

PRAIRIE DU CHIEN HIGH SCHOOL STUDENT HANDBOOK

2025-2026

Prairie du Chien High School
800 East Crawford Street
Prairie du Chien, WI 53821
www.pdc.k12.wi.us

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OUR MISSION

Innovation for success!

WELCOME & INTRODUCTION

A sincere welcome to you, the student body of Prairie du Chien High School, as we begin the 2025-2026 school year. May it prove to be a most rewarding, satisfying, and exciting experience. You are attending a truly outstanding institution and have tremendous opportunities at PDCHS. The curriculum is comprehensive, the co-curricular activity program is extensive, and the entire staff is willing and able to be of service to you. We hope that each of you will use all that is available and make the effort to find success. Please read through this handbook and if you have any questions, please contact the administration.

PDC High School endeavors to provide a positive learning environment for all students. This handbook is the guideline for proper behavior and conduct, as well as consequences when the guidelines are not followed. The Prairie du Chien Board of Education approves this handbook. The various sections of this handbook are intended to comply with PDC School Board policies, local, state, and federal laws. If any section of this document is found to be contrary to law or constitutional rights, it shall be revised.

Wishing you all the best,

**Administrators, Teachers, Secretaries,
Assistants, Food Service, & Custodians**

PRAIRIE DU CHIEN FIGHT SONG

*"We're loyal to you, Prairie High
We'll always be true, Prairie High
We expect you to stand
You're the best in the land
For we know you will stand, Prairie High.
U-rah-rah*

*So smash that blockade, Prairie High
Go crashing ahead, Prairie High
Our teams are the best protectors
Onward, for we expect a victory
From you, Prairie High*

*Roll-a-locomotive - U-rah-rah
Prairie du Chien - U-rah-rah
Prairie du Chien - Yeah!*

PRAIRIE DU CHIEN ALMA MATER

*Hail to Thee, Our Prairie High
You, our school we praise
Hail to Thee, our Alma Mater
Loyal Every Son and Daughter
We Pledge to Fight
For the Maroon and the White
Our Alma Mater, Prairie High*

2025-26 BOARD OF EDUCATION MEMBERS

President Nick Gilberts (608) 326-5350 gilbertni@pdc.k12.wi.us	Member Michael Higgins Jr. (608) 412-2561 higginsmi@pdc.k12.wi.us
Vice president Noah White (407) 312-1458 whiteno@pdc.k12.wi.us	Member Kyle Maahs (608) 778-6683 maahsky@pdc.k12.wi.us
Treasurer Dustin Brewer (608) 306-0933 brewerdu@pdc.k12.wi.us	Member Lonnie Achenbach (608) 874-4420 achenbalo@pdc.k12.wi.us
Clerk Lacie Anthony (608) 306-0572 higginsmi@pdc.k12.wi.us	

ADMINISTRATORS

Mr. Andy Banasik - (608) 326-3702

District Administrator /Transportation Director/Activities Director/HS Principal

Vicki Waller - (608) 326-3716

Director of Business

Mike Liddell - (608) 326-3843

Altern. Education Coordinator; Mighty River Dean of Students/GEDO Instructor/HS Asst. Principal

Eric Mumm - (608) 326-3886

Bluff View Intermediate Principal (6-8)

Tomi Gebhard - (608) 326-3705

Bluffview Intermediate Principal (3-5)

Dawn Kuchta (608) 326-3858

Director of Special Ed/Pupil Services

Laura Stuckey - (608) 326-3704

BA Kennedy Principal

IT Department - (608) 326-3755

Technology Coordinator

PHONE NUMBERS

High School (608) 326-3721

800 East Crawford Street Fax - (608) 326-3709

Bluff View Intermediate (608) 326-3722

1901 East Wells Street Fax - (608) 326-5364

B.A. Kennedy Elementary (608) 326-3719 or 3720

420 South Wacouta Avenue Fax - (608) 326-3707

District Administrator (608) 326-3702

800 East Crawford Street Fax - (608) 326-0000

HIGH SCHOOL STAFF

AGRICULTURE

Cole Chapman-ext. 326-3725

BUSINESS EDUCATION

LeAnn Bollum ext. 326-3730

Paula Shedivy ext. 326-3757

ENGLISH

Heather DeBruin ext. 326-3739

Margaret Johnson ext. 326-3741

Natalie White ext. 326-3738

FINE ARTS

Jill Ahrens ext. 326-3776

Kat Mannel ext. 326-3726

Matthew Lenz ext. 326-3774

F/CE

Brenda Moses ext. 326-3756

FOREIGN LANGUAGE

Illa Tregoning ext. 326-3734

GEDO

Mike Liddell ext. 326-3843

HEALTH

Paula Shedivy ext. 326-3757

LIBRARY

Michele O'Brien - ext. 326-3361

MATHEMATICS

Paul Carroll ext. 326-3767

Kathleen Hein ext. 326-3771

Heather Luster ext. 326-3766

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Jacob Marshall ext. 326-3784

Paula Shedivy ext. 326-3757

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Brent Seamans ext. 326-3833

Vicki Scott ext. 326-3832

Stephanie Timmerman ext. 326-3834

Kirby Kohler ext. 326-3830

SOCIAL STUDIES

Ron Sedgwick ext. 326-3841
Naomi Huffman ext. 326-3837

SPECIAL EDUCATION

Deanna Thein ext. 326-3848
Correne Martin ext. 326-3856
Caitlin Bittner ext. 326-3747

SECRETARIES

Brooke Teynor ext. 326-3721
Administrative Assistant

Stephanie Mezera ext. 326-3846
Guidance Office Assistant

Sara Godfrey ext. 326-3717
Athletic Director Assistant/Middle School Athletic Director

Amy Lenzendorf ext. 326-3713
Mighty River Secretary

CUSTODIANS ext. 326-3737

Justin Frazier
Meg Schroeder
Jordan Stagman
Jennifer Stagman

TEACHING ASSISTANTS

Brenda Breitsprecher
Sherry Jazdzewski

FOOD SERVICE

Vicki Hafke 326-3760
Jennifer Wagner ext. 326-3210

SCHOOL NURSE

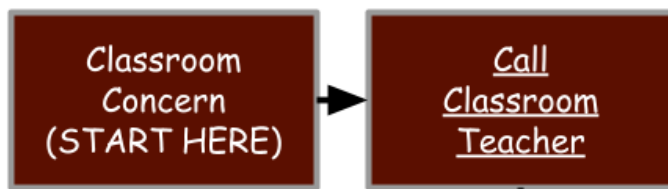
Jill Henry 326-3780

LIBRARIAN

Michele O'Brien ext.326-3871

DO YOU HAVE A CONCERN?

The Prairie du Chien Area School District follows the state standards as adopted by the State of Wisconsin Department of Public Instruction as an outline of base expectations. The related accountability and testing is conformed to as appropriate to be in compliance with all state and federal laws. Where appropriate, classroom materials have been aligned to the Common Core Standards. The Common Core Standards are only an outline of base expectations; the district strives to exceed these standards in all areas of school offerings.



The Prairie du Chien Board of Education, administration and staff expect that all concerns be treated with respect.

All persons will be assisted by the best person to help them with their concerns regarding their children and their schools. The flowchart explains some general guidelines.

Not all concerns may be resolved exactly as all persons involved desire, but district staff will be open to considering all concerns and providing any assistance possible.



HIGH SCHOOL GRADUATION

GRADUATION REQUIREMENTS BEGINNING WITH CLASS OF 2028

All students graduating from Prairie du Chien High School must complete the following requirements. Students not completing the requirements of the school board will not be allowed to be involved in the graduation ceremonies.

REQUIREMENTS

7.0 Credits = Sophomore

14.0 Credits = Junior

21.0 Credits = Senior

GRADUATION REQUIREMENTS

English 4.0 Credits

Science 4.0 Credits (Allow multiple options – 3.0 Credits Core)

Social Studies 4.0 Credits

Mathematics 4.0 Credits (Allow multiple options – 3.0 Credits Core)

Physical Education 2.0 Credits

Careers 0.5 Credits

Personal Finance 0.5 Credits

Foreign Language 1.0 Credits

Fine Arts 1.0 Credits

CTE 1.0 Credits

Health 0.5 Credits

Electives 6.5 Credits

28.0 CREDITS

GRADUATION REQUIREMENTS CLASSES OF 2026, 2027, 2028, 2029

All students graduating from Prairie du Chien High School must complete the following requirements. Students not completing the requirements of the school board will not be allowed to be involved in the graduation ceremonies.

REQUIREMENTS

7.0 Credits = Sophomore

14.0 Credits = Junior

21.0 Credits = Senior

GRADUATION REQUIREMENTS

English 4.0 Credits

Science 5.0 Credits (Allow multiple options – 3.0 Credits Core)

History 3.0 Credits

Mathematics 5.0 Credits (Allow multiple options – 3.0 Credits Core)

Physical Education 2.0 Credits

Health 0.5 Credits
Electives 8.5 Credits
28.0 CREDITS

High School Credit for Middle School World Language Classes

BLUFF VIEW WORLD LANGUAGE LEVELS *	HIGH SCHOOL EQUIVALENT *
Spanish 1A	Spanish 1
Spanish 1B	Spanish 1
Spanish 2A	Spanish 2
Spanish 2B	Spanish 2

* Students must earn a C- or better to progress to the next level. This is to ensure their success as they continue learning the language.

HIGH SCHOOL CREDITS

If you start OR retake...	Must have already completed!	You will receive ...
Spanish 1	No Requirements	0 Credits for 7th/8th grade work (when retaking or starting a class, you only get credit for the current class, not any previous attempts.)
Spanish 2	Level 1B @ Bluff View	1 Credit for Spanish 1 for 7th/8th grade work.
Spanish 3	Level 2B @ Bluff View	1 Credit for Spanish 2 for 7th/8th grade work. - Notice of completion for Spanish 1

HIGH SCHOOL TRANSCRIPT

- Shows Semester 1 & 2 grades for credited class (Level 1B or 2B).
- Asterisk (*) notes credit was received for 7th/8th Grade.
- Grades are NOT factored into High School GPA!

GRADING SCALE

LETTER GRADE	HIGH RANGE	LOW RANGE
A+	100.00	96.50
A	96.49	94.50
A-	94.49	92.50
B+	92.49	89.50
B	89.49	85.50
B-	85.49	84.50
C+	84.49	79.50
C	79.49	74.50
C-	74.49	69.50
D+	69.49	66.50
D	66.49	63.50
D-	63.49	59.50
F	59.49	0.00

VALEDICTORIAN/SALUTATORIAN – Board Policy # 989

Criteria for Valedictorian and Salutatorian will be figured on the GPA with AP Enhancer (beginning with the Class of 2017) accumulated after 7 (seven) semesters. If there is a tie, the following criteria will be used.

1. ACT Score
2. PSAT Score (PSAT may only be taken during the junior year)
3. Flip of a coin

CLASS RANK

Prairie du Chien High School will figure class rank solely on GPA with AP Enhancer for each term accumulated until a student's last term grade of his/her senior year. All courses taught at Prairie du Chien High School and Mighty River Virtual Academy will count toward the GPA with AP Enhancer. A student's final rank, for the purpose of academic scholarships will be done at the 7th semester.

GPA AP ENHANCER

AP Test Score of 2; Class GPA x 1.2
AP Test Score of 3; Class GPA x 1.3
AP Test Score of 4; Class GPA x 1.4

AP Test Score of 5; Class GPA x 1.5

GPA Enhancer based on 0.5 credit/semester	Grade of A		Grade of B		Grade of C	
	sem 1	sem 2	sem 1	sem 2	sem 1	sem 2
AP Test Score of 2	2.4	2.4	1.8	1.8	1.2	1.2
AP Test Score of 3	2.6	2.6	1.95	1.95	1.3	1.3
AP Test Score of 4	2.8	2.8	2.1	2.1	1.4	1.4
AP Test Score of 5	3.0	3.0	2.25	2.25	1.5	1.5

For example: Student scores a 3 on an AP exam with a semester 1 grade of an A (2.6 points) and semester 2 grade of a B (1.95 points). The total GPA Enhancer points added will equal 4.55 (2.6 + 1.95 = 4.55).

AP Guidelines

Students who take AP courses are expected to take the AP exam. ***Students/families are responsible for paying for the exam cost. The standard cost of exams is \$99 per exam. Some students may qualify for a reduced fee of \$53 per exam.*** A student must decide if they want to take an AP exam by **October 1st**. After this date, if a student does not take the exam, the student must pay the \$40.00 “no exam” fee.

STATE MANDATED ASSESSMENTS

Prairie du Chien High School students will need to take the following tests to fulfill the state mandated assessment requirement.

- 9th Grade - Pre-ACT
- 10th Grade - Pre- ACT, Forward Test
- 11th Grade - ACT
- 12th Grade - Complete the Civics with a passing grade of 60%

GRADUATION COMMITTEE

The graduation committee is composed of seniors who have a cumulative GPA of 3.75 or better after 7 (seven) semesters.

GRADUATING CLASS

Each member of the graduating class will be expected to submit the following pictures by **December 19, 2025**. Pictures are to be turned in to the office- Mrs. Teynor! Pictures must be vertical not horizontal.

1- Senior Pictures * Class Video * Newspaper * Display Case * Yearbook
1 Baby Picture- * Yearbook * and Class Video

EARLY GRADUATION

Any student who wishes to apply for early graduation must complete the following steps:

1. Pass all classes that he/she has taken in Term 1 of his/her senior year.
2. Show proof of being enrolled in postsecondary school or provide proof of employment from employer.
3. Provide a letter from his/her parent/guardian stating that the student has permission to apply for early graduation.
4. Apply in writing to the high school administration on or before October 31st!
5. Have 90% attendance for his/her senior year.

GEDO #2

The GEDO Option #2 Program allows authorized school districts to use the GED test battery to measure proficiency in lieu of high school credit for students enrolled in an alternative education program. A student who passes the GED tests and completes the other requirements for graduation is entitled to the traditional high school diploma.

- Students must be at least 17 1/2 years of age.
- Students must be at least one year behind their 9th grade class in credits earned.
- Students must be able to demonstrate an ability to read at or above the 9th grade level;
- A formal meeting with school personnel will be held prior to the student entering the program.

CHANGING CLASSES

Schedule changes must be done prior to the beginning of a semester to minimize disruption. Requests made after the start of a semester must be presented to the administration. No requests will be accepted after the second day of the term or semester!

DROPPING A COURSE

Students may not drop a course if it results in less than a full load! Students may NOT drop a course after the 2nd day of the beginning of the class without administrator/parent meeting. Students who take a semester course may not drop at the end of the term. Requests to drop a course(s) must be made through the administration only! Students who drop a course(s) after the deadline may receive an "F." Students may only drop a "class" for a "class."

DRIVER'S EDUCATION

Students may take the Driver's Education Course at Prairie du Chien High School during the summer school sessions (must be 14.5 years old at the start of class). Each session will be 3 weeks in length. One session will be held in June and the other in July. The course may only be taken if the student has not failed any of his or her core courses in the previous school year without administrative approval. There is a cost to the Behind the Wheel portion of the course. Behind the Wheel is the required driving time with an instructor. Please see Miscellaneous Fees at the end of the handbook.

ATHLETICS FOR PE CREDIT

State of Wisconsin law requires one and one-half credits of physical education (PE), which incorporate instruction in the effects of exercise on the human body, health-related physical fitness, and activities for lifetime use. For the minimum credits of PE, a school board may allow a student who participates in sports or any other organized physical activity to complete an additional one-half credit in English, Social Studies, Mathematics, or Science in lieu of one-half credit in PE. Wisconsin Statutes 118.33(1)(a) and 118.33(1)(e)

PdC High School students may complete an additional one-half credit course in English, Mathematics, Social Studies or Science that is not otherwise required for graduation in lieu of one-half credit of physical education for purposes of high school graduation. A student is eligible for this option under the following conditions.

1. Students must have actively participated in and complied with the rules as outlined in the District's Co-Curricular code.
2. The student must successfully complete one credit of physical education in addition to the alternative physical education credit option.
3. The student must have successfully participated in one or more approved sports or other organized physical activities in a total of 8 seasons or more in their high school career – grades 9 to 12.
4. A season is defined as a full sports season during the fall, winter, or spring.
5. Successful participation will be defined as lettering, or a coach's signed successful (full season) completion certificate, in an approved sport or organized physical activity.
6. These activities must be co-curricular or in addition to, and after the completion of the normal school day required classes in the core academic areas.
7. An approved sport or organized physical activity is:
 - a. All high school levels of Wisconsin Interscholastic Athletic Association (WIAA) sanctioned sports sponsored by the District. (club activity/sport participation will not be accepted)
 - b. Any additional school-sponsored sport or organized physical activity approved by the High School Principal or Assistant Principal.
 - c. When making approval decisions, the High School Principal or Assistant Principal shall take into consideration such factors as the rigor of the sport/organized activity, the length of the sport/organized activity season, the frequency of the sport/organized activity practices and contests, and the sport/organized activity management or supervision. In terms of minimal length and rigor, the season or activity period should be at least as long as the shortest WIAA season of an approved WIAA sport and should involve at least four weekly practices and/or contest or performances.
8. It shall be the responsibility of the student to collect and provide relevant information regarding the sport or organized physical activity that will support the request after full completion of requirements have been fulfilled.
 - a. Students pursuing this option should keep a file of the earned letters/certificates.
 - b. Students should plan well ahead of graduation and communicate the desire to use this option.
9. Student participation in any approved sport or organized physical activity shall be verified by the High School Assistant Principal and filed with the Counselor's office for transcript documentation.
10. If the student is not satisfied with the High School Assistant Principal's decision, he/she may appeal the decision to the High School Principal. That decision is final as there is no appeal process.

GRADES

REPORT CARDS

Report cards are issued at the end of each nine-week term online. Please refer to Skyward Family Access for report cards and other student information.

PROGRESS REPORTS

Progress reports will be available online for each high school student on the 3rd and 6th week of every term. Parents are to be aware they should use SKYWARD PARENT ACCESS to view their child(ren)'s reports. *Contact the building secretary to acquire your Skyward Parent Access Username and Password.*

INCOMPLETE GRADES

If a student receives a grade of incomplete for any marking period, that student has two weeks from the close of the term to make up any missed work. If the work is not made up within that time, the incomplete will automatically revert to a grade of "F." Fourth term incompletes must be arranged to be made up by 3:00 p.m. of the first teacher in-service day. The administration may extend the two-week provision in individual cases involving unusual circumstances. This will be done in consultation with the teacher(s) involved.

MAKE-UP WORK

Students with excused and/or unexcused absences shall be entitled to and be responsible for making up all homework - including examinations. Students with excused and unexcused absences will be allowed make-up work (the number of days absent plus one). However, work missed because of unexcused absences could be for reduced credit or no credit. It is the student's job to contact the teacher and arrange to obtain make-up work.

ACADEMIC EXCELLENCE

The Prairie du Chien School District will be utilizing the "Academic Excellence Program". This incentive program will reward a student for achieving a high level of performance as it relates to grades. The program will consist of four levels of academic achievement. These levels are:

Level I - GOLD CLUB

A student who receives a 3.75 - 4.0 GPA for that term.

Level II - SILVER CLUB

A student who receives a 3.5 - 3.74 GPA for that term.

Level III - BRONZE CLUB

A student who receives a 3.0 - 3.49 GPA for that term.

Level IV - MAROON CLUB

A student showing improvement in academic achievement but cannot make the Gold, Silver, or Bronze Club criteria. Individuals are nominated by the teaching staff.

ACADEMIC LETTER AND PIN

The National Honor Society will award 5 points to a student named to the honor roll and 10 points to a student named to the high honor roll at the end of each grading period. When a student accumulates 90 points, he/she will receive an academic letter. When a student accumulates an additional 30 points (120 points overall), he/she will receive an academic pin for recognition of this accomplishment.

NATIONAL HONOR SOCIETY

To become eligible for membership in the National Honor Society at the end of his/her sophomore year, a student must have a cumulative 3.5 GPA average using all classes taken at Prairie du Chien High School. As juniors or seniors, eligible students may indicate their interest in being part of the National Honor Society by filling out an information form in September. Co-curricular and academic violations may affect a student's status (academic honesty).

Students are selected based on leadership, service, and character as well as their GPA. Due to this fact, the NHS Faculty Council, selected yearly by the principal, rates and selects candidates for membership. Induction is held each year near the end of October. Please refer to the National Honor Society Handbook.

HOMELESS STUDENTS – Board Policy 5111.01

POLICY STATEMENT

The Prairie du Chien Area School District shall provide an educational environment that treats homeless students with dignity and respect, and that is in accordance with the McKinney-Vento Homeless Assistance Act. Homeless students shall be provided with equal access to educational programs provided to other students, have an opportunity to meet state and district academic achievement standards to which all students are held and are not segregated or discriminated against on the basis of their homeless status. This commitment to the educational rights of homeless children and youth applies to all services, programs, and activities provided or made available.

DEFINITION OF HOMELESS CHILDREN AND YOUTH

The McKinney-Vento Act (McKinney-Vento Homeless Assistance Act, 42 U.S.C. ss11431-11436, sec. 25), defines homeless children and youth as “individuals who lack a fixed, regular, and adequate night-time residence.” The term includes children and youth who: are living with other persons due to the loss of housing, economic hardship, or a similar reason, including children and youth living doubled-up with family or friends; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative, adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; are temporarily housed while awaiting foster care placement; have a primary night-time residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings; are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; are migratory children who qualify as homeless because they are living in circumstances described above.

RIGHTS OF HOMELESS STUDENTS

The McKinney-Vento Act requires school districts to remove all barriers to enrollment, attendance, and academic success that may be faced by students experiencing homelessness. Consequently, eligible homeless students in the Prairie du Chien Area School District have the following rights and are eligible for the following services and supports: Immediate enrollment, even if lacking documents normally required at the time of enrollment. The district will work with the parent and or guardian or unaccompanied youth to later obtain required documents and records; Right to continue attending the school or origin (even if it is in a different district than the district in which the students is temporarily residing); Transportation to the school of origin when feasible and in the best interests of the student, upon the request of the parent/guardian or unaccompanied youth; Immediate enrollment in free school meals program; School supplies; Fee waivers; Before/After school programs; Tutoring programs; Referral to community and social services, including but not limited to housing, food, clothing, medical, and mental health; Preschool programs; Title I services.

LEGAL REF: Sections 118.13 Wisconsin Statutes
McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et. seq.)

HOMELESS STUDENTS – Procedures

(1) IDENTIFICATION

- (a) Information regarding the education of homeless students will be posted in every school in the district.
- (b) In collaboration with school personnel and community organizations, the district homeless liaison will identify homeless children and youth in the district, both in and out of school. Those who are not currently enrolled in school will be provided with enrollment services.
- (c) Each principal shall identify a staff member to serve as the building homeless contact. The name of the homeless contact shall be given to the district liaison annually. The homeless contacts will coordinate their schools' compliance with this policy and will receive training from the district liaison annually.
- (d) The district homeless liaison will determine if the child or youth qualifies as homeless. If a student qualifies, the district homeless liaison will forward the information to the appropriate persons to ensure correct entering into the student database(s).
- (e) Homeless status continues until the student is in stable housing. If the student continues to be homeless the following school year, he/she must be reidentified.
- (f) The district homeless liaison will ensure that the following groups have appropriate training and/or communication on a regular basis to improve identification and services:
 - i. Building Homeless Contacts
 - ii. Administrators
 - iii. Professional Staff
 - iv. Support Staff
 - v. Secretarial Staff
- (g) Training and/or communication topics may include:
 - i. students' rights under the McKinney-Vento Act,
 - ii. indicators of homelessness,
 - iii. sensitivity in identifying families and youth as homeless,
 - iv. who to contact if you believe a student is homeless,
 - v. services available to homeless families and unaccompanied youth,
 - vi. compliance with Prairie du Chien policies and procedures regarding homeless students

(2) SCHOOL SELECTION

- (a) A homeless child or youth has the right to remain at his or her school of origin (the public school that the child or youth attended when permanently housed, or the public school in which the child or youth was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend. A student is eligible to attend a school only if the student meets the requirements of the school and there is a seat available.
- (b) In the case of an unaccompanied youth, the district homeless liaison or designee will assist in placement or enrollment decisions considering the requests of such unaccompanied youth. The school placement shall be made regardless of whether the homeless child or youth lives with the parents or guardian or is temporarily living elsewhere.
- (c) Homeless children and youth shall remain at their school of origin to the extent feasible, unless it is against the parent/caregiver or youth's wishes. Feasibility shall be a child-centered determination, based on the needs and interests of the particular student and the parent/caregiver or youth's wishes. Required services, including transportation to and from the school of origin and services under federal and other programs, shall not be considered in determining feasibility. Potential feasibility considerations include:
 - i. safety of the student;
 - ii. continuity of instruction;
 - iii. likely area of family or youth's future housing;
 - iv. time remaining in the academic year;
 - v. anticipated length of stay in temporary living situation;
 - vi. school placement of siblings;
 - vii. whether the student has special needs that would render the commute harmful;
 - viii. length of commute.

(d) Students may remain at their school of origin the entire time they are homeless and until the end of any academic year in which they become permanently housed. The same applies if a child or youth becomes homeless between academic years.

(e) When a student is placed at a school other than the school of origin against the parent's caregiver's wishes, the parent/caregiver will be notified in writing of the reason for the placement. This written explanation will also include information regarding the process for disputing the decision. This letter will come from, and be kept on file by, the district homeless liaison.

(3) ENROLLMENT

(a) Homeless students must be enrolled immediately (within one school day).

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment.

(b) Unaccompanied youth must also be immediately enrolled in school. They may either enroll themselves or be enrolled by a non-parent caretaker, older sibling, or district liaison/designee. Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment.

(c) The terms "enroll" and "enrollment" are defined as "attending school and participating fully in school activities."

(d) Once permanent housing is found, the family has a choice to stay in the school or origin until the end of the school year or attend the public school for which they are eligible where they have found housing. Out of region and cross-district transportation will not be available once the family is in stable housing.

(4) SCHOOL SERVICES

(a) Each homeless child or youth shall be provided school services comparable to services offered to housed students. School personnel must inform parents/caregivers of all educational and related opportunities available to homeless children and provide parents/caregivers with meaningful related opportunities to participate in the homeless children's education. Services include but are not limited to:

- i. free breakfast and lunch,
- ii. school supplies and books,
- iii. preschool programs,
- iv. transportation services (see details below),
- v. educational services for which the child or youth meets eligibility criteria such as special education services or programs for English Language Learners,
- vi. programs for "at risk" students,
- vii. vocational and technical education programs,
- viii. Title I services
- ix. waiver of school fees,
- x. tutorial programs,
- xi. before- and after-school programs;
- xii. referrals to community based agencies and services.

(5) TRANSPORTATION

(a) Homeless students who live within the school's busing region will receive the same transportation services (in or out of town) as other students living within the school's busing region.

(b) When the school or origin and current residence are in different school districts, the two districts will agree on a method for transportation and share costs.

(c) If a family chooses to stay in the school of origin after permanent housing has been found, transportation will no longer be provided by the school of origin district, nor will the cost be shared

by the district of permanent residence. Permanent housing is defined as any signed lease or long-term stable living situation. Self-paying day to day in a motel and transitional housing are not considered permanent housing.

(6) COORDINATION/LEA

(a) The district homeless liaison will be the Local Educational Agency (LEA) liaison for homeless children and youth. The district homeless liaison, building homeless contacts and building administration will coordinate services to ensure that homeless children and youth enroll in school and have the opportunity to succeed academically.

(b) The district homeless liaison, or designee, shall coordinate with and seek support from the State Coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, the student transportation department, liaisons in neighboring school districts, and other organizations and agencies. Coordination will include providing community outreach, professional development and/or communication, and participating in community collaboration.

(c) The district homeless liaison, or designee, will keep data required by the State Department of Public Instruction and the United States Department of Education.

(d) The district homeless liaison, or designee, will coordinate with other federal program administrators in delivering services to homeless students.

(7) SCHOOL SELECTION AND ENROLLMENT DISPUTES

(a) If a homeless child is eligible to attend a school and is denied placement, the parent and/or caregiver or youth has a right to dispute that placement (refer to section 2, paragraph a). The homeless child or youth shall be immediately admitted to the school in which enrollment is sought, pending final resolution of the dispute. The student has the right to all appropriate educational services, in region transportation, free meals, and Title 1 services and is eligible to receive all McKinney-Vento services while the dispute is pending.

(b) The district shall provide the parent/caregiver or unaccompanied youth with a written explanation of its placement decision, the right to dispute this decision, and how to file a dispute. The district homeless liaison shall resolve the dispute as expeditiously as possible. The parent/caregiver or unaccompanied youth shall be given every opportunity to participate meaningfully in the resolution of the dispute. The district homeless liaison shall keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth in transition.

(c) The parent/caregiver or unaccompanied youth may appeal the liaison's decision by filing a complaint with the State Superintendent of Public Instruction, in accordance 29 with the Wisconsin Department of Public Instruction Complaint Resolution and Appeals Process.

LEGAL REF: Sections 118.13 Wisconsin Statutes McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et. seq.)

SPECIAL EDUCATION SERVICES

The School District of Prairie du Chien receives referrals on all students with suspected impairments or disabilities from all persons who have a reasonable cause to believe that such a need or condition exists. Prior to making a referral, the person who submits a referral must inform the parents of the intent to make the referral. The referral must be in writing and can be obtained from the Child Study Department. It must include the reason for the referral, the documentation

informing the parents, and measurable pre-referral interventions that were attempted in the general education environment to meet a student's needs.

When a student is suspected of being a student with a disability (CWD), the Special Education designee shall appoint an evaluation IEP Team and consent for evaluation will be acquired before assessment begins.

A determination of a disability cannot be based on a lack of instruction in reading or math or limited English proficiency. If the IEP Team determines that the child has a disability, an IEP is developed.

IDEA mandates the school district of Prairie du Chien to provide children with disabilities a free and appropriate public education in the least restrictive environment that is educationally appropriate.

The IEP Team participants shall include, at the minimum, a representative of the local education agency who can interpret the instructional implications of the evaluation, a special education teacher, the parents, and to the extent appropriate, a general education teacher. In addition, a student and other persons who have knowledge or special expertise regarding the student may be participants on the IEP Team.

As appropriate with modifications, a student with disabilities shall participate in state and district wide assessments if possible. He/she shall continue to be required to be taught in the general education environment, with supplementary aids and services, to the extent appropriate as determined by the IEP Team. A student with disabilities shall be reevaluated at least every 3 years if requested, while an IEP must be reviewed at least annually.

SECTION 504 PROTECTION

Section 504 is a federal law. It protects the rights of people with disabilities who are in programs that get money from the U.S. Department of Education. This includes public schools. A 504 plan provides accommodations, not modifications.

Accommodation: changes how a child learns

Modification: changes what a child learns

Section 504 is meant to make sure that students with disabilities can fully participate in all activities to the same level as students without disabilities. If a student is eligible for a 504 plan, a plan is written up for that student to access programs and afterschool activities.

Identify any student who needs special accommodations under Section 504.

- A **Referral** can be made by the following: - A parent or guardian - A school provider, such as a teacher - A medical provider, such as a doctor or therapist .
- The **parent is notified** of evaluation.
- An **Assessment** is done, looking at all areas of need.
- A 504 team **Meeting** is held. The team will decide if a child is eligible for a 504 plan.
- **Development of a 504 plan** by a 504 committee. This may include the school nurse, counselor, social worker, or teacher.
- **The Plan** is put into place.

- **The Plan** is monitored annually and re-evaluation is completed every three (3) years.

To be protected under Section 504, a student must meet the following criteria:

- Have a physical or mental impairment that substantially limits one or more major life activities
- Have a record of such impairment (medical diagnoses, aptitude or achievement tests, teacher recommendations, physical conditions, social or cultural background, and/or adaptive behavior)
- Is thought to have such impairment, and it is not thought to be temporary

CO-CURRICULAR ACTIVITIES

Co-curricular activities are an important part of the school day. They serve to provide an opportunity to break from the daily academic routine. Some activities are an expansion of classes with new concepts and areas being explored, while others are designed to expand an interest or hobby. At Prairie du Chien High School, student participation in co-curricular activities is encouraged to the development of the "total student."

Prairie du Chien Co-Curricular Activities

Archery	Jazz Band
Baseball *	Mock Trial
B/G Basketball *	National Honor Society
Book Club	Pep Band
Concert Choir	Spring Play
B/G Cross Country *	Sources of Strength
B/G Golf*	Spring Play
B/G Soccer*	Student Council
B/G Track and Field *	Summer Marching Band
Fall Musical	Vocal Jazz
FFA	Volleyball*
GSA (Gay Straight Alliance)	Wrestling*
International Club	
Softball *	
Football *	
Forensics	

CO-CURRICULAR EVENTS

Any student participating in or attending co-curricular events at home or away is reminded that he/she is subject to the rules and regulations of the Prairie du Chien High School and Co-Curricular Code Handbooks. All students who attend an event shall be in attendance for a ½ day unless prior permission has been approved by the administration. Disciplinary action may be taken if a student is determined to be in violation of a rule or regulations. Become involved in your organizations and sports of interest. It's your future! GET INVOLVED!

ACHIEVEMENT PROGRAM

The following rewards can be earned for each grade level starting after the first six weeks of Quarter 1. Every 3 weeks we will have a grade, discipline, and attendance report to determine eligibility for the achievement program.

- a. B's or better in all classes**
- b. No more than 2 minor discipline referrals**
- c. 0 major discipline referrals**
- d. Appropriate attendance - No Unexcused Absences**

If a student qualifies, you are allowed all the rewards listed for your grade level. Eligibility can be taken for the reasons described above. Eligibility can be returned by the administration. The length

of time eligibility is revoked is determined by the administration and will vary depending on the incident. In some instances, eligibility can be removed for the remainder of the school year. The administration has final discretion.

Seniors (Don't Plan Your Work Schedule Around Flextime)

1. Random drawings and special events
2. *Open Campus Flextime* with ACT score above state average. (Beginning 4th week of school) (Must have permission forms signed first)
3. *Open Campus Flextime (Grades- 6 Week Mark)* (Must have permission forms signed first)

Juniors

1. Random drawings and special events
2. Reward Flextime - being in the HS Cafeteria/Library with appropriate behaviors. ***Beginning Semester 2***
3. Open Campus Flextime ***(4th Term)(A-B students w/no late work) and an ACT Score above the State Average.***

Sophomores

1. Random drawings and special events
2. Reward Flextime - being in the cafeteria with appropriate behaviors and grades beginning Term 4.

Freshmen

1. Random drawings and special events

ADDITIONAL DETAILS

- Staff can require students to attend FLEXTIME at any time without removing a student's eligibility.
- **This privilege can be revoked at any time at the administration's discretion.**

Definitions:

Reward Flextime - Students may be in the cafeteria during Flextime exhibiting appropriate social behaviors.

Open Campus Flextime- Students who qualify are allowed to leave school during Flextime. Students are **required** to sign out.

ATTENDANCE GUIDELINES (Policy 5200)

SIMPLE TRUANCY

A student who is absent from school without an acceptable excuse for either of the following is labeled truant.

- a) Part or all of one (1) day or any part of a day without a valid excuse;
- b) The building administration has the right to issue a “simple truancy” fine.
Simple Truancy = \$169.00

HABITUAL TRUANCY

A student who is absent from school without an acceptable excuse for either of the following is labeled habitually truant. Habitual Truancy =

- a) Part or all of five (5) or more days in a semester without a valid excuse.
- b) All parents may excuse their child(ren) only ten (10) days for the school year. After the 10th day, a medical note will be needed for each absence. The building administration has the right to approve or deny the parental note.

The Board of Education and staff of the Prairie du Chien Area School District believe that a student's education is one of the most important aspects of his/her life and that the quality of the student's education depends upon the student's physical attendance at school. Because each day of school missed can never be fully made up, it is essential that students attend school regularly. Employers often check a prospective employee's attendance record.

RULES AND REGULATIONS

1. Regular attendance is a responsibility that should be shared by parents/guardians, students, and the school.
2. Students will be required to attend all their scheduled classes, activities unless they have a parental request that has been approved by the building administration. Students must sign-out in the office before leaving the building.
3. The following guidelines are to be used by the school administrator in granting passes for a student:
 - a) Illness or injury of the student (a note from a doctor or school nurse will be required after three (3) consecutive days or ten (10) absences in a school year.
 - b) Serious illness, death in the family.
 - c) Court appearances or other legal procedures
 - d) Health appointments (i.e. medical, dental, chiropractic, optometric) students must bring the administrative assistant a signed slip from the doctor.
 - e) School sponsored activities - homework, quizzes, tests, etc. will be due the next day
 - f) College visitation – entitled to (2) days per school year. - Juniors and Seniors only
 - g) A quarantine as imposed by a public health officer
 - h) Other prearranged absences which have been approved by the building administration
 - i) Religious observances
4. Students whose absence is not excused by the building administrator shall be considered unexcused - TRUANT. A simple truancy fine may be given.
5. When a student is absent, his/her parent/guardian must contact the school the day of the absence by 9:00 a.m. Failure to contact the school will result in a school contact to the home or place of parent/guardian's

employment. All absences are considered unexcused (truant) unless contact and agreement has been made between the parent/guardian and the school.

6. Parents/guardians will be expected to provide a written explanation of absences at the time the student returns to school or, in the case of prearranged absences, prior to the absence. When students return to school following any absence, they must stop in the office. In order for an absence to be counted as an appointment a form has to be turned in from the appointment.

7. Students with excused absences shall be entitled to and be responsible for making up the work missed - including examinations. Students will have at least the number of days missed PLUS one additional day to make up homework and examinations.

8. Students with unexcused absences will be allowed to make up work. However, it could be for reduced credit or no credit. It is the student's job to contact the teacher and make arrangements to obtain make-up work.

ABSENCE is defined as missing more than ten percent of any class.

TARDY is defined as not being in an assigned classroom or signed into a study area when the tardy bell rings.

TARDINESS

Upon late arrival at school, at any time during the day, a student MUST REPORT to the office for a tardy pass before going to class, study hall, or any other area. A note should accompany the student to explain the tardiness. A phone call to the home may be made to determine the circumstances of the tardiness. Students are to be in their classrooms and seated when the bell rings to start the class. For each "unexcused tardy" a student will receive one hour detention. Disciplinary action by the campus administration will be enforced for student tardiness. It is at the discretion of the administration and instructors to determine if student tardiness is EXCUSED or UNEXCUSED.

LOITERING

Consistent with Prairie du Chien Municipal Code 9.07, Loitering is prohibited in or on school property. *"No person shall loiter, lounge or loaf in or about any ... place of assembly or public use after being requested to move by the owner or person in charge or any police officer. Upon being requested to move, a person shall immediately comply with such request by leaving the premises or area thereof at the time of the request."*

- a) Similarly, any student refusing to attend class or freely wanders the school building or property may be classified as loitering. Failure to comply with requests to relocate creates a safety concern for others in the building and could result in a referral to local law enforcement.
- b) In such instances, students will be given a time frame-appropriate to the student or situation-to comply or relocate. After such time, parents/guardians will be notified to remove their child or make arrangements for pick up.
- c) The ultimate goal is for students to be where they need to be and within expectations.

TRUANCY

"Truancy" means any absence or part or all of one or more school days during which the school attendance office, principal, or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

The school attendance officer shall notify the parent or guardian of a child who is a habitual truant at the time the child becomes a habitual truant. This will be done by mail or email (electronic notification). "Habitual Truant" means a student who is absent from school without an acceptable excuse for either of the following reasons:

- a) Part or all of five (5) or more days in a school year without a valid excuse
- b) All parents may excuse their child(ren) only ten (10) days in a school year. After the 10th day a medical note will be needed for each absence.

TRUANCY – State Statute 118.15 Board Policy # 5200

2025-26 Truancy **Prairie du Chien School District Truancy – Tiered System of Interventions**

The goal of the Prairie du Chien School District Tiered System of Interventions is to provide resources to assist students and their families to increase the student's attendance rate. Academic achievement is intimately related to regular attendance at school in accordance with established State Statutes.

Level One

- **3 – 5 Non-Administrative Approved Absences**
 - **Student contact with Assistant Principal/Principal**
 - **Letter mailed to parents.**

If a student is beginning to develop school attendance issues, school staff will engage families early in the process by reaching out to students and parents to discuss the concerns.

- ✓ *Building relationships early and establishing open communication will support school's ability to assess needs and support service connection prior to issues becoming habitual.*

Possible early intervention options include:

- School calls the parent and/or student to discuss the unexcused absence & encourage school attendance for each occurrence.
- School sends warning letter to parent/guardian.
- School takes the opportunity to ask the parent and/or student about any educational counseling/evaluate to determine if child has learning challenges.
- School offers an in-person meeting to conduct a social problems assessment.
- School offers school guidance and/or provides information on community resources (MH, Parenting, concrete needs, mentorship).
- Arrange for the youth to stay after school or come in early following a missed day to make up the missed academics and time.

Level Two

- **5 – 8 Non-Administrative Approved Absences**
 - **Parent contact by Assistant Principal – Schedule Truancy Meeting**
 - **Completion of required DHS Assessment Paperwork**
 - **Student contact with SRO**
 - **Letter from SRO to parents**

The student has not responded to Level One support and continues to have absences. A formal meeting is arranged for the family and the student to meet with their school counselor and/or other school staff to discuss the cause of the absences.

- ✓ *At this point, the school, student and family will enter into a school attendance contract that includes expectations, timelines & incentives based on information obtained during the meeting and set a follow up meeting time/date that may be cancelled if attendance improves.*
- ✓ *A warning letter will be sent noting that a citation may be issued with the intention that a forfeiture will be issued, or the consequence is stayed with the condition that the family and youth meet with school staff to proceed with the tiered intervention approach.*

Possible actions and solutions include **Level One Support and:**

- Conduct a social problems assessment AND the School Refusal Assessment with the student and parent.
- Coordinate regular meetings with school counselor.
- Identify a school staff member to conduct “check in’s” and to provide unconditional positive support.
- Offer schedule changes.
- Arrange additional supports (At-Risk/SPED programming)
- Support a referral to mental health counseling or other concrete resources such as transportation, hygiene support, etc.
- Student and Parents enter an Attendance Agreement with district.

Level Three

- **10 Non-Administrative Approved Absences**
 - **Referral to Truancy Review Board**
 - **Building Principal (Dependent on Student)**

- SRO
- Crawford County DHS
- Business Community Representative
- PDC Superintendent of Schools
- Effort to Reduce unexcused through positive and negative reinforcements.
- Determine Root Cause
 - Offer Services to address identified causes.

The student continues to miss school after their meeting with a counselor/school staff and entering into an attendance agreement.

Possible added solutions may include Level One & Two supports and:

- Mental Health Screens and/or referral for counseling.
- Review the School Refusal Assessment information and re-screen.
- A referral to CCS and/or CST for mental health and wraparound support.
- Formal Warning from local police department for Municipal Citation (simple/habitual or contributing).
- DHS workers will be assigned to offer voluntary case management and service connection.
- Arrange for youth to complete Truancy Curriculum.

The Truancy Review Board (TRB) is made up of members who bring a different perspective and solutions to our truant students. This includes school staff, DHS Staff, MH Providers, LE & other identified supports.

- ✓ *The attendance officer sets another meeting with the student, parents, and TRB to review the attendance agreement. The board speaks with students and can mandate certain actions or interventions. The Board ultimately decides what further interventions and plan adjustments will occur, and which students are cited or referred for truancy.*

Level Four

- **12 – 15 Non-Administrative Approved Absences**
 - Citation issued to parents for contributing to Truancy.
 - 2 month wait for court
 - During this time additional unexcused result in simple truancy citations to the student
 - 17 + Municipal Court

Juvenile Court Intake:

✓ *If the Tiered System of Interventions is utilized without success, a referral to Juvenile Court Intake may be made. Juvenile Court Intake responds to truancy referrals through diversion programs, treatment interventions, and approaches to hold youth accountable for their behavior without resorting to legal sanctions, court oversight or the threat of confinement. School or TRB engagement with the family should not end when a referral is made as this is an added support, not a transfer of responsibility to address attendance issues.*

- At this stage, Habitual Truancy Procedures outlined under s. 118.16 (5) must be completed and documented (Truancy Report) and a Non-LE referral with supporting documentation must be included.
- A *Juvenile Intake* will be completed as required by law with the youth & family. At this time, certain solutions can be requested, imposed, and/or stayed
- Or the youth may be referred back to the TRB for additional support and intervention recommendations and the Non-LE referral will be counseled/closed.

If the case is formally opened, ongoing review meetings will be administered by the assigned social worker in conjunction with the TRB or school staff associated with the student's school team. The team reviews student attendance and intervention, and if improvement is not seen, DHS may proceed with additional interventions as deemed appropriate.

Potential solutions and sanctions may include:

<u>Solutions</u>	<u>Sanctions</u>
● AODA/Mental Health Assessment or additional Treatment referrals (Matrix) ● Community Service ● Mental Health Counseling ● In-Home Family Therapy ● Attend Summer School, After School or Alternative School programming. ● After School Homework/programming	● Increased Worker/Youth Contacts ● Confiscate Electronics ● Drug Monitoring ● Forfeiture ● License Revocation - Driver's, Hunting, Fishing ● No Contact Orders ● Ankle Monitor via DHS

• Truancy curriculum or other Programming with DHS • Mentorship Referral • All Level 1 – 4 Response Options	• Curfews or In-home orders • Review and adjust DPA • Revoke DPA & File JIPS • Citation referral – parent or child • Ordered Respite
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Level Five

- **20 + Non-Administrative Approved Absences**
 - o **LE Referral for Habitual Truancy.**
 - **Based on recommendation from Truancy Review Board**

CLOSED CAMPUS

All students will be on Closed Campus.

Detentions Board Policy # 1036

During the 2025-2026 school year. Students who do not abide by the student handbook may be assigned detention.

Additional detentions can be assigned for up to an hour before school, after school, and up to 4 hours on Saturday.

*Failure to attend assigned detentions will result in further disciplinary action.

STUDENT BEHAVIOR EXPECTATIONS

STUDENT SUSPENSION - Board Policy # 5610

A student may be suspended from school for violation of reasonable school rules which results in the endangerment of the health, safety or property of others while in or out of school or while under or not under the supervision of a school authority; or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property or injure any school personnel and/or students by means of explosives or other methods.

SUSPENSION

Students may be suspended from school by the administration up to five days for serious or repeated violations, or for conduct while not at school or for conduct under the supervision of a school authority which endangers the property, health or safety of any employee, student, and/or school board member of the school district in which the student is enrolled or, if notice of expulsion hearing has been sent under par. © 4 or (e) 4.

or s. 119.25 (2) ©, for not more than a total of fifteen consecutive school days. The parent or guardian shall be given written notice explaining the reason for the suspension. A copy will be sent to the superintendent.

Suspended students may not be on school grounds nor participate in any school activities while on suspension. Credit may be given for all assigned class work 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.

EXPULSION - Board Policy # 5610

Expulsion means the removal of a student from school for the remainder of the school term.

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/she 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, student, and/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 student and if the student is a minor, to the student'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 for all proceedings. Upon the board's decision to expel a student(s), a copy of the expulsion order will be mailed to the student and his/her parent or guardian. The student 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.

This penalty is reserved for situations involving serious misconduct or disobedience or repeated infractions of school rules for which the student has been penalized previously. The decision regarding expulsion is made by the school board based on the recommendation of the administration. In all situations, however, the administration must reserve the right to take disciplinary actions, which are deemed to be in the best interest of the student and the school, while ensuring those due process procedures are followed. Thus, the above information specifies disciplinary actions as a consequence of student misconduct and furnishes general guidelines rather than hard and fast mandatory action when dealing with student discipline at Prairie du Chien High School.

RULES/INFRACTIONS & PENALTIES

The Board of Education, in support of the aims of public education, believes that the behavior of students attending the Prairie du Chien Area School District shall reflect standards of good citizenship demanded by members of a democratic society. Self-discipline is one of the important, ultimate goals of education. With this belief as a basis, the following discipline guidelines have been adopted by the Board of Education:

1. Each teacher shall analyze his/her own discipline cases and attempt to apply the appropriate corrective measures to the best of his/her ability. This would involve inclusion of parents and guidance personnel.
2. In the event the problem(s) continues or warrants additional aid, the teacher shall present the discipline problem to the administrator. The administrator shall give careful and definite consideration of all offenses brought to his/her attention. Outside sources may be suggested for further counseling. Providing all due processes have been fulfilled, the district administrator and principal shall have the authority and support of the board to suspend students from school.
3. Students who continue to cause discipline problems shall have their cases presented to the board with the recommendation for expulsion.

DANGEROUS WEAPONS ON SCHOOL GROUNDS - Board Policy # 5772

Any illegal weapon, firearm, explosive (including smoke bombs and all fireworks) is prohibited on school property, school buses, school vehicles, and/or at any school related event. Also prohibited are objects possessed with the intent to threaten, intimidate, and cause bodily harm and/or property damage. This would also include look alike weapons. Weapons under control of certified law enforcement personnel are permitted. Students violating this policy will be subject to disciplinary action, possible suspension, and/or recommendation for expulsion. In the case of possession, with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified (Hunter Safety Programs will be permitted.). Parents/guardians will be notified and recommendation for suspension or expulsion reviewed. Legal Reference: Wisconsin Statute 948.60, 948.61 - Board Policy # 833

1st Offense

- a) Suspension 1 - 5 days in or out of school
- b) Parent notified
- c) Law enforcement notified
- d) Reimburse district for damages
- e) Possible expulsion

2nd Offense

- a) Suspension 5 days out of school
- b) Parent notified
- c) Law enforcement notified
- d) Reimburse district for damages
- e) Expulsion procedures started

NOTE: *Any student found in possession of a gun or having had possession of a gun while on school property may be expelled for not less than one (1) semester!*

DISCIPLINARY ACTIONS

It is the philosophy and belief of the administration of Prairie du Chien High School that the responsibility of managing student behaviors rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy we will not hesitate to call the police and initiate arrest and prosecution proceedings.

DRUGS/ALCOHOL/PARAPHERNALIA – Board Policy # 1063

Use, possession, selling of chemicals or a controlled substance or possession, use, selling of drug paraphernalia is strictly prohibited on the Prairie du Chien School grounds.

1st Offense and Next Offense

- OSS - 3 - 5 days
- Parent notification
- Law enforcement notification
- Recommendation for expulsion

MAJOR RULE INFRACTIONS

- Disorderly conduct, inappropriate language and/or actions;
- Verbal and/or Physical assaults
- Tobacco/Drug/Alcohol Possession and/or use including (Look alike and synthetic drugs, improper use of medication or other products) – City Ordinance
- Use of/smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco, nicotine, or any other substance on District premises.
- Vandalism/Theft
- Harassment
- Computer / Network violations
- Threats made toward another student(s) or school personnel
- Academic Honesty
- Anti-Bullying (Anti-Bullying Form found on web Students/Anti-Bullying)
- Classroom Removal
- Defiance, disobedience, disruptive behavior
- Reckless/dangerous driving on school grounds

MAJOR RULE INFRACTION/PENALTIES

1st Offense

1st Offense penalties will be at the administrator's discretion, but can include (but are not limited to):

- Before/After School detention, Saturday Detention, In-School-Suspension, Out-of-School Suspension
- Parent notification and/or conference
- Law enforcement notification
- Restitution for damages if applicable
- Possible movement to 3rd offense if administration deems necessary
- Possible expulsion

2nd Offense

2nd Offense penalties will be at the administrator's discretion, but can include (but are not limited to):

- Before/After School detention, Saturday Detention, In-School-Suspension, Out-of-School Suspension
- Parent notification with conference
- Law enforcement notification
- Restitution for damages if applicable
- Possible movement to 3rd offense if administration deems necessary
- Possible expulsion

3rd Offense

3rd Offense penalties will be at the administrator's discretion, but can include (but are not limited to):

- Before/After School detention, Saturday Detention, In-School-Suspension, Out-of-School Suspension
- Parent notification with conference
- Law enforcement notification
- Restitution for damages if applicable
- Recommendation for expulsion
- Removal from computer network for the school year

MINOR RULE INFRACTIONS

- Vehicle/parking lot violations
- Tardiness
- Truancy (Abide by truancy code)
- Violation of dress code
- Male/female relationships
- Computer / Network violations

MINOR RULE INFRACTION PENALTIES

1st Offense

1st Offense penalties will be at the administrator's discretion, but can include (but are not limited to):

- Before/After School detention, Saturday Detention
- Parent notification via Skyward with possible conference
- Possible law enforcement notification
- Restitution if applicable
- Possible revoking of open campus privileges
- Loss of computer privileges for 1 week

2nd Offense

2nd Offense penalties will be at the administrator's discretion, but can include (but are not limited to):

- Before/After School detention, Saturday Detention
- Parent notification with possible conference
- Possible law enforcement notification
- Restitution if applicable
- Possible revoking of open campus privileges
- Removal from computer network for two (2) weeks

3rd Offense

3rd Offense penalties will be at the administrator's discretion, but can include (but are not limited to):

- Before/After School detention, Saturday Detention
- Possible law enforcement notification
- Restitution if applicable
- Possible revoking of open campus privileges
- Removal from class with an "F" if applicable
- Removal from computer network for six (6) weeks

ACADEMIC HONESTY – Board Policy # 5505

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to, plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, unauthorized use of hard copy or software to develop one's own software. High school personnel will have the responsibility for monitoring the above actions.

In the event a student is witnessed cheating by high school personnel or turns in work that is not his/her own, the following will apply.

1st Offense

- a) Student will receive a 0% on the project, assignment, quiz, or test
- b) Students may redo the work for up to 70% of the credit
- c) Follows major offense consequences
- d) Parent contact

2nd Offense

- a) Removal from class with an "F"
- b) Parent contact
- c) Follows major offense consequences

GENERAL INFORMATION

INCLEMENT WEATHER

Listen to WQPC Radio Station on 94.3 FM or 104.3 FM for school closing due to inclement weather or an emergency situation. Please listen starting @ 6:15 a.m.

DAILY ANNOUNCEMENTS

Daily Announcements will scroll on the cafeteria television daily and may be viewed on the web at www.pdc.k12.wi.us. Daily announcements will be read at the beginning of the 1st class of the day.

2nd PARENTAL CONTACT

Any Student who would like a second mailing sent to their parent(s)/guardian(s) MUST notify the high school office secretaries. Please provide the contact's mailing address.

CHANGE OF RESIDENCE

Students changing residence during the course of the year should report such changes to the office at once giving the new address, phone number and effective date of such change. Any student moving out of the district should see the section "Withdrawal from School" defined in this handbook.

OPEN ENROLLMENT - Board Policy #5113

Resident Student - A student who is legal resident of this district and is consequently entitled to attend school in this district in accordance with Policy #5113 - Eligibility of Resident/Non-Resident Students. A student or student's family may apply for Open Enrollment by contacting the Administrative Secretary at 326-3718 no earlier than the first Monday in February, if the student will be attending the Prairie du Chien School District.

NO CELL AWAY FOR THE DAY



CELL PHONES/MP3/Personal Music Player and Other Electronic Devices Board Policy # 1062

Although we realize that the decision of whether a student is ready to take on cell phone responsibilities is a family matter, we also must have a policy in place. As educators we fight, and see, the negative impact of cell phones (social media bullying, inappropriate content looked at and/or shared, videotaping, wasted class time) on a daily basis, and our attempt is purely an effort to create a safe and productive environment for all students.

Our plan/philosophy has been shaped by many years of observations, by many different educators. We have seen too many students (some with zero discipline referrals their entire school career) fall victim to the pitfalls of cell phone misuse.

PDC Area Schools cell phone policy will be as follows:

Electronic communication and listening devices must remain put away the entirety of the school day (8:00am – 3:40pm).

Any devices seen will be confiscated and secured in the office. This does include passing periods and during lunch. Students may claim their device after 3:40pm. There will be a \$10 fine assessed as well as 4 hours of detention assigned for each offense. If parents pick up the device, there will be no assessed fine. Parents and administration will work together to help the student comply with this policy.

IMPORTANT – Every student will be issued a school owned Chromebook.

STUDENT PRIVACY DISCLAIMER - Board Policy # 2416

Student directory data information includes the following at the designated grade levels:

GRADES 9 - 12: Student's name, name of school presently attending, grade level, student photographs, school activities in which student participates, awards, GPA/Honor Roll, honors received and height and weight of athletic team members. Under this law, the parent or guardian has 14 days from receiving the publication to respond in writing to the principal of each building to discontinue the use of their student's name or information in all or any of this published information.

NOTE: *The Prairie du Chien School District no longer provides Student Accident Insurance!*

ILLNESS

Students who are ill should report to the office. Students will be allowed to contact a parent and/or guardian or other individual listed on the emergency card if the student needs to leave school. For liability reasons the school policy is not to release students without permission from the parent/guardian. This permission will be granted only after school personnel have spoken with the parent/guardian. Students are reminded that leaving school without permission is considered an unexcused absence or truancy.

MEDICATION - Board Policy # 5330

Prescription Medication

- A physician must fill out and sign the standard medication consent form; also the parent must sign this consent form. This form is available in the school office and online.
- Medication must be brought to school in its properly labeled, original container. The school must be notified in writing upon any change in medication or discontinued medication.

Non-Prescription Medication

- A parent must fill out and sign the parent consent form online during the registration process. The office will not dispense any form of medication to students (aspirin and/or other non-prescription medication) unless by written permission of parents and administration compliance with the written instructions of a physician.
- Medication must be in its original container.

STUDENT PASSES

The student pass system will be used in controlling student movement inside and outside the school building during school hours. If a student wishes to leave a class and the teacher grants the request, the student must have the teacher administer their classroom pass. No student will be allowed out of a classroom without the classroom pass assigned by the instructor unless it is an emergency. If a student violates the pass system, the student may be placed on the no pass list. Students are not allowed to go to lockers or the parking lot during class time without administrative approval.

DRIVE SLOWLY AND CAUTIOUSLY!

Failure to follow parking and driving rules may result in the school revoking parking privileges.

VISITORS – Board Policy # 9150

The school welcomes visits from parents at any time, but if a conference is desired with a teacher or administrator, it is best to make an appointment. Student guests are not allowed during instructional time. All student guests and/or visitors are to stop in the main office to register. All student visitors must seek permission two (2) days in advance. Students are not to be contacted unless the office grants permission. A student must accompany his/her guest throughout the day and is responsible for that guest's conduct. Student visitors will not be allowed if the visitor's school is in session on that day. Students may print the Guest Permission Form from our website.

RECREATIONAL VEHICLES – Board Policy # 1152

In accordance with state laws which prohibits any motor vehicle from being operated while on private property without the owner's consent, it shall be the policy of the Prairie du Chien School District that no recreational vehicles be operated on any lands owned by the Prairie du Chien 32 School District except on hard-surfaced roads or parking lots and then only by an operator with a valid State of Wisconsin driver's license.

PERSONAL PROPERTY OF STUDENTS

The Prairie du Chien Area School District will not be responsible for any items of personal property. The school district does not carry non-ownership policy on items. Any loss suffered, directly or indirectly, will be at the owner's risk. Please DO NOT LEAVE money in lockers. When it is necessary to bring large and/or valuable items to school, you are encouraged to check these into the office. A list containing the exact items must be submitted with the items.

LOCKERS – Board Policy # 5771

School lockers are the property of the Board of Education and are provided for the convenience of students. Each student will be assigned a locker the first day of school. Students should not share lockers with friends! The school retains the right to conduct both announced and unannounced locker searches. Among the reasons are suspicions of concealed alcohol, drugs, material of a disruptive nature, stolen property, weapons, or other items that pose a danger to health and/or safety. Locker decorations must not violate school and community values and standards. There is to be no contact paper in lockers.

DO NOT give your combination to another student. If your locker is damaged in any way during the school year, report this damage to the office immediately. Students are responsible for their lockers. Any defacing or damage is the responsibility of the person to whom the locker is checked out! Any items found in lockers will be assumed to belong to the person the locker is assigned.

Wellness Policy

Board Policy 8510 states: *“The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the District's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and their ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.”*

1. Lunches

- a. Students must eat in the cafeteria during their designated lunch period (except for specific club/group meetings). All food and beverages are to be consumed in the cafeteria.
- b. If your student forgets their lunch or you would like to bring them a special lunch, please limit the food for only your student. If a guardian is joining their student for lunch, please contact the office ahead of time for special arrangements- if space is available we will provide you with a special setting.
- c. Students are not allowed to order food for delivery from the restaurant or from a delivery service. Food arrivals as such will be turned away.
- d. Lunch brought from home should be of sufficient nutritional value. If a meal from home is insufficient, students will be offered a lunch from our food service. Applicable meal fees will apply.

2. Drinks

- a. Drinks must have a functional lid and cannot be in a glass container. This applies for breakfast, classes, and lunches, including field trips off grounds. Exceptions may include individual or class/group prizes or celebrations.

SCHOOL DRESS CODE – Board Policy # 5511

The Prairie du Chien Area School District respects students' rights to express themselves in the way they dress. All students who attend the Prairie du Chien Area School District are expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately mid thigh (4-5 inches above the knee) to ensure undergarments and buttocks are not exposed (see image below). Rips or tears in clothing should be lower than 3 to 4 inches in length. shall not expose any skin from 4-5 inches above the knee cap.
2. No midriff shall be exposed.
3. Skirts and shorts that provide full coverage when seated, bending, or standing.
4. The front of shirts or blouses should be higher than a line drawn across the armpits. Tank tops must have straps (no "spaghetti straps").
5. Shoes must be worn at all times and should be safe for the school environment.
6. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
7. Head coverings including hats, hoodies, bandanas, beanies, and caps are not allowed unless permitted for religious, medical, or other reasons by the school administration.
8. Clothing must be suitable for all scheduled classroom activities including physical education, science labs, wood/welding shop, and special activities requiring appropriate dress.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco/nicotine, marijuana or other controlled or illegal substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside the building unless approved by administration.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Coats and backpacks are to be left in students' lockers unless otherwise approved by the administration.

The administration of each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

BUS RULES AND REGULATIONS - Board Policy # 8600

A student shall conduct him/herself while on the bus in a manner consistent with established standards. A set of bus rider rules shall be adopted and distributed annually to all students who qualify for bus transportation. When a student fails to conduct himself/herself properly, the bus driver shall bring such misconduct to the attention of the school principal in the form of a discipline referral. Depending on the severity of the incident, building administration may use discretion to apply the policy at the appropriate offense step. Penalties for misconduct on the bus that result in violations shall result in:

- VIOLATION # 1 - Inform parents, student serves detention
- VIOLATION # 2 - Inform parents, student serves detention, and student is removed from the bus for 3 days
- VIOLATION # 3 - Inform parents, student serves detention, student is removed from the bus for 3 days, parents and child must meet with the superintendent prior to bus privileges being reinstated
- VIOLATION # 4 - Inform parents, student serves detention, student is removed from the bus for 30 days, parents and child must meet with the school board prior to bus privileges being reinstated
- VIOLATION # 5 - Inform parents, student serves detention, student is removed from the bus for the year, parents and child must meet with the school board prior to bus privileges being reinstated

Where continuing or serious problems exist, the student's bus riding privileges may be suspended.

The district shall not discriminate in standards and rules of behavior or disciplinary measures on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REFERENCE - Section 118.13 Wisconsin Statutes 120.13(1) & 121.52(2) (Board Policy 547).

BEHAVIOR EXPECTATIONS WHILE ON THE SCHOOL BUS:

Keep all body parts inside of the bus at all times.

Do not throw things out of the bus windows.

Do not use profane/indecent language.

Keep voices down – unnecessary noise can be a distraction to the driver and may endanger student safety.

Keep all personal items outside of bus aisles.

Remain seated in seats while the bus is in motion.

Other items as addressed by the bus driver, classroom teacher, or building administration.

FAILURE TO OBEY BUS EXPECTATIONS WILL RESULT IN DISCIPLINARY ACTION.

- Meeting with the superintendent will be necessary in order for bus privileges to be reinstated.

Bus Driver issues 4th offense report

- CONSEQUENCES

Parent/guardian will be contacted.

Board hearing will be requested.

Minimum of thirty (30) day suspension of riding privileges.

Bus Driver issues 5th offense report

- CONSEQUENCES

The consequences for bus violations are as follows:

Bus driver will give a verbal warning, assigned seat, and/or will match with a buddy and assign a seat.

Bus Driver issues 1st offense report

- CONSEQUENCES
 - Parent/guardian will be contacted.
 - Student will serve recess detention for the day.
 - Bus Driver issues 2nd offense report
- CONSEQUENCES
 - Parent/guardian will be contacted.
 - Student will lose bus privileges for a maximum of three (3) days.
 - Bus Driver issues 3rd offense report
- CONSEQUENCES
 - Parent/guardian will be contacted.
 - Student will lose bus privileges for three (3) days.
 - Parent/guardian will be contacted.
 - Board hearing will be requested.
 - Recommendation made for suspension from the bus for the remainder of the year.
 - If a student is not allowed to ride the bus, the parent/guardian must transport the child to school by other means.

TELEPHONE

Students may use the school office phones for illness or emergencies as determined by the office staff. It is important that the lines into the school be kept free for school business. Students will not be called out of class for phone calls except for family emergencies. To avoid interruption of normal daily instruction, the office staff will take messages from incoming calls and relay them to the student as soon as possible.

5335- Care of Students with Chronic Health Conditions

Students with chronic health conditions will be provided with a free, appropriate public education. If their impairment does not require specially designed instruction for them to benefit educationally, they will be eligible for accommodations/modifications/interventions of the regular classroom, curriculum, or activity (i.e., the school setting) with every effort made to provide them with the same access to an education as students without disabilities. Such accommodations/modifications/interventions will be provided pursuant to a Section 504 Plan. Chronic health conditions, for the purposes of this policy, shall include, but not be limited to:

- A. "peanut" and other food allergies
- B. allergies
- C. asthma
- D. Diabetes;
- E. Seizure disorder;
- F. Neuro-muscular disorder;

All information regarding student identification, health care management, and emergency care shall be safeguarded as personally identifiable information in accordance with Policy 8330.

Student Records and Policy 8350- Confidentiality.

The District will coordinate school health practices for the management of a chronic health condition and shall provide for:

- A. development of Individual Health Plans (IHP) as appropriate;
- B. coordination of health care management activities by school staff;
- C. communication among school staff who interact with children with chronic health conditions;
- D. development of protocols to prevent exposure/episodic reactions;
- E. awareness and training of school staff regarding Board policy on acute and routine management of chronic health conditions, information on signs and treatment of chronic health conditions, medication and administration, and emergency protocols for dealing with reactions in “unusual” situations such as field trips.

School health practices shall provide students with chronic health conditions the opportunity for:

- A. Modified activities as indicated by the student’s IHP, 504 Plan, or Individualized Education Plan (“IEP”);
- B. Access to preventative medications before activity (as prescribed by their medical providers) and immediate access to emergency medications during activity;
- C. Communication regarding student health status between parents, physicians, teachers (particularly physical education teachers), and coaches;

Healthcare management activities may include:

- A. procedures to obtain, maintain, and utilize written IHP, signed by the child’s parents and physician, for each student with a chronic health condition;
- B. standard emergency protocol in place for students experiencing a distress reaction if they do not have a written IHP on-site;
- C. established communication strategies for students to use to tell an adult they may be having a health-related problem;
- D. procedures for students to have immediate access to medications, in accordance with Policy 5330- Administration of Medication/Emergency Care and AG 5330- Administration of Medications, that allow students to self-care and self-administer medications, inhalers, and epinephrine auto-injectors, as prescribed by a medical professional and approved by parents.
- E. prevention strategies to avoid causal elements;
- F. case management for students with frequent school absences, school health office visits, emergency department visits, or hospitalizations due to chronic health conditions;
- G. management and care of the student’s chronic health condition in the classroom in any area of school or school grounds, or at any school-related activity or event.

Staff will be trained about chronic health conditions and their control at least annually in each school in which there is a student with a chronic condition. Designated staff who have responsibility for specialized services such as giving inhaler treatments or injections or conducting glucose and/or ketone tests shall be provided with training specific to the procedures, at least annually, by a licensed health professional. The school nurse or Principal shall maintain a copy of the training program and the training records completed by school employees.

Updated by Prairie du Chien Administration, 2024
Drafted: July 8, 2024

SCHOOL LUNCHES

A computer-generated number will be used for the lunch program. A student will pay to keep his/her account active and then use the card to go through the lunch line. This is not a credit card! You must keep money in your account in order to make the number functional. If you do not do so, you may not eat hot lunch.

COST PER TICKET: HIGH SCHOOL

\$2.75 - Breakfast

\$3.75 - Lunch

\$0.50 - Milk

SCHOOL LUNCH FEE COLLECTION

<https://docs.google.com/document/d/17Ke6ijt745ltnWdW0phBELTttCDkZe40A341ay9FSmI/edit?usp=sharing>

TEXTBOOKS

The student textbooks are loaned to students who are then responsible for them. If textbooks are lost, written on or damaged, the student will be fined. This is school property. If the fines are not paid, the police will be notified for theft of school property and diplomas/report cards will be withheld. Students are required to note any damage to their textbook when they are checked out.

PHYSICAL EDUCATION - LIFETIME SPORTS

P.E./Lifetime Sports (\$10.00 Fees will be assessed per unit).

MISCELLANEOUS FEES

Athletic Fee	\$30.00/sport with family maxing out at \$150.00
Driver's Education	\$400.00 (effective Summer 2017)

DANCES

Students wishing to bring a guest from another district MUST fill out the PdC Dance/Event Guest Permission Letter which is located on the high school website – [Dance form](#). This form must be approved by the principal or assistant principal prior to the event.

All arrangements must be completed one week prior to the dance or it will not be approved.

1. Following a game, student are to clear the cafeteria area so chairs and music arrangements may be made;
2. At the conclusion of the dance, students sponsoring the dance must arrange for clean-up.

GENERAL RULES . . .

1. Dances will last until midnight.
2. No one will be admitted after 10:30 p.m. without a special permit from the administration.
3. Students should get special permits before 4:00 p.m. on Friday.
4. Students shall enter and leave by the front door only.

5. Only Prairie du Chien High School students and their administrative-approved guest(s) are allowed at dances.
6. Any student leaving the dance will not be readmitted.
7. Anyone suspected of drinking or being chemically impaired will be referred to parents and the police will be notified.
8. Any student violating the drinking or chemical use rules will not be allowed to attend dances for the rest of the school year.
9. Dances will be chaperoned by two faculty members (one male and one female, 2 sets of parents, and one police officer). One police officer is needed for major high school dances.
10. Unacceptable flagrant misconduct may result in suspension from school as well as ejection from the dance. This includes, but is not limited to, suggestive dancing.

CARE OF BUILDING AND GROUNDS

Prairie du Chien School District has prided itself in the appearance of the school and adjacent school grounds. We have had some students who have demonstrated that they are not responsible by their actions. Fortunately, most of our students are concerned about their school environment and have taken it upon themselves to pick up after those students who lack self-responsibility. Students and staff do care. As one of us, you are expected to exercise personal responsibility in keeping the privileges available. That means refraining from activities in the halls or commons, which are not appropriate for the business of school.

STUDENT RELATIONSHIPS

Students' relationships are recognized as a normal socialization for young adults. However, questionable and in poor taste physical contact such as embracing, petting, necking, inappropriate hand placement, kissing...will not be tolerated!

EQUAL EDUCATION OPPORTUNITIES

Board Policy # 1422 - Nondiscrimination

It is the policy of the Prairie du Chien School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational, or other program because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13 Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973. In keeping with the requirements of federal and state law, the district shall strive to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered students in their assignment to schools and classes and in their discipline; in location and use of facilities; and in educational offerings and materials.

Complaints regarding the interpretation or application of this policy shall be referred to designated administrative staff and processed in accordance with established procedures.

DISCRIMINATION – Board Policy # 1422

"Discrimination" means any action, policy or practice, including bias, stereotyping, and student harassment, which is detrimental to a person or group of persons and differentiates or distinguishes among persons which

limits or denies a group of persons opportunities, privileges, roles or rewards based, in whole or in part, on sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional learning disability or handicap, or which perpetuates the effects of past discrimination.

BIAS

"Bias" means an inclination for or against a person or group of persons based in whole or in part on sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap that inhibits impartial or objective judgment affecting students..

STEREOTYPING

"Stereotyping" means attributing behaviors abilities, interests, values and roles to a person or group of persons on the basis, in whole or in part, of their sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap.

STUDENT HARASSMENT – Board Policy # 5517

"Student Harassment" means behavior toward students based, in whole or in part, on sex, race, national origin, ancestry, color, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, learning disability or handicap, which substantially interferes with a student's school performance or creates an intimidating, hostile, or offensive school environment.

WHAT IS SEXUAL HARASSMENT?

Sexual harassment can be verbal, nonverbal and/or physical, and is any unwanted attention of a sexual nature in the school environment.

SOME STEPS TO TAKE IF YOU ARE BEING HARASSED:

- **NOTE:** Violators will be dealt with under the major rule violation section.

ANTI BULLYING- Board Policy # 5517

Anti-Bullying Form on website: Student Tab / 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 – also known as cyber bullying).

RESPECT FOR THE RIGHTS OF OTHERS

Every right you have has attached to it an obligation. Your rights must be balanced against the rights of others, and their rights must be balanced against yours. Also, the purpose of the school and the requirements of the educational process must be weighed in deciding who has the right to do what and what behavior needs to be punished. That is why our society has laws and why a school has rules. However, if you are one of those students who want to take full advantage of your rights and opportunities at this school, while at the same time respecting the rules of others, we at Prairie du Chien High School will support and help you.

RESPONSIBILITY FOR YOUR OWN ACTIONS

You will be held responsible only for the things YOU do or fail to do. What others do or do not do is of little importance in determining whether or not you have accepted your responsibility as student-citizen of Prairie du Chien School District. If you choose to follow bad examples set by a few of the other students within the Prairie du Chien School District, you will be held responsible for your actions and your actions only. The decision will be yours and so will the consequences. Your first responsibility then is to decide how you should conduct yourself while you are at school. Your second responsibility is to be prepared to accept the consequences for your actions.

TITLE IX

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Laura Stuckey

Principal - B. A. Kennedy School
608-326-3704
420 South Wacouta Avenue
Prairie du Chien, WI 53821
stuckeyla@pdc.k12.wi.us

Mike Liddell

Principal GEDO/Mighty River Alternative
School
608-326-3843
800 East Crawford Street
Prairie du Chien, WI 53821
liddellmi@pdc.k12.wi.us

The Title IX Coordinator shall report directly to the District Administrator except when the District Administrator is a Respondent. In such matters, the Title IX Coordinator shall report directly to Board President. Questions about this policy should be directed to the Title IX Coordinator.

The District Administrator shall notify applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements with the Board of the following information:

The Board of the School District of Prairie du Chien does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

The Board has adopted a grievance process that provides for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process is included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.pdc.k12.wi.us. The grievance process specifically addresses how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.

The District Administrator shall also prominently display the Title IX Coordinators' contact information – including Name(s) and/or Title(s), Phone Number(s), Office Address(es), and Email Address(es) – and this policy on the District's website and in each handbook or catalog that the Board makes available to applicants for admission and employment, students, parents or legal guardians of elementary and secondary school students, Board employees, and all unions or professional organizations holding collective bargaining or professional agreements.

STUDENT INTERNET USE

STUDENT INTERNET USE – Board Policy – Because the internet is so important to the education of our students in this digital age, other infractions such as detention may be put in place when internet rights cannot be suspended due to academic infringement.

Computer Network/Internet/Email

To use networked resources, all students must sign and return this form, and those under age 18 must obtain parental permission. The activities listed below are not permitted:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Giving personal information, such as complete name, phone number, address or identifiable photo, without permission from teacher and parent or guardian
- Harassing, insulting or attacking others
- Vandalism of any part of the computer (results in revocation of all computer privileges)
- Violating copyright laws
- Using others' passwords/allowing others to use personal passwords
- Trespassing in others' folders, work or files
- Intentionally wasting limited resources
- Playing games that are not a sanctioned part of a class curriculum.

Employing the network for commercial purposes, financial gain, or fraud, except for vandalism, the following consequences will occur:

Appropriate Disciplinary Action, including detention or suspension up to expulsion.

Note: If a violation is also against the laws of the state of Wisconsin, law enforcement may also be notified.

MISUSE OF EQUIPMENT . . .

The attempt to harm or the destruction of hardware/software will be considered vandalism. This includes, but is not limited to the accessing of another's files (even if they are unprotected), using another person's account, or attempting to break through the network security system. The use of electronic mail (e-mail) is limited to each student's account set up through Prairie du Chien School District for classroom assignments and projects.

Chromebook Policy

Students are responsible for the general care of the Chromebook issued by the school district. Chromebooks that are damaged must be brought to the library so the damages can be assessed.

For more information, [please visit this link](#).

2025-2026 Bell Schedule

Schedule A - Odd Days		
Period	Time	Minutes
1	8:00-9:25	85
3	9:30 - 10:50	80
5	10:55 - 11:35	40
Lunch	11:35 - 12:05	30
7	12:10 - 1:30	80
9	1:35 - 2:55	80
Flex	3:00 - 3:40	40

Schedule B - Even Days		
Period	Time	Minutes
2	8:00-9:25	85
4	9:30 - 10:50	80
5	10:55 - 11:35	40
Lunch	11:35 - 12:05	30
6	12:10 - 1:30	80
8	1:35 - 2:55	80
Flex	3:00 - 3:40	40

2025-2026 Two-Hour Delay Bell Schedule

Schedule A - Odd Days		
Period	Time	Minutes
1	10:00 - 11:05	65
3	11:10 - 12:15	65
Lunch	12:15 -12:45	30
5	12:50 - 1:20	30
7	1:25 - 2:30	65
9	2:35-3:40	65

Schedule B - Even Days		
Period	Time	Minutes
2	10:00 - 11:05	65
4	11:10 - 12:15	65
Lunch	12:15 -12:45	30
5	12:50 - 1:20	30
6	1:25 - 2:30	65
8	2:35-3:40	65

2 HOUR LATE

EMERGENCY PROCEDURES

Emergency drills will be held throughout the school year, in compliance with procedures in the Act of the State Legislature (s.118.97). Teachers will inform you of the procedures to be followed during a fire drill, tornado drill or other emergency evacuations. Students will be suspended and/or referred to appropriate authorities for interfering with the school's fire fighting equipment (s942.12) and for intentionally setting off a false alarm. (s941.13) Students who intentionally create and or aggravate any emergency will be subject for school disciplinary actions and will be referred to law enforcement. Parents will be informed via their student(s), school personnel, emergency personnel, or the radio concerning what procedures to follow in regards to meeting and/or collecting their student(s).

TORNADO/FIRE EVACUATIONS . . . refer to Maps on the Classroom Walls

Applicable Wisconsin state statutes are noted as legal citations in the specified bylaws/policies. Legal questions should be directed to the District's legal counsel.

- ❑ **1. Special Observance Days:** State law requires schools to appropriately commemorate 21 specified days. Appropriate commemoration typically includes, at a minimum, notation on school calendars and inclusion in daily announcements using the blurb on the DPI website. (See Policy 2221 – Special Observance Days)
- ❑ **2. Board Adoption of Textbooks:** State law requires Board adoption of textbooks, generally regarded as the main sources(s) of instruction that are provided or used by every student. State law does not require Board adoption of supplemental instructional materials. Boards typically adopt textbooks when purchased as part of the District’s textbook adoption schedule. (See Policy 2510 – Adoption of Textbooks)
- ❑ **3. Board Adoption of New & Revised Curriculum:** State law requires Boards to adopt courses of study (e.g., 3rd grade math, 8th grade English, biology, A.P. Calculus), often referred to as the curriculum. Boards typically adopt articulated curriculum (e.g., K-12 English/Language Arts, K-12 Science, 9-12 Business Education) in conjunction with textbook adoption and purchase. Such courses of study/curriculum are often stored online and serve as the basis for what a new teacher is provided for designing instruction. (See Policy 2220 – Adoption of Courses of Study & Policy 2230 – Curriculum Course Guides)
- ❑ **4. Annual Board Adoption of Academic Standards:** State law requires each Board, at its first meeting in July, to approve a notice that specifies the District’s student academic standards. (See Bylaw 0151.2 – Required Student Academic Standards Agenda Item)
- ❑ **5. Annual Distribution of State Accountability Report Cards:** State law requires each District, by January 31, to provide parents of all enrolled students with a copy of the DPI’s annual accountability report cards for the District and School. (See Policy 2700.01 – School Performance and State Accountability Report Cards)
- ❑ **6. Annual Notice of Educational Options:** State law requires each District, by January 31 and in conjunction with distribution of the state accountability report cards, to provide parents who reside within the District a list of all educational options available to students residing in the District including those options provided by private schools, charter schools, or other non-District sources. (See Policy 8146 – Notification of Educational Options) Provided by Neola, Inc., May 2024
- ❑ **7. Instruction on Shaken Baby Syndrome:** State law requires instruction on shaken baby syndrome once in grades 5-8 and once in grades 10-12. Typically, it is included with a Health and/or Life Science course. (See Policy 2210 – Curriculum Development)
- ❑ **8. Revision of Human Growth & Development Curriculum:** State law requires that a citizens’ advisory committee, consisting of citizens in specified roles, be formed to review any revisions in the District’s human growth & development curriculum. The previous 3-year mandatory review was repealed. The committee’s responsibility is to make a recommendation to the Board which then makes the final decision on the HG&D curriculum. (See Policy 2414 – Human Growth and Development)
- ❑ **9. Annual Directory Data Notice:** State law requires annual notification to students and parents of directory data/directory information collected by the District and eligible to be released to the public upon request. Districts typically include this notice with annual enrollment/registration information, but additional notices may be issued when an entity requests directory data/directory information from the District. (See Policy 8330 – Student Records)

- ❑ **10. Revision of Student Code of Classroom Conduct:** State law requires the formation of a committee, consisting of citizens in specified roles, to develop a Student Code of Classroom Conduct for recommendation to the Board which then makes the final decision on the Code. Any significant revision of the Code should utilize the same statutory process. (See Policy 5500 – Student Code of Classroom Conduct)
- ❑ **11. CPR and AED Instruction:** State law requires instruction in CPR to be provided to every student enrolled in any Health course in grades 7-12. State law also requires instruction in the use of an AED (Automated External Defibrillator) to students in grades 7-12, which is typically provided during Health and/or PE courses. (See Policy 2413 – Health Education)
- ❑ **12. Retention of Social Media Accounts and Text Messages:** State law requires retention of written documents regarding District business created by District employees, officers, or agents. Retention includes the archiving of social media accounts (e.g., Facebook, Instagram, X); social media companies may not be relied upon for retention. Likewise, any text messages used by District staff, Board members, or agents for conducting District business must be archived by the District, and reliance on phone companies and/or staff for such retention is not sufficient; furthermore, text messages that include information about a student which may be considered student records under State and/or Federal law and must be preserved accordingly. (See Policy 7544 – Use of Social Media & Policy 7530.02 – Staff and School Officials Use of Personal Communication Devices & Policy 8310 – Public Records)
- ❑ **13. Open Meeting Notices:** State law requires advance notice of bodies conducting governmental business, and the Wisconsin Attorney General/Department of Justice has determined that such notices must contain enough specificity of the topics to be discussed and/or acted upon at the meeting so that the average citizen is fully informed of the subject matter of the meeting. Broad or vague agenda items are insufficient. (See Bylaw 0164 – Meetings & Policy 8309 – Open Meetings for Non-Board Committees) Provided by Neola, Inc., May 2024