3/11/2002

Revised: 8/9/2004

General Rules And Regulations Governing Use Of Buildings And Property, cont.

This policy governs the temporary use of Prairie du Chien Area School District facilities by non-school persons or organizations including, but not limited to, the use of classrooms, auditoriums, recreational facilities and cafeterias.

The intent of this policy is to allow temporary access to District facilities in a manner which promotes the interests of the students and citizens of the District, and in a manner consistent with local, state and federal law. The provisions of this policy supplement those provisions of the Wisconsin Statutes, which address the temporary use of school facilities by non-school groups.

The use of school facilities is allowed only when authorized by the Board of Education through the Superintendent. However, authorization for the use of school facilities is not an endorsement of an activity, person or organization or the purpose(s) of such person or organization, by the Board of Education.

I. Access to Facilities

The Board of Education authorizes the temporary use of school facilities by responsible persons or organizations when such use otherwise complies with established procedures and applicable provisions of state and federal law, subject to the limitations below. The Superintendent shall deny an application for use of school facilities if he/she determines that:

- A. The proposed use of school facilities will interfere with the use of school facilities for school purposes or for school-sponsored functions or activities;
- B. The proposed use of school facilities substantially interferes with the educational mission of the schools;
- C. The proposed use of school facilities poses an unreasonable risk of physical injury to attendees or participants;
- D. The proposed use of school facilities poses a substantial risk to school security;
- E. The proposed use of school facilities poses an imminent risk of illegal activities;
- F. The proposed activity involves subject matter which is legally obscene, determined by reference to an activity's intended audience or participants;
- G. The proposed use of school facilities will result in unusual wear, damage or depreciation of school facilities or property; or
- H. The individual or organization requesting access to school facilities has not been a responsible caretaker of school facilities and property when using school facilities or property in the past.

II. Application and Contract

If the Superintendent denies access to school facilities on any of the grounds above or due to lack of insurance, the individual or organization denied use of school facilities may appeal the denial to the Board of Education by filing a written request for the same at the Superintendent's office within 10 business days from the date of the Superintendent's denial. Nothing in this policy shall be construed to limit the Board of Education's authority to impose reasonable time, place and manner restrictions in place of denying access to school facilities.

General Rules And Regulations Governing Use Of Buildings And Property, cont.

Unless specifically exempted, all individuals and organizations are subject to the schedule of rental fees and charges established from time to time by the Superintendent. The Superintendent is authorized to establish varying rental fees and charges based upon whether an event or activity is held for profit or non-profit purposes and based upon whether the individual or entity reserving school facilities resides within or outside the District.

- A. Applications and contracts for the use of school facilities must be made in accordance with established terms and in accordance with such additional procedures and regulations as the Superintendent may from time to time establish, consistent with this policy and established guidelines.
- B. Upon submission of an application for the use of any school building or parts thereof, the building principal who oversees the site of the proposed facility use must verify that the facility is available on the date and at the time requested.
- C. All applications for use of facilities are subject to the review and approval of the Superintendent.
- D. All reservations for school facilities must be made on the approved Facility Use Contract, except in circumstances involving school-related events.

III. Priority of Facility Use

In the event of scheduling conflicts, the order of priority for use of school facilities shall be as follows: 1) school-sponsored events; 2) events sponsored by auxiliary adult organizations; 3) events sponsored by other educational or governmental institutions; 4) non-school events sponsored by persons or organizations residing within the district; 5) non-school events sponsored by persons or organizations residing outside of the district.

For the purpose of this policy, an auxiliary adult organization is defined to mean a group which is dedicated to the direct support of school operations, e.g., PTO and Booster Clubs.

The superintendent shall not execute contracts for the use of facilities prior to establishing the school calendar if there is a possibility that the proposed use of school facilities may conflict with school-sponsored or school-related events.

IV. Insurance Requirements

Organizations requesting use of school facilities for events which are not school-sponsored or school-related events are required to provide a certificate of insurance evidencing insurance coverage for bodily injury liability, property damage liability, and/or products liability, in amounts to be established periodically by the superintendent. All certificates of insurance must identify the School District as an additional named insured.

General Rules And Regulations Governing Use Of Buildings And Property, cont.

If an individual or organization is denied access to school facilities due to lack of insurance, the individual or organization denied use of school facilities may appeal the denial to the Board of Education by filing a written request for the same at the District Administrator's office within ten business days from the date of the denial. The Board's review of such an appeal shall include the consideration of factors identified in the preceding paragraph.

VI. Supervision of Event

- A. The individual or organization using school facilities is responsible for the management and supervision of the event. Groups using school facilities must be supervised by an adequate number of responsible adults to ensure the proper use and care of school property and to ensure the preservation of order. In the event that the superintendent of building principal becomes aware that the quality or quantity of supervision for an event is inadequate, the event may be postponed until arrangements are made of additional, appropriate supervision. This will in no way relieve the individual or organization using school facilities from the responsibility of providing appropriate management and supervision of an activity or event.
- B. A school custodian or other person designated by the District Administrator or building principal must be present at a facility during the time of facility use. However, this requirement may be waived by the District Administrator or building principal when a sufficient alternative exists to ensure appropriate oversight of the use of school facilities.

VII. Care of School Property

Individuals and organizations using school facilities shall be responsible for all damage to or breakage of School District property arising from the use of school facilities and shall be charged for costs arising from any such damage or breakage.

VIII. Rental Fees and Charges

- A. Unless exempted by this policy, all individuals and organizations are subject to the schedule of Rental Fees and Charges established by the District Administrator and Director of Business Affairs. Varying rental fees and charges are based upon whether an event or activity is held for profit or non-profit purposes, and based upon whether the individual or organization reserving school facilities resides within or outside of the School District.
- B. All auxiliary adult organizations organized for the purpose of supporting school operations shall be granted use of facilities without charge.
- C. School-sponsored activities are exempt from rental fees and charges.

Adopted: 3/9/1992

Revised: 1/18/1993; 2/10/1997; 3/11/2002; 8/9/2004

FACILITY USE REGULATIONS

In addition to the regulations listed below, the Superintendent and building principal(s) are authorized to establish appropriate regulations governing the use of school facilities which they oversee. All individuals or organizations using school facilities are required to abide by the provisions of these guidelines, all facility use regulations established by the Superintendent or building principal and any additional conditions placed upon use of facilities specified on the approved application form.

GENERAL

1. The use of tobacco products is prohibited on school premises.
2. Intoxicating beverages, illegal drugs and persons under the influence of intoxicating beverages or illegal drugs, are not allowed on school premises.
3. School facilities may generally not be occupied and used beyond 10 P.M.
4. District administrative personnel must be allowed free access to all facilities at all times.
5. Gambling of any kind is not allowed upon school premises.
6. Open flames are not permitted on school premises.
7. Users are responsible for securing any and all permits or licenses necessary to conduct an activity or event.
8. Food and refreshments may not be served on school premises without permission from the Superintendent or the principal of the building at which an event takes place.
9. User property may not be stored on school premises without permission from the Superintendent or the principal of the building at which an event takes place. The District is not responsible for lost, stolen or damaged property.
10. Furniture or fixtures may not be moved without permission from the principal of the building at which an event takes place or his/her designee.
11. Use of school equipment is at the discretion of the principal of the building at which an event takes place, or his/her designee, and may be subject to an additional fee depending upon the nature of the requested use of equipment. Absent permission from the building principal or designee, users must provide their own recreational, audio-visual and other equipment.
12. Special arrangements for electrical equipment or needs must be approved by the principal of the building at which an event takes place, or his/her designee.
13. Users must obtain permission from the Superintendent or building principal before installing or affixing any decorations that require the use of nails, screws, bolts, etc. Tape, wax or glue may not be used on any drywall, block construction, walls, ceilings or wood floors. When installing any decorations, reasonable safety precautions must be observed.

SCHOOL KITCHENS

1. State regulations require the District to maintain food service facilities in conformance with all sanitation and health standards as stated in the State Board of Health Chapter of the Wisconsin Administrative Code (HHS 196-Restaurants). These standards must be complied with at all times, including times at which food service facilities are used for functions other than school lunch preparation.
2. Food service equipment may only be operated by trained personnel.
3. School kitchen facilities must be left in an orderly manner and ready for regular use by the food service staff.
4. Kitchens used for school lunch preparation or serving may only be used for non-school functions contingent upon approval of the Superintendent or building principal and the Supervisor of Food Service Program. The following procedures apply to all kitchen use:
 - a. The building principal shall notify the building head cook at least one week in advance of a scheduled kitchen use by providing the building head cook with a copy of the approved facility application and contract.
 - b. If any mechanized food service equipment is needed, an adult food service employee familiar with the equipment and sanitation procedures must be hired to operate, clean and sanitize the equipment. Special arrangements must be made one month in advance with the head cook and principal to approve a qualified school employee to operate stoves or ovens if an adult food service employee is unavailable.
 - c. Food service personnel may supply dish cloths, aprons, towels and cleaning supplies, if requested, for a small service charge.
 - d. Any adult food service employee employed in connection with a facility rental will be paid time and a half.
 - e. Users are responsible for ensuring that the kitchen(s) are left as found, and all equipment returned is to the storage areas.
 - f. Garbage must be placed in the dumpster by the user (or building custodian if on duty) the day of the event.

Adopted: 3/9/1992

Revised: 1/18/1993; 3/11/1996; 2/10/1997; 3/11/2002; 8/9/2004

USE OF SCHOOL EQUIPMENT

It shall be the policy of the Prairie du Chien Area School District to lend equipment only to non-profit organizations that are incorporated or sponsored by district area residents. The following shall apply:

1. The request shall be restricted to the availability of the equipment.
2. The requesting group shall be responsible for the pick-up and return of all articles.
3. The repair and replacement of all borrowed equipment that is damaged, destroyed, or lost will be the responsibility of the organization that borrowed it.
4. Appropriate forms requesting equipment must be filed in the office of the principal.

Adopted: 3/11/2002

Revised: 8/9/2004

ADVERTISING AND PROMOTION (FUND RAISING)

The Board is of the opinion that it is poor policy to use pupils for distributing non-school materials in the community or for soliciting funds. It is the policy of the Board of Education to limit sales campaigns to finance extra-curricular activities to a minimum.

Pupils may engage in raising funds, under control of the school, for certain approved pupil activities, subject to the following conditions:

1. The project involved shall have been selected by the students as one in which they wish to participate.
2. The project shall have the approval of the Principal of the classes involved.
3. Projects involving community-wide solicitation shall be given final approval by the District Administrator.

Adopted: 1/18/1993

Revised: 2/22/1993; 2/14/2000; 3/11/2002

LOITERING OR CAUSING DISTURBANCE

Any person who is not a member of the school staff or student body and who loiters on or about any school building or grounds without permission from the Principal, or who causes disturbances may be removed from the premises.

Adopted: 3/11/2002

SNOWMOBILE AND ATV USE

No off road vehicles such as ATV's, four-wheelers, or snowmobiles will be permitted on school property at any time. Snowmobile use will be allowed on designated snowmobile trail only, and only when trail conditions deemed operable by local snowmobile club.

Adopted: 3/11/2002

PUBLIC COMPLAINTS

Constructive criticism of the schools is welcomed by the Prairie du Chien Board of Education whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has, however, confidence in its professional staff and desires to support their actions in order that they may be free from unwarranted or spiteful criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the school administration for study and possible solution. The individual employee involved shall be advised of the nature of the complaint and shall be given every opportunity for explanation, comment, and presentation of the facts as he or she sees them.

The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. If resolution of the problem seems unlikely at the building level either party is encouraged to refer the matter to the District Administrator for his/her review.

The Board will consider hearing citizen complaints when they cannot be resolved by the administration. Matters referred to the Board must be in writing and should be specific in terms of the action desired. The Board will not consider or act on complaints that have not been explored at the appropriate administrative level.

Adopted: 3/11/2002

COMPLAINT PROCEDURE POLICY**PROCEDURES FOR HANDLING COMPLAINTS ABOUT SCHOOL PERSONNEL**

It is the responsibility of the School Board and staff to maintain open attitudes and access to the public when concerns and/or complaints are expressed about school personnel. The most effective school-community relations will be achieved when parents, citizens, or others who have complaints are encouraged to meet directly with school personnel about whom a complaint is registered. Every level of administration is responsible for insuring that complaints are responded to efficiently, and, as much as possible, in a manner which will not have a negative effect on the learning environment for students, the reputation of school employees, or school-community relations.

1. **COMPLAINTS CONCERNING SCHOOL PERSONNEL** shall be registered through the administrative staff before going to the Board. At the school level, complaints should be made first to the staff member, then to the principal, and finally to the district administrator. Complaints concerning the superintendent should be made first to the superintendent, then to the president of the school board.
2. **COMPLAINTS OF A GENERAL NATURE** should be made to the district administrative offices. They may be made to the district administrator, or to a member of the district staff, depending upon the nature of the complaint. If, after discussing the complaint at a district level, the person or persons making the complaint still do not have satisfaction, the complaint should be presented to the Board.

Adopted: 3/11/2002

Revised 7/

RELATIONS BETWEEN OTHER AGENCIES AND THE SCHOOLS

The Board recognizes the need and worth of cooperative relationships with other agencies, both governmental and privately operated, which may be utilized to serve the needs of pupils and their families. These include agencies dealing with Health (physical, mental and emotional), with social and welfare problems, and with legal problems.

The Board recognizes the sensitive nature of many of the student problems about which communications with other agencies would be established, and therefore assigns responsibilities for communication to the Principal or his/her designated representatives.

Pursuant to the provisions of Wisconsin Statute 118.125, and in order that proper lines of communication may be established and adequate control of records maintained, the following additional regulations shall be observed:

1. Because of the responsibility placed upon the Principal, no referrals or other communications with outside agencies shall be made without his/her knowledge and consent.
2. The Principal shall confer, as needed, with the District Administrator. Central Office personnel (Psychologist, Nurse, Therapist, and so on) shall be made available to the Principals on a consultative basis.
3. Student records may be released to other agencies only after written consent has been obtained from the parent or guardian if the records pertain to a minor child, or from the student if he/she has reached the age of majority.
4. Appropriate anecdotal accounts of all communications with other agencies shall be maintained in the pupil's personal file.
5. The Principal shall be responsible for informing the District Administrator, in writing, of any significant problems requiring communication with outside agencies and this shall include copies of correspondence which the Principal considers significant.

LEGAL REFERENCE: Wisconsin Statute 118.125

Adopted: 3/11/2002

OFFICER INTERVIEWS AND INTERROGATIONS DURING THE SCHOOL DAY

The Prairie du Chien Area School District shall cooperate with authorized law enforcement agencies in every way possible within the limits of the rights of individuals as expressed in the laws of the state of Wisconsin and state and federal constitutions. The district shall also provide a common and uniform practice for district personnel in their relationship with law enforcement agents.

Except when the district initiates the complaint, or where appropriate according to the district's child abuse and neglect reporting policy, it is the policy of the district that as much as possible contact with law enforcement agencies be outside of the school. When it is necessary to make contact in the school the local law enforcement agent should explain to the principal or designee the reason why a need exists to make contact at the school.

The interviewing of the students at the school should only occur when there are compelling reasons that lead the principal to conclude that the interview cannot feasibly take place at another time or place.

When an interview of students on school grounds is to occur, the principal shall ensure that:

1. The students are notified of the interview by school personnel in as unobtrusive a manner as possible and that the fact of the interview remains confidential.
2. That the parents of the students are notified unless it is impossible to do so or unless the interview concerns a possible crime by a parent.
3. That the student understands that he/she cannot be compelled to talk to the police and may wish to talk to a lawyer or advocate before deciding whether to talk with the police.
4. The principal or other staff member is present during the interview if the student so desires.

Adopted: 11/14/1994

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

RELATIONS BETWEEN LOCAL CHURCHES AND THE SCHOOLS

The Board recognizes the need and worth of cooperative relationships with churches in the community, and endorses a continuation of the practice of avoiding, wherever possible, student activities on one night of each week so this night can be utilized by local churches for conducting activities of youth organizations.

It shall be the policy of the Prairie du Chien Area Schools to avoid school activities involving student participation on Wednesday evenings. Any after school functions on Wednesday will be completed by 6:15 p.m.

Pursuant to the provisions of Wisconsin Statutes Section 118.155 (Chapter 161, Laws of 1973) it shall be the policy of this district to make available to students a period of released time for religious instruction.

LEGAL REFERENCE: Wisconsin Statute 118.155

CROSS-REFERENCE: Board Policy 1166

Adopted: 11/12/1990

Revised: 3/11/2002

**RELATIONS WITH FAMILY AND COMMUNITY ORGANIZATIONS
(SUNDAY ACTIVITIES)**

SUNDAY ACTIVITIES

In an effort to support the family unit and in recognition of the great demands schools make on student and family time, the school district designates Sunday as family day.

Therefore, the Prairie du Chien Area School District will not schedule student activities, including athletic practices, on Sunday, except as follows:

- 1) Athletic practice may be scheduled on a Sunday on the rare occasion that a Wisconsin Interscholastic Athletic Association tournament game is scheduled on a Monday.
- 2) Open gym may be scheduled for community use on Sundays.
- 3) Any other exception must be approved in advance by the principal.

Any student requesting to be released for family and community organizational activities will be released without pressure or penalty.

CROSS-REFERENCE: Board Policy 1165

Adopted: 3/11/2002

RELATIONS WITH BOOSTER/SUPPORT GROUPS

The Board of Education recognizes and appreciates the contributions made by booster/support groups that contribute in many ways to the total education program in the Prairie du Chien Area School District. Some of the strongest school's support comes from community organizations and individuals that contribute time and resources that are above and beyond the district's contributions. Teachers, advisors and coaches often need and want the kind of contributions that strengthen and enhance their programs.

Clear communication is a necessary element of an open and positive relationship between booster/support groups and the staff and administrators of the district. The athletic director, named as a member ex-officio of the booster club, will act as a liaison between the booster club and the district. The booster club understands that it is advisory only and has no authority over school activities, school personnel, or students.

It is understood that in accordance with school policy there shall be no alcohol provided by or sold by a booster/support group using the Prairie du Chien Area Schools or Prairie du Chien Blackhawk name.

The Board has the responsibility to have knowledge of the booster club activities. By-laws and constitutions of the booster/support groups must not discriminate and must follow democratic procedures. Any gifts from the booster club are subject to the acceptance criteria listed in the district policy PUBLIC GIFTS TO THE SCHOOLS, policy number 1185.

CROSS-REFERENCE: PUBLIC GIFTS TO THE SCHOOLS (policy number 1185)

Adopted: 3/11/2002

PASSES TO SCHOOL EVENTS

Senior citizens of the district who have attained their 65th birthday anniversary shall be entitled to "Senior Card" passes admitting them to all school events without charge. Such events shall be limited to plays, concerts, athletic contests, and other events for which an admission charge is made, but shall not entitle the holder to attend banquets or similar events at which a charge is made for food service.

Senior Card passes shall be issued by the District Administrator upon application to his/her office. Passes so issued are non-transferable, and shall be valid for the duration of the school year, so long as the holder of the pass resides in the school district. Application for "Senior passes" are to be made at the beginning of each school year.

Passes to conference athletic events will be provided for faculty and Board members.

Adopted: 3/11/2002

VISITORS IN SCHOOL BUILDINGS

The Board recognizes that school buildings are public buildings and that a variety of people may want to enter school buildings for a variety of reasons. At the same time, the Board recognizes that it has a responsibility to protect the safety of students, staff and others while they are in school buildings and to make sure the educational process is not disrupted.

Therefore, only the following individuals shall be authorized to be present in a school building:

1. District employees and school board members when performing school district-related responsibilities;
2. Students who are enrolled in the school when participating in school-related activities;
3. Parents/guardians of students enrolled in the school when observing or participating in activities related to their child's educational program or when requested by school officials;
4. Individuals specifically authorized by Board policy to be in the school building;
5. Individuals attending or participating in events or activities open to the public; and
6. Other individuals with permission of the building principal or Superintendent.

Such authorization is in effect as long as the individuals are in the building for the reasons specified and their conduct is in line with appropriate behavior standards. **All visitors must sign in and out in the School's Central Office.**

LEGAL REF.: Sections 120.13(35) Wisconsin Statutes
120.44

Adopted: 3/13/1995

Revised: 3/11/2002

SCHOOL VOLUNTEERS

The Prairie du Chien Area School District School Board recognizes that volunteers can make useful contributions in the schools of the district. The Board of Education endorses and supports the concept of a volunteer program, subject to the rules and limitations imposed.

1. Offers to serve as school volunteers should be made through the principal's office. All volunteers are to be registered before beginning work.
2. The recruitment and selection of volunteers shall be done in advance by the principal with the approval of the district administrator and the Board of Education.
3. The principal shall define and assign responsibilities and tasks to be performed by volunteers in the respective schools. Volunteers should perform only those tasks assigned by the principal.
4. Volunteers shall be under the direction of the principal. When volunteers work directly with children, their activities will be under the direct supervision of the classroom teacher or other designated employee.
5. Inservice and orientation activities shall be planned for volunteers so that they may become skilled in performing their assigned tasks. Any special job-related guidelines should be stressed in the orientation activities.
6. School volunteers will be restricted from access to confidential information on students and employee files.
7. Volunteers will not teach but may reinforce skills taught by the professional staff.
8. Volunteers may not provide transportation to students in their personal vehicles for any school-sponsored activities except as permitted as defined in WS 121.555.
9. The School Board will provide liability insurance protection for School Board approved volunteers.
10. Evaluation of the work of each volunteer shall be the responsibility of the building principal with the advice and assistance of the regular school staff.
11. Background checks and personal references shall be required of school volunteers.
12. Volunteers will be responsible for maintaining confidentiality regarding information seen or heard while working as a volunteer.
13. Volunteers may be dismissed at the principal, superintendent, or School Board's discretion.

Adopted: 1/10/2000

Revised: 3/11/2002

SCHOOL VOLUNTEERS APPLICATION

DIRECTIONS: Please complete this School Volunteer Application as completely as possible. If you are not employed at present, omit the portion related to employment.

Please return this form to: _____ (School Principal).
_____ (School).

If you have any questions, contact: _____
Principal Phone

IDENTIFYING DATA:

NAME: _____ SSN: _____

ADDRESS: _____
Street City State

TELEPHONE: Home: _____ Work: _____

OCCUPATION: _____ Employer: _____

FORMER EMPLOYER: _____

CERTIFICATION/LICENSES HELD (IF APPLICABLE) _____

SKILLS: _____

MAJOR AREA OF TRAINING: _____

SPECIAL INTERESTS PERTAINING TO EDUCATION: _____

LANGUAGES SPOKEN: _____

I AM ESPECIALLY INTERESTED IN VOLUNTEERING IN THIS AREA OR ACTIVITY.

GRADE LEVEL PREFERRED: _____ SUBJECT/ACTIVITY PREFERRED: _____

_____ DAYS/TIMES AVAILABLE: _____

REFERENCES (please list two):

_____ (day phone) _____

_____ (day phone) _____

VOLUNTEER STATEMENT: I am applying to be a school volunteer. I authorize the District to conduct a police check regarding my background and to contact references.

VOLUNTEER SIGNATURE: _____ DATE: _____

STATUS OF APPLICATION

_____ APPROVED

_____ NOT APPROVED _____ DATE: _____

Adopted: 1/10/2000

Revised: 3/11/2002

PUBLIC GIFTS TO THE SCHOOLS

The Board may accept and use any gift of money or property for purposes deemed to be consistent with the district goals. Individuals or organizations desiring to contribute supplies or equipment will consult with school officials regarding the acceptability of such contributions.

In order to be accepted, a gift must satisfy the following criteria:

1. It does not discriminate in any prohibitive manner.
2. It can be used in a positive manner in correlation with the existing educational program.
3. It is offered by a donor acceptable to the board. (Consideration may be given to the source of the gift.)
4. It will not begin a program that the board would be unwilling to take over when the gift or grant funds are exhausted.
5. It will not bring undesirable or hidden costs to the school system. (Example: maintenance up-keep, etc.)
6. It places no restrictions on the school program.
7. It will not be inappropriate or harmful to the best education of students.
8. It will not require or imply endorsement of any business or product.
9. It will not be in conflict with any provisions of school regulations or law.

The district will attempt to honor all conditions requested by the donor, however, all gifts and bequests will become school district property to be used at the discretion of the school district.

LEGAL REFERENCE: Section 118.27 Wisconsin Statutes

Adopted: 11/12/1990

Revised: 3/11/2002