

STUDENTS

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411.1 – STUDENT BULLYING/HARASSMENT POLICY

Introduction

The Algoma School District strives to provide a safe, secure and respectful learning environment for all students in school buildings, on school grounds, school buses, at school-sponsored activities, and even off of school grounds. Bullying has a harmful social, physical, psychological and academic impact on bullies, victims and bystanders. The school district consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic or family status.

Bullying behavior can be:

- 1 Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
- 2 Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
- 3 Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet -also known as cyber bullying)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the school district. This includes public transportation regularly used by students to go to and from school. Educational environments include, but are not limited to, every activity under school supervision. Bullying incidents that may occur off school grounds are also subject to investigation and sanctions if such incidents create a hostile environment at school for any student, infringe upon the rights of a student at school, or disrupt the education process or orderly operation of a school.

Procedure for Reporting/Retaliation

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal.

Any other person, including a student who is either a victim of the bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to the building principal.

Reports of bullying may be made verbally, in writing using form 411.1 Exhibit A, or bullying@alghs.k12.wi.us, and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school personnel receiving a report of bullying shall immediately notify the school district employee assigned to investigate the report. The following school district employees have been identified as the investigator: building principals. At the middle/high school students can request a specific staff member to assist in the investigation process.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action in accordance with anti-bullying guidelines.

Procedure for investigating reports of bullying

The person assigned by the district to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report. Parents and/or guardians of each pupil involved in the bullying, including parents of both the offender(s) and victim(s), will be notified prior to the conclusion of the investigation. The district shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, generally according to, but not limited to the anti-bullying tier guidelines below.

Elementary School Anti-Bullying Tier Guidelines

Tier 1: If emotional bullying/retaliatory behavior occurs, the offending student will have three days of lunch detention and counseling to reinforce the fact that it is unacceptable behavior. The offending student will be expected to do something kind for the victim to help resolve hurt feelings and make amends. Parents of all students involved will be contacted. The victim and bystanders will be provided with counseling to coach students on appropriate responses to bullying, including reporting incidents to teachers. Tier 3 consequences will apply if bullying/retaliation involves physical aggression.

Tier 2: If emotional bullying/retaliatory behavior is repeated, the student will have the same consequences as above, but the parents of the offending student will then be called to participate in a conference with the student, the guidance counselor, and an administrator.

Tier 3: If emotional bullying/retaliatory behavior continues to persist, Tier 1 and Tier 2 counseling/parent contact will apply, and the student will receive an in-school suspension for an amount of time determined appropriate by the investigating administrator OR be required to serve after-school detentions/community service as assigned by the administrator.

Bullying/retaliation of a physical nature will automatically be considered a Tier 3 offense.

Middle/High School Anti-Bullying Tier Guidelines

Tier 1: Student Conference with requested staff member, guidance counselor, or building principal. Parent notification, documentation of event and restorative efforts will be emphasized.

Tier 2: Parent notification, student, staff, parent conference to determine consequences.

Tier 3: Out of school suspension, counseling, community service.

Tier 4: Cease and Desist order with Algoma Police Department. Disciplinary action including but not limited to suspension, expulsion.

Please note that instances of bullying/harassment deemed as severe by the investigating administrator or repeated instances of bullying/harassment may result in disciplinary actions including but not limited to suspension, expulsion, and/or referral to law enforcement officials for possible legal action as appropriate.

Disclosure and Public Reporting

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

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

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

Adopted: May 29, 2001

Revised: January 24, 2005

Revised: July 26, 2010

Revised: February 27, 2012

Revised: January 28, 2013

LEGAL REFERENCE:	Sections	118.13 Wis. Statutes PI 9, Wisconsin Administrative Code Title VI of the Civil Rights Act of 1964 Title IX of the Education Amendments of 1972 Section 504 of the Rehabilitation Act of 1973 Americans with Disabilities Act of 1990
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CROSS REFERENCE:	411.1-Rule: Student Bullying/Harassment Complaint Procedures 411.1 Exhibit A Student Bullying/Harassment Complaint Form 411 Equal Educational Opportunities
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411.1 EXHIBIT A - STUDENT BULLYING/HARASSMENT COMPLAINT FORM

Name of Complainant: _____

Address & Telephone No. of Complainant: _____

Name of Person Being Charged with Harassment: _____

Description of Harassment: _____

Approximate Date, Time & Place (1st incident): _____

Describe Your Reaction: _____

Approximate Date, Time & Place (2nd incident): _____

Describe your Reaction: _____

Approximate Date, Time & Places of Subsequent Incidences: _____

Describe Your Reaction: _____

Names of Witnesses to Harassment: _____

I UNDERSTAND THAT THESE INCIDENTS WILL BE INVESTIGATED, BUT THIS FORM WILL BE KEPT CONFIDENTIAL AS MUCH AS POSSIBLE.

Complainant's Signature: _____

Date: _____

FOR ADMINISTRATIVE USE

Dates of Investigation of Complaint: _____

Date of Final Report: _____

Dates of Follow Up Conferences & Results: _____

Adopted: May 29, 2001

Revised: July 26, 2010

411.1 EXHIBIT B - WITNESS DISCLOSURE FORM

Name of Witness: _____

Position/Grade Level of Witness: _____

Date of Testimony/Interview: _____

Description of Incident: _____

Any Other Information: _____

I agree that all the information on this form is accurate and true to the best of my knowledge and may need to be disclosed to the alleged harasser.

Signature:

Date:

Adopted: May 29, 2001

411.1 RULE-STUDENT BULLYING/HARASSMENT COMPLAINT PROCEDURES

It is important for these procedures to respect and advance the rights of all parties, including personal privacy interests and the protection of the reputation of all concerned and involved parties. In order to ensure fair procedures to protect these interests, all parties are encouraged to keep these matters confidential. All investigating and reviewing offices are charged with the responsibility to hold these matters in the strictest confidence, to the extent authorized by law, in order to guard against the unnecessary or inadvertent disclosure of information relating to any pending charges or investigations.

Any student who believes he/she has been the victim of bullying/harassment, or parent(s)/guardian(s) who believe their child is a victim of bullying/harassment, shall report the situation in accordance with the following procedures:

- Step 1: A written complaint 411.1 Exhibit A, shall be filed with the building principal. If the principal is the subject of the complaint, the complaint shall be filed with the District Administrator and Step 2 shall be inapplicable. Complaint forms will be available in the school office.
- a. The principal or other designated person shall investigate the complaint, meet with the parties involved, make a decision regarding the complaint, and respond to the complainant, in writing, within seven (7) business days.
 - b. Any witness to the conduct complained of in the complaint shall be asked to complete a "Witness Disclosure Form", 411.1 Exhibit B. This form will be used in the investigation process.
- Step 2: If the complainant is not satisfied with the decision made in Step 1, he/she may appeal to the District Administrator within seven (7) business days of the decision in Step 1 by submitting a written statement of appeal. The District Administrator shall further investigate the complaint, meet with the parties involved, make a decision regarding the complaint, and respond to the complainant, in writing, within seven (7) business days of the date of the appeal.
- Step 3: If the complainant is still dissatisfied, he/she may appeal to the School Board by submitting a written statement of appeal within seven (7) business days of the decision in the preceding step. The Board shall meet with the parties involved, make a decision regarding the complaint, and respond to the complainant, in writing, within fifteen (15) business days.

Nothing in these procedures shall preclude persons from pursuing other avenues afforded by law to deal with a harassment complaint in addition to or in lieu of these procedures. The School Board may in its discretion, waive the appeal timelines contained herein.

Assistance in filling out the complaint form is available from investigating principals.

411 – EQUAL EDUCATIONAL OPPORTUNITIES

The School District of Algoma is committed to equal educational opportunity for all students in the district.

It is the policy of the School District of Algoma that no person, on the basis of sex, race, color, religion, national origin (including LEP), ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical disability, mental disability, emotional disability or learning disability/handicap or homeless status, may be denied admission to any school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, release time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

This policy also prohibits discrimination under related federal statutes, including Title VI of the Civil Rights Act of 1964 (race and national origin), Title IX of the Education Amendments of 1972 (sex), and Section 504 of the Rehabilitation Act of 1973 (handicap).

Students, who have been identified as having a handicap or disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy even if they are not covered under the district's special education policies and procedures.

It shall be the responsibility of the District Administrator to examine existing policies and develop new policies where needed to ensure that the School District of Algoma does not discriminate pursuant to federal and state law. The District Administrator shall ensure that each school principal is designated annually to receive complaints filed under this policy. The District Administrator shall assure adoption of a complaint procedure to resolve complaints alleging violation of State and Federal laws, assure that an evaluation of the district's compliance with state law is completed every five years and submit the necessary forms to the Department of Public Instruction annually.

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

Adopted: September 26, 1988

Revised: August 26, 2002, October 18, 2004, and January 24, 2005

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9 and PI 41, Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Americans with Disabilities Act of 1990
Individuals with Disabilities Education Act
Civil Rights Act of 1991
McKinney-Vento Homeless Education Assistance Act

CROSS REF: 411 Rule – Student Discrimination Complaint Procedures

411 EXHIBIT A – DISCRIMINATION COMPLAINT FORM

SCHOOL DISTRICT OF ALGOMA
Discrimination Complaint Form
(For Local Use)

Name _____ Date _____

Address _____
(Street)

(City) (Zip)

Telephone _____ (Home) _____ (School or work location)

Status of person filing complaint: _____ Student _____ Employee
_____ Parent _____ Other

Filing complaint alleging discrimination on the basis of : _____

Statement of complaint (include type of discrimination charged and the specific incident(s) in which it occurred):

Signature of complainant: _____

Date complaint filed: _____

Signature of person receiving complaint: _____

Date received: _____

Submit all copies to (employee designated to receive complaints), or the immediate supervisor. The person receiving the complaint will sign and date the complaint. One copy will be returned to the complainant, one copy will be sent to the school or department affected by the complaint, and one copy will be sent to the complaint investigation officer.

Distribution: 1st copy – Complaint investigation officer
2nd copy – School/department
3rd copy – Complainant

Adopted: May 29, 2001

411 – EXHIBIT B – COMPLAINT FORM RESPONSE

(Date)

School District of Algoma
1715 Division Street
Algoma, WI 54201

I have received written determination by the school board of my complaint alleging violation of s.118.13, WI Stats. I understand that I have the right to appeal a negative determination to the State Superintendent within 30 days and that to make such an appeal I would contract the following:

Complaint Officer
WI Department of Public Instruction
125 South Webster Street
P.O. Box 7841
Madison, WI 53707-7841

Signature of complainant

Date

Distribution: 1st copy – Local employee designated to receive complaints
2nd copy – Complainant

Adopted: May 29, 2001

411 – RULE – STUDENT DISCRIMINATION COMPLAINT PROCEDURES

If any person believes that the School District or any part of the school organization has inadequately applied the principles and/or regulations of Title VI, Title IX, Section 504 or Americans with Disabilities Act or in some way discriminates on the basis of sex, race, religion, color, national origin (including LEP), ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical disability, mental disability, emotional disability, or learning disability, s/he may bring forward a complaint to the Title IX, Section 504 or equal opportunity coordinator at his/her office in the School District of Algoma, Algoma, WI.

The coordinators for the Title II, Title IX and Section 504 are: PK-12 Principal, 1715 Division Street or 514 Fremont Street, Algoma, WI 54201, Phone number 920-487-7001 Ext 2303; High School Guidance Counselor, 1715 Division Street, Algoma, WI 54201, 920-487-7001 Ext 2306, and Elementary School Guidance Counselor, 514 Fremont Street, Algoma, WI 54201, 920-487-7001 Ext 1202.

INFORMAL PROCEDURE

The person who believes s/he has a valid basis for complaint shall discuss the concern with the Principal or Guidance Counselor, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) school/business days. If this reply is not acceptable to the complainant, s/he may initiate formal procedures according to the steps listed.

FORMAL GRIEVANCE PROCEDURES

- Step 1: A written statement of the grievance shall be prepared by the complainant and signed. This grievance shall be presented to the Principal or Guidance Counselor within five (5) school/business days of receipt of the written reply to the informal complaint. The appropriate person shall further investigate the matters of the grievance and reply in writing to the complainant within ten (10) school/business days.
- Step 2: If the complainant wishes to appeal the decision of Principal or Guidance Counselor, s/he may submit a signed statement of appeal to the school district's administrator within five (5) school/business days after receipt of the local coordinator's response to the grievance. The school district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the grievance within ten (10) school/business days.
- Step 3: If the complainant remains unsatisfied, s/he may appeal through a signed, written statement to the Board of Education within five (5) school/business days of his/her receipt of the school district administrator's response to Step 2. In an attempt to resolve the grievance, the Board of Education shall meet with the concerned parties and their representatives at the next regular Board meeting or within fifteen (15) school/business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.
- Step 4: If, at this point, the grievance has not been satisfactorily settled, further appeal may be made within 30 days to the Department of Public Instruction, Equal Educational Opportunity Office, P.O. Box 7841, Madison, WI 53707.

A complaint or appeal may also be made on some of the above bases (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the Office of Civil Rights, U.S. Department of Education, 111 North Canal Street, Suite 1094, Chicago, Illinois, 60606-7204, Telephone: 312-353-8192, FAX 312-353-5147.

GRIEVANCE PROCEDURE – SPECIAL EDUCATION

Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

GRIEVANCE PROCEDURE – FEDERAL PROGRAMS

Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.

DISSEMINATION OF DISCRIMINATION GRIEVANCE PROCEDURES

The adopted discrimination grievance procedures shall be disseminated to student, parents, employees and others to inform them about the proper process of making a complaint. The information shall be published in student/parent/staff handbooks, news articles before the start of school and other appropriate times, Board policies posted in staff lounges and guidance offices, and course offering booklets/curriculum guides.

MAINTENANCE OF GRIEVANCE RECORDS

The coordinators (Title IX, Section 504, equal opportunity) shall keep records of all formal and informal complaints for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals. The records should include:

1. The name of the grievant or complainant and his/her title or status.
2. The date the grievance was filed.
3. The specific allegation made and any corrective action requested by the grievant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date and decision making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

ADOPTED: July 27, 1987

REVISED: December 18, 2000, January 24, 2005, March 17, 2008

LEGAL REF.: Title IX, Education Amendments of 1972
Titles VI & VII Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973
Age Discrimination Act of 1967
Americans with Disabilities Act of 1990
Immigration Reform and Control Act
Civil Rights Act of 1991
Sections 111.31 – 111.395 Wisconsin Statutes
118.195
118.20
118.13
PI 9, Wisconsin Administrative Code

CROSS REF: 511 – Rule, Employee Discrimination Complaint Procedures
Current Employee Contracts

412.1 – FULL-TIME STUDENTS

For state aid purposes, students are considered full-time students if they are enroll a minimum of one-half of the scheduled instructional periods each day.

Adopted: September 26, 1988

LEGAL REF.: Sections 121.004 (5) and (7) Wisconsin Statutes

420 – SCHOOL ADMISSIONS

1. Admission to the Algoma Public Schools will be according to the state law.
2. It shall be the responsibility of the parent or guardian of each child or a student of legal age entering the School District to complete official registration forms prior to assignment by the principal to a grade or schedule of classes.
3. Students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured to be used in making placement decisions. Students entering the school district from a home based private educational program or private school shall be required to provide any available academic information and may be required to take appropriate academic tests to assist in making a placement.
4. “No Person may be denied admission to any public school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, public services, recreational or other programs or activity because of the person’s sex, race, color, religion, national origin (including LEP), ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical disability, mental disability, emotional disability or learning disability/handicap or homeless status.
5. While we do not conduct mandatory health examinations after entrance, we do:
 - a. Require pupils entering public school for the first time to submit to a physical examination administered by their family doctor.
6. Parents or guardians of student admitted to the district’s elementary and secondary schools shall present immunization records as required by law.
7. Discrimination complaints shall be handled in accordance with established procedures.

Adopted: June 18, 2001

Revised: August 26, 2002 and January 24, 2005

LEGAL REF.: Sections 115.28 (8) Wisconsin
 115.80
 118.13
 118.14
 118.15
 252.04 PIPI 9.03 (1) Wisconsin Administrative Code

CROSS REF: 411 – Rule, Student Discrimination Complaint Procedures
 420 – Procedures for Placing Transfer Students
 421 – Entrance Age

420- RULE – PROCEDURES FOR PLACING TRANSFER STUDENTS

Transfers:

Transfer students are required to provide a transcript of academic accomplishments from their previous school, or the address from which this data may be secured to be used in making placement decisions. Any student who has been in attendance in a home-based educational program for a period of (45) days or more (or at the district's discretion), and who wishes to enter or re-enter the School District of Algoma shall be required to take an examination to establish grade placement. The administration may require documentation of curriculum and instructional hours as provided in the State Statutes 118.15(4) and 118.165(1).

Placement examination:

The examination to be used shall be determined by the faculty teaching at the appropriate grade levels. The examination shall be composed of questions, which test the student's knowledge of language arts, math, and reading in grades one through five, with science and social studies being incorporated into the test at all other grade levels. A standardized test shall be used for these purposes.

Placement factors:

Placement recommendation(s) shall be at the grade level felt to be appropriate to the child's chronological age, knowledge, and/or social maturity by school officials. The placement recommendations shall be reviewed by parents and school officials. Normally, grade placement will be determined by (1) the number of years in home-based instruction and (2) interpretation of achievement test results.

Placement official:

The grade placement examination shall be administered by the principal or his/her designee of the school to which the student would normally be assigned.

High School Placement:

If the placement is made to the sophomore year (10th grade) level or higher, (6) credits shall be the maximum allowed toward high school graduation for each on the high school years below the grade level of placement. Courses taken while on a home-based educational program shall be recorded on the student's permanent record card. Home-based instruction credits shall be recorded as satisfactory (home-based grades will not be recorded on an Algoma High School transcript). Grades and grade point averages from home-based instruction will not be used for class standing, etc.

In the event that the home-based student has attended a recognized and accredited public or private high school for single or multiple semesters or years, the credits earned at such school(s) may be accepted as recorded by said school.

Probation period:

Each student in the School District of Algoma from a home-based educational program shall have a forty-five (45) school day probationary period during which time the student shall be expected to demonstrate appropriate social and educational interaction with his/her peers. If, at this time the school officials determine the placement needs to be revised, the principal may make a placement revision within fifteen (15) school days of the end of the probationary period.

Appeals:

In the event that there is an appeal on behalf of the student regarding the placement of the child, a written appeal may be made to the Algoma Board of Education within ten (10) days of the placement decision. The decision of the School Board shall be final.

High School Scholarships and Awards

Diplomas, awards and scholarships are not available to students from home-based schools who have not attended Algoma High School for a minimum of four (4) full semesters, one of which must be the final or 8th semester.

Policy Distribution

When the Algoma Schools are notified of a home-based program for a resident student, a copy of this policy is to be mailed to the home for their information.

Adopted: August 27, 2001

421 – ENTRANCE AGE

Admission to the Algoma Public Schools will be according to state law.

The Algoma School District welcomes all resident pupils into their programs.

“No person may be denied admission to any public school or be denied participation, be denied the benefits of, or be discriminated against in any curricular extracurricular, pupil services, recreational, or other programs or activity because of the person’s sex, race, color, religion, national origin (including LEP), ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical disability, mental disability, emotional disability or learning disability/handicap or homeless status.”

Parents who feel that their child is advanced and would benefit by early admission to kindergarten may apply in accordance in the following criteria:

- A. The child must be 5 years old on or before October 1 of that year.
- B. Application shall be made by the parent to the local school District Administrator.
- C. A personal interview shall be held to determine the parent's reasons for requesting entrance prior to the legal age.
- D. An evaluation of the child's potential to benefit from early admission to school shall be required. The evaluation shall consider emotional stability, social and mental maturity, and physical health, but shall not discriminate on the basis of disability or handicap. The individual evaluation shall be conducted by a certified school psychologist in conjunction with other pupil service workers. The evaluation shall be at no cost to the parents.
- E. After the evaluation in (D) has been completed, a conference shall be held with the parents to consider the appropriateness of early entrance into kindergarten.

The school board has the final authority for deciding whether or not the child is to be admitted to kindergarten in accordance with the conditions and standards prescribed in this policy.

Further, pursuant to the authority vested in the State Superintendent of Public Instruction by Section 115.28(8), Wisconsin Statutes, the following conditions and standards are determined locally based on specific criteria of the school district:

422 – ADMISSION OF NONRESIDENT STUDENTS

Tuition in the grades and high school is determined according to procedures as described by state law. Tuition is to be paid in advance, except when paid by another school district or municipality.

Nonresident Open Enrollment Students

A nonresident student may apply for full-time enrollment in a public school in the School District of Algoma, hereinafter called the District, under the open enrollment program. Application shall be made and acted upon in accordance with the timelines and procedures outlined in state law. The District shall consider the following criteria when accepting or rejecting a nonresident student's application for full-time enrollment:

1. The availability of space in the schools, programs, classes or grades within the District. When determining space availability, consideration shall be given to such factors as class size limits, student-teacher ratios, the number of students currently attending district schools whose tuition is paid by another school district, and enrollment projections. With the parameters set by law to reject applications taken into account, Algoma will accept all applications.
2. Whether the special education program or related services described in the student's individual education program (IEP) are available in the District or whether there is space available in the special education program identified in the student's IEP. If a nonresident student's IEP changes after the student begins attending school in the District and the special education program or services required by that IEP are not available in the District or there is no space available in the special education program identified in the IEP, the District may deny the student's continued enrollment in the District.
3. Whether the student has been screened by his/her resident district to determine if there is reasonable cause to believe that the student is a child with exceptional educational needs (EEN).
4. Whether the student has been reported or identified as having possible EEN but not yet evaluated by a multidisciplinary team in the resident district.

The District shall give preference in accepting full-time open enrollment applications to any nonresident students already attending school in the District and their siblings.

The District shall not accept any student for full-time enrollment who has been expelled by any school district during the current school year or preceding two school years for specific conduct or who has disciplinary proceedings pending on such conduct. This policy provision applies to the following student conduct: endangering the health, safety or property of others, conveying or causing to be conveyed a "bomb" threat involving school property, possessing a dangerous weapon while at school or under the supervision of a school authority, and habitual truancy from the non-resident district. If any of these disciplinary actions occur after the student has been accepted for enrollment and prior to the beginning of the school year in which the nonresident student first enrolls in the District, the student's enrollment shall be denied.

Full-time open enrollment student attending elementary or middle school in the District shall be required to reapply for enrollment prior to admission to high school.

A nonresident public high school student may apply for enrollment in a specific course(s) in the District in accordance with state law and established procedures. The District shall use the same criteria for accepting and rejecting course applications for nonresident students as resident students, excepting that the District shall give preference in attendance in a course to resident students.

If the District receives more nonresident student applications for full-time or part-time enrollment than there are spaces available, the District shall determine which students to accept on a random basis.

Except as otherwise provided, student transportation shall be the responsibility of the nonresident student's parent(s)/guardian(s) or the student, if an adult. The District shall provide transportation for nonresident EEN students if it is required in the student's IEP.

Nonresident open enrollment students attending school or classes in the District shall have all the rights and privileges of resident students and shall be subject to the same rules and regulations as resident students.

Resident School Choice Students

Resident students may apply for full-time enrollment in another public school district in accordance with state law. The District shall limit the number of resident students attending public school in other districts on a full-time basis to the maximum number allowed by law. If more students apply for full-time enrollment in another public school district than the maximum allowable number, determinations of which students will be allowed to attend other public schools shall be made on a random basis. Preference shall, however, be given to resident students already attending school in the district to which they are applying and to the siblings of such students.

The District may deny a student from attending school in another public school district, or continuing to attend school in another public school district, if costs of special education services required in the student's IEP would place an undue financial burden on the District.

District high school students may apply for enrollment in individual courses at other public school districts in accordance with state law. A student may enroll in no more than two courses at any time in other public school districts. The District may reject a student's application to attend a course in another public high school if the cost of the course would impose an undue financial burden on the District. The District shall reject an EEN student's application to attend a course in another public school district if the course conflicts with the student's IEP. The High School Principal shall determine whether a course to be taken at another public high school satisfies District graduation requirements and shall inform the resident student if it does not meet such requirements prior to beginning the course.

The parent(s)/guardian(s) of a resident school choice student shall be responsible for providing student transportation.

Alternative Application Process

WI Act 114 (2012) itemizes 7 criteria in which open enrollment applications may occur outside of the open enrollment period. This criteria is on record in the Algoma School District office.

Adopted: September 16, 1988

Revised: November 24, 1997

Revised: February 27, 2012

LEGAL REF: Sections 118.13 Wisconsin Statutes

118.51

118.52

121.75

121.84

121.845

121.86

Chapter 115, Subchapter V

Act 114 2012

423 – ADMISSION OF STUDENT OVER 21 YEARS OF AGE

A resident over 20 years of age may be admitted to school when in the judgment of the School Board the resident will not interfere with the pupils of school age.

Normally, students who reach 21 years of age will not be allowed to attend Algoma School District. Under special circumstances students may be allowed to enroll with the recommendation of the High School Principal or Superintendent and approval of the Board.

Students who are currently enrolled upon turning 21 will be allowed to continue at the discretion of the High School Principal or Superintendent with approval of the Board.

LEGAL REFERENCE: 118.13(2) Age of pupils

Revised: December 16, 2002

Adopted: May 29, 2001

424-HOMELESS POLICY

The Algoma School District is committed to ensuring that all homeless students have equal access to the same free public education that other students have. This policy explains the District's responsibilities under the Federal No child Left Behind Act of 2001 for identifying and serving homeless students.

DEFINITION OF HOMELESS STUDENTS

Homeless students are children and youth who lack a fixed, regular and adequate nighttime residence and include those students who are:

- Sharing the housing of other persons because of loss of housing, economic hardship, or a similar reason;
- Living in motels, hotels, trailer parks, or camping grounds because of the lack of alternative adequate accommodations;
- Living in emergency or transitional shelters;
- Awaiting foster care placement;
- Living in a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings;
- Living in cars, parks, public spaces, abandoned buildings, substandard housing, or similar settings; or
- Living in a migratory situation that qualifies as homeless because the child lacks a fixed, regular, and adequate nighttime residence.

DISTRICT LIAISON FOR HOMELESS STUDENTS

The District liaisons for homeless students are the school guidance counselors. The liaison for homeless students will provide enrollment support and will coordinate services within the school district and through community agencies to ensure that each homeless child or youth has equal access to education in the District. Specifically, the liaison has the following responsibilities:

- Making sure that homeless children enroll in and have a full and equal opportunity to succeed in district schools;
- Making sure that homeless families and children receive educational services they are entitled to, such as preschool care, and referrals to services, such as health care;
- Making sure that the parents and guardians of homeless children are informed of the educational opportunities available to their children and are given opportunities to participate;
- Distributing a public notice of the educational rights of homeless children where such children receive services, such as schools, family shelters, and soup kitchens, and

ENROLLMENT RECORDS

Homeless students will enroll, attend classes, and participate fully in school activities. If critical enrollment records, including immunization and medical records, are not

immediately available for homeless children, the liaison and school staff will work with these children and other agencies to obtain them in a timely manner.

PLACEMENT

The liaison for homeless students, with help from other school staff, will decide on homeless students' placement in school, based on the students' best interests. In making this determination, the District must, to the extent feasible, continue the student's education in his or her school or origin-that is the district school the student has been attending prior to becoming homeless-unless the student's parents or guardians want him/her placed in another school.

TRANSPORTATION

The District will provide homeless students in the district with transportation services comparable to those of other students. Also, individual accommodations will be considered. If a homeless student moves out of the district but continues to attend a district school, the district will coordinate services with the new district to meet the student's transportation needs. The school principal and the liaison will coordinate homeless students' transportation needs.

Adopted: October 18, 2004

**425 - ADMISSION TO KINDERGARTEN
AND FIRST GRADE
(Entrance Age)**

No child may be admitted to 4-year-old kindergarten in the District unless the child is four years old on or before September 1 in the year he/she proposes to enter school. There shall be no early admission to 4-year-old kindergarten in the District.

No child may be admitted to 5-year-old kindergarten in the District unless the child is five years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 5-year-old kindergarten under the legal age if he/she has satisfactorily completed a 4-year-old kindergarten program or has met the conditions and standards for early admission outlined in District procedures.

No child may be admitted to first grade in the District unless the child is six years old on or before September 1 of the year he/she proposes to enter school and has completed 5-year-old kindergarten. A child may be admitted to first grade under the legal age if he/she has completed a 5-year-old kindergarten program or its equivalent. A child may also be admitted to first grade under the legal age and/or without having completed 5-year-old kindergarten if he/she has met the conditions and standards for early admission or exemption from kindergarten outlined in District procedures.

If a child's request for admission to kindergarten or first grade is denied, the child's parent or guardian may appeal the decision in writing to the District Administrator. The District Administrator's decision is final.

**Source: WASB POLICY IDEA
2010**

Adopted: February 28, 2011

426 - Procedures For Admission To First Grade Early And/Or Without Having Attended Kindergarten

A. Conditions and Standards for Admission Under the Legal Age

A child who is six years old on or before September 1 in the year he/she seeks admission to first grade may be admitted to first grade if he/she meets either of the following requirements:

1. The child has successfully completed a 5-year-old kindergarten program or its equivalent, or
2. The child demonstrates the academic and development readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in the first grade.

B. Conditions and Standards for Exemption from Kindergarten Completion Requirement

A child who has not completed 5-year-old kindergarten may be admitted to first grade if he/she meets any of the following requirements:

1. The child has successfully completed a program for 5-year-old children that the school district deems equivalent to kindergarten. Documentation of program completion shall be required.
2. The child demonstrates academic and developmental readiness skills expected for successful participation in first grade. Evidence must exist that the child's educational welfare would best be served by placement in first grade.
3. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of 5-year-old kindergarten is not a prerequisite to entering first grade.
4. Before either commencing or completing first grade, the child moved into Wisconsin from a state, country or territory in which completion of 5-year-old kindergarten is a prerequisite to entering first grade and the child was exempted from the requirement to complete 5-year-old kindergarten in the state, country or territory from which the child moved.

C. Procedures

Requests for early admission to first grade or exemption from the mandatory kindergarten completion requirement shall be made and acted upon in accordance with the following procedures:

1. Requests shall be submitted to the appropriate elementary school principal in writing by July 1, 2010 for the upcoming school year. The request shall include the rationale for making the request and any academic or other information that supports the child's readiness for first grade admission. Families moving into the District after that date may submit a request no later than Aug. 1, 2010 or at least one week prior to the start of the school year.

2. The principal shall meet with the child's parent/guardian to discuss the reasons For requesting the child's first grade admission early and/or without having completed kindergarten and to review related student record information.
3. The principal shall determine whether any additional information or evaluation is needed. If needed, the principal shall request parental permission for evaluating the child and appoint appropriate staff members to complete the evaluation. The evaluation process will concentrate on obtaining information regarding skills and behavioral characteristics that are correlated with success in first grade. The areas evaluated may include: cognitive or intellectual development; math, reading and writing skill development; adaptive skill development; social/emotional maturity; communication skills and sensory motor/physical development. Staff shall use a combination of behavioral observation and teacher-made assessment tools to assess developmental and skills levels of the child.

The staff members completing the evaluation shall meet with the building principal to analyze the results of the evaluation and any other data available to determine the appropriateness of the child's admission to first grade. In order to be admitted to first grade, the child must demonstrate the academic and developmental readiness skills expected for successful participation in first grade and there must be evidence that the child's educational welfare will best be served by first grade placement.

4. The principal shall meet with the child's parent or guardian to present the results of the evaluation and the recommendation regarding admission to first grade. A written decision regarding the request will be provided to the parent or guardian and a copy kept on file in the District.
 - a. If the request is approved, the principal shall inform the parent or guardian that the first grade placement shall be contingent on the child's successful adjustment to the school setting and satisfactory progress. The placement shall be reviewed within 30 days of admission or after the first quarter. The decision to continue or change the placement shall be made by the classroom teacher, principal and students services personnel as necessary. The decision will be communicated to the child's parent or guardian once it is made.
 - b. If the request is denied, the principal shall inform the parent or guardian of their opportunity to appeal the decision to the District Administrator. The appeal must be made in writing to the District Administrator within 10 days of receipt of the principal's decision of the District Administrator shall be final.

Adopted: February 28, 2011

431 – COMPULSORY STUDENT ATTENDANCE

All Students Benefit from Regular Attendance At School

State statute 118.15 requires that all students, parents, and staff in the School District of Algoma comply with the compulsory school attendance law. Regular school attendance is one of the first essentials to school success. Frequent absences interfere with student progress and place an added burden on teachers. Students are expected to willingly accept the responsibility related to their daily attendance to school and are required to be in their scheduled class or study hall each period during the day.

It is the responsibility of the parents or guardians of the student to telephone the School Office on the day of the absence to inform school officials of the absence and the reasons for it. (Call collect if necessary) The following reasons for absence are considered justified and students will be excused and permitted to make-up work missed.

1. Illness on the part of the student.
2. Regular medical and dental appointments. (These should be scheduled with discretion so the student is not absent the entire day.)
3. Serious illness or death in the immediate family.
4. Absence resulting from acts of nature which cause serious problems to the family.
5. If the parent/guardian chooses to keep their child/children home due to weather conditions, the absence will be listed as “excused”.
6. College and technical school visitation (request must be submitted to the Principal on a Field Trip and/or Excused Absence Form properly signed by the teachers and guidance office 24 hours in advance.
7. Family vacations (At least one parent or guardian must accompany the student and the request must be made in advance on a “Field Trip and/or Excused Absence Form” properly signed by the teachers, guidance office, and principal 24 hours in advance.)
8. Special and reasonable circumstances with Principal’s approval in advance of the absence. (Absences not approved in advance are subject to being considered unexcused and may result in detention assignment.)

In all situations the school attendance policy will determine if a student will be excused or unexcused and whether detention will be assigned, even though the parent or guardian have sanctioned the absence. A medical excuse may be required if a student’s absentee rate is high. If no call is received, the absence will be considered unexcused.

If a student is to be absent for more than one day due to an illness, the parent or guardian should notify the school on each day of the illness. Special arrangements can be made on the first day in event of a prolonged or serious illness.

If no telephone call is received, parents will be notified of the unexcused absence. High School students receiving an unexcused absence will receive “no credit” for class work missed during their period of absence, thus hindering their progress toward graduation.

In cases where the parents or guardians do not have a telephone, they should send a note and indicate the fact that they have no telephone in the note. They should also state the reason for the absence.

Revised: March 24, 2003

Adopted: June 18, 2001

LEGAL REF: Section 118.15 Wisconsin Statute – Compulsory School Attendance

CROSS REFERENCE: 723.3 Emergency Closing

441.2 – STUDENT REPRESENTATION TO THE BOARD

There shall be a non voting student representative to the Board of Education.

The student representative will attend meetings to improve communication between the Board of Education and district students, to strengthen the democratic process within the school district, to increase the responsibilities carried by students, and to improve the opportunity for participation in the decision-making process by young people.

Revised: June 18, 2001

Adopted: September 26, 1988

441.2 – RULE PLAN FOR STUDENT REPRESENTATION TO THE BOARD

1. REPRESENTATION

- a. Two students shall be selected from the Student Council to serve as representatives to the Board of Education. One shall be the regularly designated representative while the other shall serve as an alternate.

2. SELECTION

- a. The method of selection shall be determined by the Student Council of the high school. All appointments shall require final approval of the Board of Education.

3. ELECTION PROCEDURES

- a. The student representatives shall be determined when the Student Council officers are selected.
- b. The student representatives must be either juniors or seniors.
- c. The student representatives shall be selected by the Student Council members.
- d. The student representative will familiarize himself/herself with Board procedures through counsel with the Student Council Advisor, High School Principal, and the Superintendent.
- e. The student will be expected to attend all Board meetings. The student will be expected to serve from his/her selection until the next representative is chosen for the following year.

4. FUNCTIONS

- a. In matters requiring the Board's consideration, student representatives shall provide advice in areas of direct pupil concern. (There will be no student participation in **any** executive sessions.) The student representative shall report back to the Student Council that he/she represents.

5. REQUIREMENTS OF POSITIONS

- a. A student who is selected to meet with the Board shall:
 - 1) Attend all regularly scheduled Board meetings.
 - 2) Provide his/her own transportation to board meetings.
 - 3) Have permission of parents to serve.
 - 4) Study Board materials and prepared to discuss items of student interest and concern as requested by the Board, Principal, or Advisor.
 - 5) Have the time and willingness to prepare for a follow-up on Board meetings as necessary.

6. STATUS

- a. Student representative to meet with the Board

- 1) Will be advisory rather than regular voting members.
- 2) Will serve at the pleasure of both the Student Council and Board of Education.
- 3) Will not be liable or responsible, in the same way as are regular board members, for actions taken by the Board of Education.

Revised: June 18, 2001

Adopted: September 26, 1988

443.2 – RULE - SCHOOL BUS CONDUCT & DISCIPLINE PROCEDURES

Complaints

Students and/or parents should address complaints and concerns first to the bus contractor (Dworak Bus Services), second to the Building Principal, and third to the District Administrator. If these steps are followed and the problem is not resolved, the complainant may request a hearing before the Board of Education.

Misconduct

When the principal receives a school bus misconduct report (written), he/she has the following options:

- A. Reprimand (Verbal)
- B. Reprimand (Written)
- C. Parent/Guardian Conference
- D. Temporary Suspension, with parental notification, of bus services up to three days.
- E. Permanent Suspension, with parental notification, for the remainder of the school year.
- F. One or all of the above with a warning of more serious action and/or a student's bus riding privilege removed, if the problem persists.

The possession of contraband materials (tobacco, alcohol, weapons, etc.) will not be tolerated and, in addition to school discipline, law enforcement officials will be notified.

LEGAL REFERENCE: Sections 120.13 (1) (b) Wis. Statutes
63 Attorney General 536

Adopted: May 29, 2001

443.4 - STUDENT ALCOHOL AND OTHER DRUG USE

The School District of Algoma does not condone the use of alcohol or other drugs by students at any time. It is against school policy for students in school, on school grounds, in a school vehicle, or at school-sponsored activities, to possess or be under the influence of alcohol, or mood altering substances. Mood altering substances include, but are not limited to, illegal drugs, inhalants, and prescription medications when used in contrary to a physician's instructions, used by a person for whom it was not prescribed, and/or used at a time when the medical condition for which it was prescribed does not exist.

A student may be required to submit to a breath test to determine the presence of alcohol if a school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer, trained school district employee, or an authorized agent by the school board and shall meet state law requirements.

Discipline procedures regarding the use of alcohol or other relate drugs shall be in the Student Handbook and available in the School Office.

LEGAL REFERENCE:	Sections	118.01 (2) (d) Wis. Statutes 118.125 118.126 188.13 118.24 (2) (f) 121.02 (l) (k)
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CROSS REFERENCE:	443.4 –Rule, Penalties for Violating Student Alcohol and other Drug use Policy 522.1 Drug Free Workplace
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Adopted: May 29, 2001

443.4 - RULE - PENALTIES FOR VIOLATING STUDENT ALCOHOL AND OTHER DRUG USE POLICY

STUDENTS

1. Any student who is involved in the use or possession of alcohol and/or other drugs or drug paraphernalia (as defined by state law), while in or on school property, in any district owned or contracted vehicle or at school-sponsored events will be subject to the following measures:
 - a. Immediate police involvement;
 - b. Parents shall be informed immediately;
 - c. Suspension from school;
 - d. Possible referral to district administrator for possible expulsion by the Board of Education.

2. Any student who is involved in the sale of, or intent to sell, the transfer of or the receiving of alcohol or other drugs or drug paraphernalia (as defined by state law), while in or on school property, in any district owned or contracted vehicle or at school-sponsored events will be subject to the following measures:
 - a. Immediate police involvement;
 - b. Parents shall be informed immediately;
 - c. Suspension from school;
 - d. Referral to district administrator with a recommendation for expulsion by the Board of Education.

Adopted: May 29, 2001

443.5 - STUDENT USE OF TWO-WAY COMMUNICATION DEVICES, BEEPERS, OR CELL PHONES

No student shall be permitted to use or possess an electronic paging or two-way communication device (ie. beeper, cell phone) except as specifically authorized by the building principal.

Students violating this policy shall be disciplined in accordance with established procedures.

Revised: March 24, 2003

Adopted: August 28, 1990

LEGAL REFERENCE: 118.258 Wis. Statutes – Electronic Communication
Devices Prohibited

443.6 - LOCKER ROOM PRIVACY

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- (1) Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
- (2) No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
- (3) No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the District.

SOURCE: WASB Policy Idea April 2008

Adopted: February 28, 2011

443 - STUDENT CONDUCT

Students in the School District shall be expected to act in such fashion that their behavior will reflect favorably on the individual student and on the school, show consideration for fellow students, and create a harmonious school atmosphere. To accomplish this, each student must recognize individual responsibilities and obligations, and discharge them in accordance with school regulations.

Students are expected to abide by the code of conduct and behavior as outlined in the student handbook, and/or as stated in the rules and regulations established by building principals for each school.

All employees shall share responsibility for supervising the behavior of students and for seeing that they meet the standards of conduct established by the building principal. In enforcing rules for student conduct, staff members shall place particular emphasis upon educating students in the ability to control themselves.

The School District shall not discriminate in the methods, practices and materials used for evaluating students on the basis of sex, race, color, religion, national origin (including LEP), ancestry, creed, pregnancy, marital status, parental status, sexual orientation or physical disability, mental disability, emotional disability or learning disability/handicap or homeless status.

Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF: Sections 118.128 Wisconsin Statutes
 118.13
 120.13(1)
 120.52(2)
 PI 9.03 (1) of the Wisconsin Administrative Code

CROSS REF: 411 Rule - Student Discrimination Complaint Procedures

Adopted: May 29, 2001
Revised: January 24, 2005

445 – STUDENT INTERROGATIONS/INTERVIEWS/APPREHENSIONS

Police may question students while at school due to the fact that they are not on duty 24 hours per day and may need to conclude an investigation. It might take days or weeks if they were to try to see the students outside of school. Our cooperation with the police will help to expedite these investigations, but the police will be judicious in their use of school time.

1. In-School Questioning

To insure maximum cooperation between school and law enforcement agencies, the following guidelines are set to which both police and school subscribe:

- A. The law enforcement agency will call the parent(s) and get permission to interview a student except in the case where the students being questioned on behalf of the school principal regarding a school issue. Under this provision the building principal may call the parent if he/she deems it warranted. The principal or his/her representative shall be present.
- 1) If the parents refuse permission, the police may not question a student.
 - 2) If parents cannot be reached, the police may not talk to a student except in an emergency situation. The determination of what constitutes an emergency is left to the judgment of the police and school administrator. Examples of emergency situations are:
 - a. Reliable information that student is going to run away.
 - b. Reliable information that a student may be engaging in an activity that may be hazardous to himself/herself or other.
 - 3) If a student is a witness to an offense or a non-involved third part, meaning he/she would not be a defendant to an action, parents should be called, but if not available, police may question the student.
 - 4) If a child is arrested or taken into custody, police and school should call home to inform the parents of this.
 - 5) Child Abuse. In cases of suspected child abuse, the police can question a child without parental consent. If the student is taken into custody, or arrested, the school does not have to notify the parents, although if it does not interfere with the investigation parents should be called.
 - 6) Neglect. In rare instances, police may want to talk with a student about alleged parental neglect. The policy under “abuse” would govern in these instances.

2. In-School Apprehensions

- a. In-school questioning by police should not be confused with in-school apprehensions. Police need not contact parents when the juvenile is in police custody:
- 1) Section 48.28, Wisconsin Statutes, in regard to taking a child into custody:
 - a) No child may be taken into immediate custody except:
 - (1) With a capias issued by the judges of the juvenile...or with a warrant, or ...

- (2) When in the presence of the officer who takes a child into custody, a child who has violated a county, town, or municipal ordinance, or a state or federal law and the officer believes that such action is necessary for the protection of the public interest, or ...
 - (3) When the officer finds a child in such surroundings or condition that he/she considers it necessary that he/she takes the child into immediate custody for the child's own welfare, or ...
 - (4) When it is reasonably believed that a child has committed an act which if committed by an adult would be a felony, or ...
 - (5) When it is reasonably believed that the child has run away from his/her parents, guardian, or legal custodian, or is a fugitive from justice, or ...
 - (6) On order of the court, when made upon a showing satisfactory to the court that the welfare of a child demands that it be immediately removed from its present custody, the order to specify that the child be placed in the custody of a licensed welfare agency pending a hearing on the matter, or ...
 - (7) When it is reasonably believed that the child has violated the terms of his/her probation, parole, or other field supervision.
- b) Apprehension of a student, in accordance with Wisconsin Statutes, while he/she is in attendance at school, should be made only when it is impractical or otherwise disadvantageous to make the apprehension at another time or place.
 - c) If an apprehension is made at school, proper arrangements should be made with the school principal or his/her designated representative.
 - d) If an apprehension is made at school, the law enforcement office is responsible for the right and privileges of the child and for notification of the parents.

An apprehension made at school should be made with a minimum of publicity. The law enforcement officer should receive the student at the school office if possible, remove his/her from school at the least conspicuous time. This can usually be accomplished when the students are in the classroom.

LEGAL REF: Section 48.981 Wisconsin Statutes
 118.257 Liability for referral to police
 120.12 (1) Management of School District
 120.44 School Board Powers and Duties

Adopted: May 29, 2001

446.1 – EXHIBIT – LOCKER SEARCHES

Date of locker search: _____

Time of locker search: _____

Locker number(s): _____

Staff present: _____

Item(s) taken out of locker(s): _____

Comments: _____

Signature of Superintendent/Principal or Designee

Signature of Witness

Date

Date

Adopted: March 24, 2003

446.1 – LOCKER SEARCHES

It is the policy of the School District of Algoma that the principal, teaching staff, support staff, office staff or any other school employee may search a pupil's locker as determined necessary or appropriate without notifying the pupil and without obtaining a search warrant.

The school district retains ownership and possessor control of all pupil lockers and designates that their employees may conduct searches.

The Superintendent/Principal or designee may search any locker. Documentation shall be kept on file as to the time, date, locker number, and staff members present. Along with Superintendent/Principal or designee, a witness will be present upon the opening of any locker.

LEGAL REFERENCE: 1997 Wisconsin Act 329
 Assembly Bill 715
 118.325 Locker Searchers

Adopted: June 18, 2001

446.2 - STUDENT VEHICLE SEARCHES ON SCHOOL PROPERTY

Student vehicles parked on the property of the School District may be searched for the reasons enumerated below. Designated law enforcement officials will be asked to conduct this search.

Searches of vehicles may be conducted if:

1. There is probable cause that a violation of local, state, or federal law has been committed and the vehicle contains evidence of such a violation;
2. There is probable cause that the vehicle and or its contents contain a controlled substance or contraband; or
3. There is probable cause that the health and safety of others is endangered by the vehicle or its contents.

Every effort will be made to contact the parent or guardian of the student or registered owner of the vehicle prior to any search of the vehicle.

CROSS REFERENCE: 443.4 Student Alcohol and Other Drug Abuse
 446.3 Use of Canines

Adopted: May 29, 2001

446.3 - USE OF CANINES

The School District of Algoma, in order to maintain a drug free school environment, authorizes the use of canine units to detect the odor of controlled substances in school buildings and any other areas of school property deemed appropriate. This activity will be carried out on a random or periodic basis and or/when reasonable suspicion exists. This will be at the discretion of the district administrator in conjunction with the building level principal.

The canine unit will be used when:

1. There is a reasonable suspicion that controlled substances may be hidden in the building or on school property.
2. There is a belief that a random preventive search will be beneficial to the ongoing drug prevention effort.

The following specific procedures apply regarding the use of canine units:

1. Canines may be used without prior notification to students and/or school personnel.
2. Canines may be called by the school principal/designee with notification of the district administrator/designee.
3. Students will be restricted to classrooms and kept out of hallways while canines are in use.
4. In the event of a canine "hit", the locker or other area will be searched further using established district procedures.

Adopted: May 29, 2001

CROSS REFERENCE: 443.4 Student Alcohol and Other Drug Abuse
 446.1 Locker Searches
 446.2 Student Vehicle Searches on School Property

447.1 – USE OF PHYSICAL FORCE BY STAFF

School discipline requires the guidance of pupils in a way which permits the orderly and efficient operation of the school. The Board does not condone the use of physical force by employees when dealing with pupils, and corporal punishment and unreasonable use of physical force are expressly prohibited. The Board recognizes, however, that it may be necessary for school personnel to use reasonable and appropriate physical force.

No official, employee or agent of the School Board may subject a pupil enrolled in the school district to corporal punishment or unreasonable physical force, except, an official, employee or agent of the School Board is not prohibited by this law from:

1. Reasonable Use of Force:
 - a. Reasonable physical force may be used by school personnel when necessary to restrain, remove, or disarm pupils who present a threat of harm to themselves or others, property damage or theft, or who disrupt school activities.
 - b. Physical force is necessary only when other means of restraint, removal, or disarmament would be ineffective or only after such other means have been attempted and have been ineffective.
 - c. In determining whether the use of physical force is reasonable and necessary, all circumstances shall be considered, including without limitation the pupil's age, sex, maturity and previous history, the seriousness of the problem and the threat posed by the pupil, and the availability and use of other means of restraint, removal, or disarmament not involving the use of physical force.
 - d. Using reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person
 - e. Using reasonable and necessary force to obtain possession of a weapon or other dangerous object within a pupil's control.
 - f. Using reasonable and necessary force for the purpose of self-defense or the defense of others under State law.
 - g. Using reasonable and necessary force for the protection of property under State law.
 - h. Using reasonable and necessary force to remove a disruptive pupil from a school premises or motor vehicle, as defined in State law from school-sponsored activities.
 - i. Using reasonable and necessary force to prevent a pupil from inflicting harm on himself or herself.
 - j. Using reasonable and necessary force to protect the safety of others.
 - k. Using incidental, minor or reasonable physical contact designed to maintain order and control.
 - l. Using reasonable physical activities associated with athletics.
2. Corporal Punishment and Unreasonable Use of Physical Force Prohibited:
 - a. The unreasonable use of physical force occurs as a result of using physical force (1) when it is not necessary to use such physical force, or (2) when it is no longer necessary to use such physical force.
 - b. Corporal punishment is the unreasonable and unnecessary use of physical force. It is defined as the intentional infliction of physical pain which is used as a means of discipline.
 - c. Corporal punishment and the unreasonable use of physical force are prohibited.
 - d. Examples of corporal punishment and the unreasonable use of physical force are as follows:
 1. Slapping;
 2. Paddling;

3. Punching;
 4. Kicking;
 5. Prolonged maintenance of physically painful position.
3. Reporting:
- a. School personnel who use physical force against a pupil shall report each incident to the principal, who shall report such incidents to the Superintendent.

In determining whether or not a person was acting within the exception listed above, deference shall be given to reasonable, good faith judgments made by an official, employee or agent of the school board.

Except as provided in an existing forfeiture penalty, this policy does not create a separate basis for civil liability of the school board or their officials, employees or agents for damages arising out of claims involving allegations of improper or unnecessary use of force by school employees against students. Nothing in this policy shall prohibit, permit or otherwise affect any actions taken by an official, employee or agent of the school board with regard to a person who is not a pupil enrolled in the school district.

Adopted: September 28, 1988

Revised: September 23, 2002

LEGAL REF: Sections 118.13 Corporal Punishment
120.12 (1) Management of School District
120.44 School Board Powers & Duties

447.2 EXHIBIT – CONSEQUENCES FOR MISSING DETENTION

This letter is to inform you that «StudentName» failed to serve a detention that was issued for violating school rules or appropriate standards of decorum.

As a result, the action indicated below has been taken. You'll notice that if a future detention is missed, the consequences get progressively more severe.

First Offense Skipped Detention

Parent notified via phone contact and or letter
Student reminded of detention and serves the following day

Second Offense Skipped Detention

Parent notified via phone contact and or letter
One (1) day suspension
Student serves detention upon return
Unexcused absence noted in student's record

Third Offense Skipped Detention

Three (3) day suspension
Parent notified via phone contact and or letter
Behavioral Intervention meeting involving student and Guidance Counselor
Student serves detention upon return
Unexcused absence noted in student's record

Fourth Offense Skipped Detention

Five (5) day suspension
Behavioral Intervention meeting involving student, parent/guardian and guidance counselor and or principal
Manifestation determination and change of placement IEP meeting coordinated if necessary
Student serves detention upon return
Unexcused absence noted in student's record

Fifth Offense Skipped Detention

Fifteen (15) day suspension
Expulsion hearing for "...repeatedly engaging in conduct ... that disrupted the ability of school authorities to maintain order or an educational atmosphere at school..." as per state statute Sec. 120.13 (1)(c)(2). will be convened within 15 days of offense
Unexcused absence noted in student's record

Students, who violate this rule any time during their high school careers after serving an expulsion for the same offense, will skip immediately to the "Third Offense" level.

cc: Student File
Guidance Dept.
Superintendent

Adopted: May 29, 2001

447.2 - REMOVAL OF DISRUPTIVE STUDENTS

CLASSROOM BEHAVIOR

One of the primary goals of the district is to establish and maintain a favorable academic atmosphere for students and staff. Effective learning cannot take place in a classroom where student behavior interferes with the ability of the teacher to teach effectively or the ability of other students to participate in classroom learning activities.

Students shall be expected to abide by the code of classroom conduct adopted by the Board and any other appropriate classroom rules established by the building principal and/or classroom teacher for the purpose of maintaining order and a favorable academic atmosphere. Any student who violates the code of classroom conduct or other classroom rules may be subject to removal from class and/or disciplinary action.

A teacher may remove a student from class if the student:

- 1.) violates the code of classroom conduct adopted by the Board, or
- 2.) is dangerous, unruly or disruptive or exhibits behavior that interferes with the ability of the teacher to teach effectively as specified in the code of classroom conduct.

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

When a student is removed from class, the teacher shall send the student to the building principal or designee and inform the principal or designee of the reasons for the student's removal from class. The student shall also be informed of the reasons for the removal from class and be given an opportunity to present his/her version of the situation. The principal or designee shall review the situation and make a placement decision regarding the student in accordance with procedures outlined in the code of classroom conduct adopted by the Board. Parents/guardians shall be notified of the student's removal from class in accordance with established procedures.

The code of classroom conduct adopted by the Board shall be published in student and staff handbooks and distributed annually.

This code of classroom conduct applies to all students in grades 4K – 12.

1. Student Removal from Class

a. Dangerous, disruptive or unruly behavior or behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

- *Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom*
- *Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies*
- *Behavior that interferes with a person's work or school performance or school performance or creates an intimidating, hostile or offensive classroom environment*
- *fighting*
- *taunting, baiting, inciting and/or encouraging a fight or disruption*
- *disruption and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations*
- *pushing or striking a student or staff members*
- *Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties*
- *Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence force coercion, threats, intimidation, fear or disruptive means*
- *Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder*
- *Restricting another person's freedom to properly utilize classroom facilities or equipment*
- *Repeated classroom interruptions, confronting staff argumentatively, making loud noises or refusing to follow directions*
- *Throwing objects in the classroom*
- *Repeated disruption or violation of classroom rules*
- *Excessive or disruptive talking*
- *Behavior that causes the teacher or other students fear of physical or psychological harm*
- *Physical confrontations or verbal/physical threats.*

b. Other behavior as outlined below:

- *Willful damage to school property*
- *Defiance of authority (willful refusal to follow directions or orders given by the teacher)*
- *Repeatedly reporting to class without bringing necessary materials to participate in class activities*
- *Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others*
- *Repeated use of profanity.*

A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

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

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

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

2. Placement Procedures

- a. The building principal or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - 1.) An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
 - 2.) Another class in the school or another appropriated place in the school.
 - 3.) Another instructional setting.
 - 4.) The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the principal or designee determines that readmission to the class is the best or only alternative.

- b. When making placement decisions, the building principal or designee shall consider the following factors: *{Examples of factors to consider are: the reason the student was removed from the class (severity of the offense), the type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, location), the estimated length of time of placement, the student's individual needs and interests, whether the student has been removed from a teacher's class before (repeat offender), the relationship of the placement to any disciplinary action (e.g., if student suspension from school is required as a result of the student's conduct, is the placement applicable before and/or after the suspension?), and so on.}* The principal or designee may consult with other appropriate school personnel as the principal or designee deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement

447.3 – STUDENT SUSPENSIONS/EXPULSIONS

The Board will use its authority to expel any student who is guilty of repeated refusal to follow reasonable school rules, commits acts that endanger the health, welfare, and safety of themselves and others, and willful or malicious destruction of school property.

The principal and/or district administrator shall have the authority to suspend a student for flagrant acts of misbehavior, disobedience, and insubordination.

Adopted: September 26, 1988

LEGAL REF: Sections 120.12 (1) Wisconsin Statutes
 120.44

449 - STUDENT VEHICLES PARKED ON SCHOOL PROPERTY

The School District of Algoma provides students with parking spaces as a convenience to students. Parking on school property is a privilege, not a right. In order to assure student safety, parking rules and policies must be followed. Students wishing to take advantage of the right to park on school property must fill out the appropriate form in the High School Office authorizing the student to park a vehicle or multiple vehicles on school property.

Students and their parents must consent to and abide by all vehicle-parking regulations. Students who park vehicle on school grounds without a signed authorization are subject to disciplinary measures as established by the District Administrator and/or Board Policy.

High school students, who are licensed to drive and also have written permission on file with the school, may park in the high school student parking lot on a space-available basis.

All parking privileges, when granted, are expressly for transportation to and from school. Students are not allowed to enter cars or leave the school campus during school hours, other than during noon break, unless permission is granted by the building principal/designee. Abuse of driving/parking rules and/or school attendance regulations shall result in the loss of privileges.

The Board of Education assumes no responsibility for damage to or theft of a vehicle or any item stolen in or on a vehicle parked on school property.

The Board reserves the right to revoke parking privileges at its discretion.

CROSS REFERENCE: 446.2 Student Vehicle Searches on School Property
 449 – Rule-Student Parking and Driving Regulations
 449 – Exhibit (1) Student Vehicle Parking Application

Adopted: September 24, 2001

449 - RULE - STUDENT PARKING AND DRIVING REGULATIONS

GENERAL RULES:

1. Students who drive their motorized vehicles to school must complete the agreement.
2. Students who fail to register their vehicles may lose the privilege of bringing their vehicle on school grounds.
3. Students are to park in the north parking lot **using one space** only.
4. No item, the possession of which is illegal or in violation of school regulations or which endangers the health, safety, or welfare of persons, shall be stored in or on vehicles parked on school property.
5. It is completely understood that driving in a reckless or careless manner or transporting students when not authorized to do so by the principal or the principal's designee could result in the driving/parking privilege being suspended.
6. Students who leave and return in their vehicle during the day without proper clearance from the office will have their driving/parking privilege suspended indefinitely on the first offense.
7. School buses leaving school have the right-of-way over all vehicular traffic.
8. The school assumes no responsibility for damage to or theft of a vehicle or any item stolen in or on a vehicle parked on school property.
9. If the Administration believes that a vehicle while on school property is being used in a manner or for a purpose, which may be injurious or illegal, it shall refer the matter to the appropriate police department.
10. Students and parents need to review Policy 446.2 – Student Vehicle Searches on School Property; Policy 449 – Student Vehicles Parked on School Property; Policy 449 Rule – Student Parking and Driving Regulations

CROSS REFERENCE: 446.2 Student Vehicle Searches on School Property
449 Student Vehicles Parked on School Property
449 Exhibit-A Student Vehicle Parking Application

Adopted: August 27, 2001

450 – STUDENT HEALTH AND WELFARE

Health Examinations

1. While we do not conduct mandatory health examinations after entrance, we do:
 - a. Require pupils entering public school for the first time to submit to a physical examination administered by their family doctor.
 - b. Urge that students have periodic immunizations at the time of their physical examinations as recommended by their family doctor and required by Wisconsin Statutes.
 - c. Instruct teachers to be alert to note contagious and infectious disease and to recommend exclusions in compliance with regulations of the State Board of Health.
 - d. Require that a health record be kept on all students.

Adopted: May 29, 2001

450 – RULE – GENERAL STUDENT HEALTH AND WELFARE RESPONSIBILITIES

It shall be the responsibility of the principal to provide for a safe and healthful facility for the students. Any remedial action needed shall be reported to the superintendent and the Board of Education

It shall be the responsibility of the principal to properly supervise and recommend administrative policy to properly provide for the health, safety and welfare of the general student population.

Adopted: May 29, 2001

453.1 - EMERGENCY NURSING SERVICES

Policies and procedures for emergency nursing services for the School District of Algoma have been developed under the guidelines provided by the Department of Public Instruction (WI Blueprint for Excellence) to meet the Department of Education Standards-Standard G.

There will be an annual review of the emergency nursing services by the Algoma District's designated emergency nursing services coordinator and the school nurse. The Emergency Nursing Services evaluation will be in writing and presented to the District Administrator and to the School Board by the school nurse.

First aid services will be available during the school day.

Equipment and supplies necessary for the emergency first aid service will be requisitioned and purchased by the District. The office in each building is the designated area for emergency nursing service and supplies.

All accidents shall be reported to the principals by the person in charge of a given activity when the accident occurs, or as soon as possible, thereafter. A log of accidents will be kept by principals. The log will be evaluated at an annual review of emergency nursing services (First Aid Log).

The Medical Advisor for emergency nursing service will be:

Dr. Robert Anderson
Bellin Medical Group
1510 Fremont St.
Algoma, WI 54201

The part-time school nurse is:
Kathy Romdenne, RN
Algoma Elementary School

Adopted: May 29, 2001
Revised: January 24, 2005

453.1 – RULE - EMERGENCY NURSING SERVICES PROCEDURES

- I. Emergency nursing service shall be provided under the direction of the Wisconsin registered nurse designated to serve the School District of Algoma during the current school year. The designated nurse:
 - A. Assists with the development of plans for meeting emergencies, handling health problems and medications;
 - B. Assists and participates in the review and evaluation of policies;
 - C. Will coordinate with the County Public Health Nurse when:
 1. Formulating exclusion policies for students when related to health;
 2. Formulating readmission policies for students when related to health. (See Appendix E – Kewaunee County Communicable Disease Book)
- II. The Medical Advisor designated to serve the School District of Algoma during the school year shall act as a consultant to the district and the school nurse for the provision of emergency nursing services and district health services. (See Appendix A)
- III. Each school building shall have a designated area for emergency care available to students and staff during the school day. Students and staff should report to the area in case of illness or injury. The designated areas are:
 - A. Algoma High School – school office with adjoining health room.
 1. This area to be maintained under the direction of the High School Principal.
 2. This area to contain the necessary equipment and supplies (as determined by the school nurse and medical advisor) readily accessible during the regular school day.
 3. In addition to the person responsible for the designated health area, the following are designated to provide emergency assistance:
 - a. High School Office Manager/Secretary
 - B. Algoma Elementary School – school office with adjoining health room.
 1. This area to be maintained under the direction of the School Nurse.
 2. This area to contain the necessary equipment and supplies (as determined by the school nurse and medical advisor) readily accessible during the regular school day and school sponsored activities.
 3. In addition to the person responsible for the designated health area, the following are designated to provide emergency assistance:
 - a. Elementary School Secretary
 - C. School sponsored events not held on school grounds shall be reviewed individually. The school principal responsible for the event shall plan for the provision of emergency service including:
 1. Person Responsible: The adult assigned by the District to chaperone the activity (the teacher, the instructional aide, the coach, the assistant coach, the advisor, etc.)
 2. Medication First Aid supplies and/or Equipment: Any medication, first aid supplies, and/or equipment needed for the activity shall accompany the person responsible for chaperoning the activity. If transportation is provided by school bus, first aid supplies may also be found on the bus.

3. Notification system: In the event that a serious injury occurs, which requires medical attention, the following procedure will be used:
 - a. Telephone 911
 - b. Radio contact through the bus radio
 - c. Transport to medical facility
 - d. Parent/Guardian shall be notified
 - e. School principal shall be notified
 - f. School accident report form shall be completed by building secretary

- IV. A “Pupil Emergency Information Card” shall be on file for each student and shall be updated annually. Emergency cards shall be accessible at all times and located in the:
 - A. Algoma High School office for student in grades 7-12;
 - B. Algoma Elementary School office for students in grades K-6.

- V. All students participating in interscholastic athletics shall provide the above listed school offices with appropriately filled out cards as provided and required by the Wisconsin Interscholastic Athletic Association (WIAA). (See Appendix B)
 - A. Athletic training services are provided district athletes.

- VI. If it is determined by the school principal or designee that a student should go home, an attempt should be made to notify the parent(s) of guardian(s) or other person listed on the emergency card. No student shall be sent home unless the adult contact has been completed. The school is not responsible for student transportation.

- VII. In life-threatening situations, 911 – Emergency Services shall be called.

- VIII. For all injuries requiring medical attention, the Proof of Claim Student Accident Insurance Plan form shall be completed. (See Appendix D)
 - A. A record of any and all injuries is to be completed by the school building secretary whether the injury requires medical attention or not.
 - B. All student and employee injuries shall be reported to the school building secretary immediately.
 - C. The report of emergency services shall be kept on file by the school building secretary.
 - D. If there is a question as to the severity of the illness or injury, the school nurse shall be called.

Adopted: September 26, 1988

Revised: March 25, 2002

Revised: July 26, 2010

453.3 – EXHIBIT (2) - BLOODBORNE PATHOGENS EXPOSURE CONTROL PLAN (ECP)

PURPOSE

This document serves as the written procedures Bloodborne Pathogens Exposure Control Plan (ECP) for the School District of Algoma. These guidelines provide policy and safe practices to prevent the spread of disease resulting from handling blood or other potentially infectious materials (OPIM) during the course of work.

This ECP has been developed in accordance with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030. The purpose of this ECP includes:

- Eliminating or minimizing occupational exposure of employees to blood or certain other body fluids.
- Complying with OSHA's Bloodborne Pathogens Standard, 29 CFR 1910.1030.

ADMINISTRATIVE DUTIES

The Superintendent is responsible for developing and maintaining the program with the assistance of MacNeil Environmental, Inc. A copy of the plan may be reviewed by employees during normal working hours. The main copy of the plan is located in the vault in the District Office. Additional copies of the plan will be maintained in each building's Health Office.

In addition, the Superintendent is responsible for maintaining any records related to the Exposure Control Plan.

If after reading this program, you have questions or find that improvements can be made, please contact the Superintendent. We encourage all suggestions because we are committed to the success of our written ECP. We strive for clear understanding, safe behavior, and involvement from every level of the district.

EXPOSURE DETERMINATION

We have determined which employees may incur occupational exposure to blood or OPIM. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to have the potential for exposure even if they wear personal protective equipment).

Job Classifications

This exposure determination is required to list all job classifications in which employees may be expected to incur such occupational bloodborne pathogen exposure, regardless of frequency. At this facility the job classifications that could have this exposure in the course of fulfilling their job requirement are listed on Attachment A of this plan.

Of course, all district personnel may have some chance of exposure during emergency situations (i.e. teachers, staff aids). It is our policy, however, that all employees, except those listed above, are discouraged from administering the elements of this plan. Instead, the procedure is to contact

one of the employees listed above for further action, specifically the school nurse or an alternate in their absence. In emergency situations, however, where a breakdown occurs in this system, and an employee is exposed to blood or another OPIM, actions shall be taken in accordance with this plan.

Should a non-exposure classified District employee come in contact with blood or OPIM on an incidental basis, the employee will be offered the HBV vaccination and a medical evaluation at the time of exposure. District employees who are not identified by this ECP are encouraged to receive the HBV vaccination through their medical provider or at the County Health Department.

COMPLIANCE STRATEGIES

This plan includes a schedule and method of implementation for the various requirements of the standard.

Universal Precautions

Universal precautions developed by the Centers for Disease Control and Prevention (CDC) will be observed at this facility to prevent contact with blood or OPIM. All blood or OPIM will be considered infectious regardless of the perceived status of the source individual. Under circumstances in which differentiation among body fluid types is difficult or impossible, all body fluids shall be considered potentially infectious.

Engineering and Work Practice Controls

Engineering and work practice controls will be used to eliminate or minimize exposure to employees at this facility. Where occupational exposure remains after institution of these controls, employees are required to wear personal protective equipment. At this facility the following engineering controls are used:

- Placing sharp items (e.g., needles, scalpels, etc.) in puncture-resistant, leakproof, labeled containers.
- Performing procedures so that splashing, spraying, splattering, and producing drops of blood or OPIM is minimized.
- Removing soiled PPE as soon as possible.
- Cleaning and disinfecting all equipment and work surfaces potentially contaminated with blood or OPIM. A disinfectant cleaner appropriate for cleaning of blood or OPIM (i.e., 10 parts water to 1 part bleach solution; quat type disinfectant that is classified as a hospital grade tuberculocidal) can be obtained through the Custodial Department.
- Thorough hand washing with soap and water immediately after providing care or provision of antiseptic towelettes or hand cleanser where handwashing facilities are not available.
- Prohibition of eating, drinking, smoking, applying cosmetics, handling contact lenses, and so on in work areas where exposure to infectious materials may occur.
- Use of leak-proof, labeled containers for contaminated disposable waste or laundry.

The above controls are examined and maintained on a regular schedule.

Handwashing Facilities

Handwashing facilities are readily available to employees who have exposure to blood or OPIM. Sinks for washing hands after occupational exposure are near locations where exposure to bloodborne pathogens could occur.

At a minimum, our handwashing facilities are located in faculty and student restrooms, and athletic locker rooms.

When circumstances require handwashing and facilities are not available, either an antiseptic cleanser and paper towels or antiseptic towelettes are provided. Employees must then wash their hands with soap and water for a minimum of 10 seconds as soon as possible. Employees must also wash their hands and any other contaminated skin with soap and water immediately after removing personal protective gloves, or other personal protective equipment. If employees' skin or mucous membranes become contaminated with blood or OPIM, then those areas are washed or flushed with water as soon as feasible following contact.

Contaminated Sharps

Employees may not bend, recap, remove, shear, or purposely break contaminated needles and other sharps. If a procedure requires that the contaminated needle be recapped or removed and no alternative is feasible, then that employee must recap or remove the needle by using a mechanical device or a one-hand technique only when they have been properly trained on how to use this technique.

Handling Contaminated Needles and Other Sharps

The procedure for handling contaminated sharps is:

- Contaminated sharps are discarded immediately or as soon as possible in containers that are closeable, puncture resistant, leak proof on sides and bottom, and labeled or color coded. A list of locations where sharps containers are maintained in our District can be found in Attachment 2 of this plan.
- During use, containers for contaminated sharps shall be easily accessible to personnel and located as close as possible to the immediate area where sharps are used or can be reasonably anticipated to be found (e.g., health rooms or custodial closets).
- The containers are kept upright throughout use and replaced routinely and not allowed to be overfilled.
- When moving containers of contaminated sharps from the area of use, the containers are closed immediately before removal or replacement to prevent spills or protrusion of contents during handling, storage, transport, or shipping.
- The containers are placed in a secondary container if leakage of the primary container is possible. The second container shall be closeable, constructed to contain all contents and prevent leakage during handling, storage and transport, or shipping. The second container shall be labeled or color coded to identify its contents.
- Reusable containers shall not be opened, emptied, or cleaned manually or in any other manner which would expose employees to the risk of percutaneous injury (*i.e., reaching by hand into the container where these sharps have been placed*).

Work Area Restrictions

In work areas where there is a reasonable likelihood of exposure to blood or OPIM, employees are not to eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages are not to be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or OPIM are present.

Mouth pipetting/suctioning of blood or OPIM is prohibited. All procedures will be conducted in a manner which will minimize splashing, spraying, splattering, and generation of droplets of blood or OPIM.

Specimens

Specimens of blood or OPIM will be placed in containers which prevent leakage during their collection, handling, processing, storage, and transport. Any specimen containers which could puncture a primary container will be placed within a secondary container which is puncture resistant.

If outside contamination of the primary container occurs, the primary container shall be placed within a secondary container which prevents leakage during the handling, processing, storage, transport, or shipping of the specimen.

Since we use universal precautions and specimen containers that are easily recognizable as such, we opt to take an OSHA exemption not to label or color code these containers. This exemption applies only while the specimens remain in the facility.

Contaminated Equipment

The School District of Algoma requires that equipment which has become contaminated with blood or OPIM must be decontaminated before servicing or shipping as necessary unless the decontamination of the equipment is not feasible. Our Maintenance/Custodial Department is responsible for the proper decontamination of equipment.

Personal Protective Equipment

All personal protective equipment (PPE) used at this facility is provided without cost to employees. PPE is chosen based on the anticipated exposure to blood or OPIM. The protective equipment is considered appropriate only if it does not permit blood or OPIM to pass through or reach the employees' clothing, skin, eyes, mouth, or other mucous membranes under normal conditions of use and for the duration of time which the protective equipment will be used.

The School District of Algoma makes sure that appropriate PPE in the appropriate sizes is readily accessible at the work site and is issued without cost to employees.

Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives are readily accessible to those employees who are allergic to the gloves normally provided.

We purchase (when consumable), clean, launder, and dispose of personal protective equipment as needed.

Employees must remove all garments, which are penetrated by blood immediately or as soon as

possible before leaving the work area and notify the Health Office Staff for proper disposal. When PPE is removed, employees will place it in a designated container for disposal, storage, washing, or decontamination.

Gloves

Employees must wear gloves when they anticipate hand contact with blood, OPIM, non-intact skin, and mucous membranes, and when handling or touching contaminated items or surfaces.

Disposable gloves used at this facility are not to be washed or decontaminated for re-use and are to be replaced as soon as practical when they become contaminated or as soon as feasible if they are torn, punctured, or when their ability to function as a barrier is compromised.

Utility gloves may be decontaminated for re-use provided that the integrity of the glove is not compromised. Utility gloves will be discarded if they are cracked, peeling, torn, punctured, or exhibit other signs of deterioration or when their ability to function as a barrier is compromised.

Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives shall be readily accessible to those employees who are allergic to the gloves normally provided.

Eye and Face Shields

Employees must wear masks in combination with eye protective devices, such as goggles or glasses with solid side shield, or chin length face shields, whenever splashes, splatter, or droplets of blood or OPIM may be generated and reasonably anticipated to contaminate eye, nose, or mouth.

Other PPE

Additional PPE selections and such as use of headnets, gowns, and foot covering may be necessary to ensure employee safety in regards to bloodborne pathogens.

Housekeeping

- The workplace shall be maintained in a clean and sanitary condition. Schedules for cleaning and method of decontamination based upon the location within the facility, type of surface to be cleaned, type of soil present, and tasks or procedures being performed in the District will be implemented by the Maintenance/Custodial Department.
- All equipment and environmental and working surfaces shall be cleaned and decontaminated after contact with blood or other potentially infectious materials.
- Contaminated work surfaces shall be decontaminated with an appropriate disinfectant after completion of procedures; immediately or as soon as feasible when surfaces are overtly contaminated or after any spill of blood or other potentially infectious materials; and at the end of the work shift if the surface may have been contaminated since the last cleaning.
- Protective coverings, such as plastic wrap, aluminum foil, or imperviously-backed absorbent paper used to cover equipment and environmental surfaces, shall be removed and replaced as soon as feasible when they become overtly contaminated or at the end of the workshift if they may have become contaminated during the shift.
- All bins, pails, cans, and similar receptacles intended for reuse which have a reasonable likelihood for becoming contaminated with blood or other potentially infectious materials

shall be inspected and decontaminated on a regularly scheduled basis and cleaned and decontaminated immediately or as soon as feasible upon visible contaminated.

- Broken glassware, which may be contaminated, shall not be picked up directly with the hands. It shall be cleaned up using mechanical means such as a brush and dustpan, tongs, or forceps.
- Reusable sharps that are contaminated with blood or OPIM are not stored or processed in a manner that requires employees to reach by hand into the containers where these sharps have been placed.

Regulated Waste

When handling regulated wastes, other than contaminated needles and sharps, the School District of Algoma makes sure it is:

- Placed in containers which are closeable, constructed to contain all contents, and prevent fluid leaks during handling, storage, transportation, or shipping.
- Labeled or color coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

A list of where regulated/biohazard waste containers are located in our District can be found in Attachment 2 of this plan.

Note: Disposal of all regulated waste is in accordance with applicable United States, state and local regulations.

Handling Contaminated Laundry

Laundry contaminated with blood or OPIM is handled as little as possible. Such laundry is placed in appropriately marked (biohazard labeled, or color coded red bag) bags at the location where it was used. Such laundry is not sorted or rinsed in the area of use.

Note: When Universal Precautions is used in the handling of all laundry (i.e. all laundry is assumed to be contaminated) no labeling or color-coding is necessary if all employees recognize the hazards associated with the handling of this material.

This facility follows Universal Precautions in handling all laundry. Therefore, our facility does not color code or label laundry which is contaminated with blood or other potentially infectious materials.

INFORMATION AND TRAINING

The School District of Algoma ensures that bloodborne pathogens trainers are knowledgeable in the required subject matter. We make sure that employees covered by the bloodborne pathogens standard are trained at the time of initial assignment to tasks where occupational exposure may occur, and are reminded and updated at least annually of the importance of protecting themselves against bloodborne pathogens.

Training is tailored to the education and language level of the employee, and offered during the normal work shift. The training will be interactive and cover the following:

- The standard and its contents.

- The epidemiology and symptoms of bloodborne diseases such as but not limited to HIV, HBV, HCV, Syphilis, etc.
- The modes of transmission of bloodborne pathogens.
- The School District of Algoma Bloodborne Pathogen ECP, and a method for obtaining a copy.
- The recognition of tasks that may involve exposure.
- The use and limitations of methods to reduce exposure, for example engineering controls, work practices and personal protective equipment (PPE).
- The types, use, location, removal, handling, decontamination, and disposal of PPEs.
- The basis of selection of PPEs.
- The Hepatitis B vaccination, including efficacy, safety, method of administration, benefits, and that it will be offered free of charge.
- The appropriate actions to take and persons to contact in an emergency involving blood or OPIM.
- The procedures to follow if an exposure incident occurs, including the method of reporting and medical follow-up.
- The evaluation and follow-up required after an employee exposure incident.
- The signs, labels, and color coding systems.

Additional training is provided to employees when there are any changes of tasks or procedures affecting the employee's occupational exposure.

Hazard Communication

Biohazard labels shall be affixed to containers of regulated waste, refrigerators and freezers containing blood or OPIM, and other containers used to store, transport or ship blood or OPIM. The universal biohazard symbol is used. The label is fluorescent orange or orange-red. Red bags or containers may be substituted for labels.

Blood products that have been released for transfusion or other clinical use are exempted from these labeling requirements.

RECORDKEEPING

Training Records

Training records will be maintained for a minimum of three years from the date of training. The following information shall be documented:

- The dates of the training sessions;
- An outline describing the material presented;
- The names and qualifications of persons conducting the training;
- The names and job titles of all persons attending the training sessions.

Medical Records

Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20. These records will be kept confidential, and must be maintained for at least the duration of employment plus 30 years. The records shall include the following:

- The name and social security number of the employee.
- A copy of the employee's HBV vaccination status, including the dates of vaccination.
- A copy of all results of examinations, medical testing, and follow-up procedures.
- A copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to the exposure incident, and documentation of the routes of exposure and circumstances of the exposure.

Availability

All employee records will be made available upon request to:

- The subject employee upon request for examination and copying;
- Anyone having written consent of the subject employee;
- The Assistant Secretary of Labor for the Occupational Safety and Health Administration;
- The Director of the National Institute for Occupational Safety and Health; and
- The Wisconsin Department of Commerce.

Transfer of Records

If this workplace is closed or there is no successor employer to receive and retain the records for the prescribe period, the Director of the NIOSH shall be contacted for final disposition.

HEPATITIS B VACCINATION PROGRAM

The School District of Algoma offers the Hepatitis B vaccine and vaccination series to all employees who have occupational exposure to bloodborne pathogens, and post exposure follow-up to employees who have had an exposure incident.

All medical evaluations and procedures including the Hepatitis B vaccine and vaccination series and post exposure follow up, including prophylaxis are:

- Made available at no cost to the employee.
- Made available to the employee at a reasonable time and place.
- Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed healthcare professional.
- Provided according to the recommendations of the U.S. Public Health Service.

The Hepatitis B vaccination is made available:

- After employees have been trained in occupational exposure
- Within 10 working days of initial assignment.
- To all employees who have occupational exposure unless a given employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons.

Post-vaccination testing (HBV titer) will be provided at no cost for new employees at occupational risk who may have exposures from injuries with sharp instruments (i.e, School Nurse, Health Aides), because knowledge of their antibody response will aid in determining

appropriate postexposure prophylaxis. The job categories in our District that will receive the HBV titer can be found in Attachment 1 of this plan. HBV titers will be drawn 1 to 2 months after the third dose of the vaccine.

All laboratory tests are conducted by an accredited laboratory at no cost to the employee.

Participation in a pre-screening program is not a prerequisite for receiving the Hepatitis B vaccination. If the employee initially declines Hepatitis B vaccination but at a later date while still covered under the standard decides to accept the vaccination, the vaccination will be made available. All employees who decline the Hepatitis B vaccination offered must sign the OSHA-required waiver indicating their refusal which can be found in Attachment 3 of this plan.

If a routine booster dose of Hepatitis B vaccine is recommended by the U.S. Public Health Service at a future date, such booster doses will be made available.

POST-EXPOSURE EVALUATION AND FOLLOW-UP

All exposure incidents are reported, investigated, and documented (Attachments 4 and 5 of this plan). When the employee is exposed to blood or OPIM, the incident is reported to the Main Office in the building the exposure occurs. When an employee is exposed, he or she will receive a confidential medical evaluation and follow-up, including at least the following elements:

- Documentation of the route of exposure, and the circumstances under which the exposure-occurred.
- Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.
- The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine HBV and HIV infectivity. If consent is not obtained, the School District of Algoma establishes that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, will be tested and the results documented.
- When the source individual is already known to be infected with HBV or HIV, testing for the source individual's known HBV or HIV status need not be repeated.
- Results of the source individual's testing are made available to the exposed employee, and the employee is informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for HBV and HIV serological status will comply with the following:

- The exposed employee's blood is collected as soon as possible and tested after consent is obtained;
- The employee will be offered the option of having their blood collected for testing of the employee's HIV/HBV serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for HIV serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up according to the OSHA standard. All post exposure follow-up will be performed by a medical provider (Attachment 6 of this plan) who is knowledgeable with current post-exposure

evaluation, prophylaxis and treatment The forms contained on Attachment 4 and Attachment 5 of this plan must be completed after exposure.

The healthcare professional responsible for the employee's Hepatitis B vaccination is provided with the following:

- A copy of 29 CFR 1910.1030.
- A written description of the exposed employee's duties as they relate to the exposure incident.
- Written documentation of the route of exposure and circumstances under which exposure occurred.
- Results of the source individuals blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee including vaccination status.

The School District of Algoma obtains and provides the employee with a copy of the evaluating healthcare professional's written opinion within 15 days of the completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination must be limited to whether HBV vaccination is indicated for an employee, and if the employee has received such vaccination.

The healthcare professional's written opinion for post-exposure follow-up is limited to the following information:

- A statement that the employee has been informed of the results of the evaluation.
- A statement that the employee has been told about any medical conditions resulting from exposure to blood or OPIM which require further evaluation or treatment.

Note: All other findings or diagnosis shall remain confidential and will not be included in the written report.

ECP EVALUATION AND REVIEW

This program and its effectiveness is reviewed and documented every year and updated as needed. All provisions required by this standard will be implemented by the School District of Algoma.

Attachment 1

Job Categories at School District of Algoma with Occupational Exposure to Bloodborne Pathogens

Job Duty/Title	Reason for Exposure	Will Receive HBV Titer
Art Instructor	Providing First Aid; Cleanup of Blood or OPIM spills	No
Coaches/Athletic	Providing First Aid; Cleanup of Blood or OPIM spills	No
Custodian	Cleanup of Blood or OPIM spills and contaminated waste; Laundering of waste contaminated with blood or OPIM.	No
Science Teacher	Providing First Aid; Cleanup of Blood or OPIM spills	No
Food Services (Head Cook)	Providing First Aid; Cleanup of Blood or OPIM spills	No
Phy Ed Teacher	Providing First Aid; Cleanup of Blood or OPIM spills	No
Playground Supervisor	Providing First Aid; Cleanup of Blood or OPIM spills	No
School Nurse	Providing First Aid; Cleanup of Blood or OPIM spills; Student Care	No
Secretary/Administration	Providing First Aid	No
EEN/Early ED Staff	Providing First Aid; Cleanup of Blood or OPIM spills; Student Care	No
Tech Ed Instructor	Providing First Aid; Cleanup of Blood or OPIM spills	No
First Responder/First Aid Provider	Providing First Aid; Cleanup of Blood or OPIM spills	No

Attachment 3

**SCHOOL DISTRICT OF ALGOMA
HEPATITIS B VACCINE DECLINATION**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

PRINT NAME: _____

SIGN NAME: _____

DATE: _____

Attachment 4

School District of Algoma
EXPOSURE INCIDENT & INVESTIGATION REPORT

Use the report below to document each employee exposure with blood or other potentially infectious material, regardless of Personal Protective Equipment or exposure incident status. If the exposure results in contact with eyes, mouth, other mucous membranes, non-intact skin, or piercing of skin, action is required immediately. At a minimum, the employee must be offered a medical examination.

Employee Name: _____ Title: _____

Social Security #: _____ Date of Exposure: _____ Time of Exposure: _____

Description of Exposure including Routes of Exposure: _____

List Protective Equipment worn: _____

Did blood or other potentially infectious material take a route of entry into the employee? _____

Description of Employee's Duties: _____

Name of Source Individual: _____ Staff Student Other:

Has the source individual consented to blood testing, or has testing been completed in the past:

Yes No Status of Blood Test: _____

Has source individual refused blood testing: Yes No

**School District of Algoma
EXPOSURE INCIDENT & INVESTIGATION REPORT
(Continued)**

Has Affected Employee already received the Hepatitis B Vaccination: Yes No

If so, print the dates the series was received: (1)_____ (2)_____ (3)_____

If Affected Employee consents to baseline blood collection for HBV and HIV serological status:

Date of Test:_____ Results of Test when completed:_____

Date Post-Exposure Prophylaxis Treatment Administered:_____

Has a medical records file been established for the Affected Employee: Yes No

NOTE: Such a record must be established, to include this report, as well as results of previous vaccinations, blood tests and follow-up procedures administered.

Checklist of information provided to Healthcare Professional:

- A copy of the OSHA standard (29 CFR 1910.1030)
- Description of the exposed employee's duties as they relate to the exposure incident.
- Documentation of route(s) of exposure and circumstances under which exposure occurred (this form).
- Results of the source individual's blood testing, if available.
- All medical records relevant to the appropriate treatment of the employee, including vaccination status which are the employer's responsibility to maintain.

Name of person completing form:_____ Title:_____

Signature:_____ Date:_____

Signature of Affected Person:_____ Date:_____

Attachment 5

HEALTHCARE PROFESSIONAL’S WRITTEN OPINION

Provide this form along with Attachment 4 – Exposure Incident Report to the Healthcare Professional providing the evaluation of the Employee Exposure Incident. This form should be maintained in the Affected Employee’s medical file.

Employee Name: _____ Social Security Number: _____

Date of Exposure: _____ Time of Exposure: _____

Employee Title: _____ Work Location: _____

Employee’s Duties Related to Exposure Incident: _____

Routes of Exposure: Eye(s) Nose/Mouth Non-Intact Skin Broken/Punctured Skin

Source of Exposure: Blood Body Fluids Infectious Materials Sharp Other:

Circumstance of Exposure: _____

Name of Source Individual: _____ Staff Student Other:

Has the source individual consented to blood testing, or has testing been completed in the past:

Yes No Status of Blood Test: _____

Date of Affected Employee’s Health Examination: _____

Person/Title Performing Examination: _____ Phone: _____

Address, City, State, Zip Code: _____

Please Complete the Following:

- Is a Hepatitis B Vaccination Recommended: Yes No
- Patient Informed of Evaluation Results: Yes No
- Patient has been informed of possible medical conditions resulting from exposure: Yes No
- Employee informed of source individual’s blood infective status: Yes No

Attachment 6

DISTRICT HEALTHCARE PROFESSIONAL

Complete the form below documenting the Healthcare Professional Selected by the District.

The District will send employees who have had an Exposure Incident to:

Hospital/Clinic Name: _____

Provider Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

The Licensed Medical Provider above has been provided with the following information:

- Copy of the OSHA 29 CFR 1910.1030 Bloodborne Pathogens Standard
- Completed copy of the Exposure Incident Form

Adopted: April 22, 2002

453.3 COMMUNICABLE DISEASES

It is the policy of the School District of Algoma, pursuant to federal, state, and local laws and regulations, and in cooperation with state and local public health agencies;, to establish and maintain appropriate health standards for the school environment, to promote the good health of students and staff, and to educate students and staff in disease prevention methods and sound health practices.

In recognition that an individual's health status is personal and private, the District will handle information regarding students and staff with suspected or confirmed communicable diseases in accord with state and federal law and Board policies regarding the confidentiality of student and staff records, while at the same time complying with applicable public health reporting requirements.

Students and staff may be excluded from school and/or school related activities if they are suspected of or diagnosed as having a communicable disease as defined in the administrative interpretation that poses a significant health risk to others or that renders them unable adequately to perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedure.

453.31 EXHIBIT - C
Head Lice Treatment Verification
Second Treatment

The second treatment, if required, must be administered according to product information no later than ten (10) days following the first treatment.

In order for a student to continue in school, parents are requested to sign this verification of a second treatment. This form should be returned to the school office immediately after the treatment has been applied.

Name of Child: _____ School: _____

My child has received treatment for head lice (pediculosis) and has complied with the Algoma School District Treatment Recommendations in accordance with the State of Wisconsin.

Name of medication used in treatment _____

(shampoo or crème rinse)

Signature of parent/guardian

Date

Adopted: November 26, 2001

453.31 EXHIBIT - B
Head Lice Treatment Verification
First Treatment

In order for a student to be readmitted, this form is to be signed by a parent or guardian and must accompany the student on the day of his/her return to school.

Name of Child: _____ School: _____

My child has received treatment for head lice (pediculosis) and has complied with the Algoma School District Treatment Recommendations in accordance with the State of Wisconsin, Division of health guidelines.

Name of medication used in treatment _____

_____ (shampoo or creme rinse)

Signature of parent/guardian

Date

Adopted: November 26, 2001

453.31 – EXHIBIT A
Parent/Guardian Instruction, Head Lice Treatment Recommendation

Description

Head lice are bloodsucking insects. Head lice usually inhabit only the hairy surface of the scalp, preferring the nape of the neck and the area behind the ears. Close inspection of individual hair of the infected person reveals small teardrop-shaped, silvery-colored eggs called nits. The nits do not shake loose or wash out because of the cement-like substance secreted by the female louse when she lays her eggs.

Head lice are easily transmitted from one person to another by direct contact with an infected person's head or body hair, or by contact with such personal items as hats, hair brushes, combs, scarves, towels, bedding, etc. Immediate and effective treatment will help rid your child of head lice and prevent the spread to others.

Treatment

1. Once head lice and/or nits are found, your child and infested family members must use a special shampoo or crème rinse designed for human use. These products can be purchased over the counter at a local drugstore, or by prescription from your doctor. Follow the instructions on the label of the product you choose. A second treatment is recommended in 7-10 days. Your pharmacist or school nurse can provide information on products available. Products are also available for removal of nits.
2. Nits (eggs) must be removed from the hair shafts after treatment. Before combing it is recommended to soak hair in vinegar and water solution to make nits easier to remove.
3. Combs and brushes can be soaked in a solution of the medicated shampoo or crème rinse mixed with hot water for one hour, or in a quart of water with 1 ½ tablespoons of Lysol for one hour or can be put in boiling water for 15 minutes.
4. All washable clothing, throw pillows, towels, bed linens, etc should be machine-washed in very hot water and detergent. Dry at high heat for 20 minutes. Dry clean hats, clothing, comforters, etc., that cannot be washed or, seal in a plastic bag for two weeks. This needs to be done at the time of treatment. Not doing so will result in reinfestation of student.
5. Carpets, upholstered furniture, pillows, mattresses, care seats, etc., which may have been exposed to persons with head lice should be vacuumed. It is recommended that vacuuming be repeated daily for 7-10 days.

Each school will use discretion to follow up and check school contacts of a person who has head lice. It is recommended that family members check each other for the presence of lice or nits, and also be treated if necessary. A student must be nit free to return to school. If you have further questions, or concerns, please feel free to call the school, or the school nurse.

NOTE: A first treatment form must be brought in on the day the student returns to school. Parents are required to submit the second treatment form 7-10 days after the first treatment.

Adopted: November 26 2001

Revised: April 22, 2002

453.31 – RULE – HEAD LICE CONTROL GUIDELINES

SUSPECTED HEAD LICE

1. If suspected of having head lice, the student may be removed from the classroom. The principal must be notified.
2. A student may be suspected of having head lice if the following signs are noted:
 - a. The student complains of itching behind the ears, at the back of the neck, and on the crown of the head; and
 - b. The student has a telltale pink rash, nits, and/or live lice.
3. All students with live head lice will automatically be excluded from school. The student will be kept at school (not the classroom) until the parent/guardian or designated emergency contact is notified.

INSPECTION FOR HEAD LICE

1. The student may be inspected privately by the school nurse, if available, or by other designated building personnel. Severe cases are obvious to identify by looking at the student's head. Mild cases will require a closer inspection under good light. The following inspection procedures shall be used:
 - a. A separate, clean implement (e.g. tongue depressor or unused pencil) may be used to separate the hair. Carefully inspect all areas of the scalp looking for nits and/or live lice.
 - b. Care must be taken not to convey the message that the student is too "dirty" to touch; the student has no control over the problem. The individual conducting the examination needs to maintain a calm and reassuring attitude. The examination should be done unobtrusively and privately.
2. There is no reason to fear catching lice while inspecting an individual since lice cannot jump and the nits are stuck to the hair shaft. Physicians and other health workers have investigated hundreds of suspected and infested children without catching lice themselves. Simply wash hands with soap and water after inspection.
3. There are several ways to tell the difference between nits and dandruff. A flake of dandruff is non-dimensional and white. While a nit is teardrop-shaped and silvery-white in color. They can be differentiated from dandruff or other materials on the hair since nits cannot be easily removed or won't flake off. Nits can survive off the body 7-10 days under ideal conditions.

EXCLUSIONS FOR HEAD LICE

1. If a lice infection is suspected, the building principal may exclude a student until diagnosis and/or adequate treatment has occurred. The student will be kept at school until the parent/guardian or the designated emergency contact person is notified.

2. The student may return to school after shampooing with head lice shampoo and using the nit comb provided to remove all nits from hair. Before combing it is recommended to soak hair in vinegar and water solution to make nits easier to remove. A student should not miss more than 24 hours of school following treatment. Should chronic reinfection occur in individuals, the school may request that additional measures be taken prior to readmission. Extended absences due to failure to properly treat and follow recommended environmental control guidelines will be subject to truancy law.

READMISSION

1. The parent/guardian will be given a copy of the treatment recommendations and will be instructed about the treatment verification form. The student will not be readmitted to school without this signed form. Students may not be readmitted to school until such time that they are found to be free of both lice and nits.
2. Students will be inspected upon return to school and periodically until the student is free of nits by the District Nurse or designated District personnel to determine if reinfestation has occurred.
3. The District School Nurse or designated District personnel are available to counsel or assist parent/guardian in treatment of head lice and measures to prevent reinfestation. Families may also contact the local public health department for additional information.

CONFIDENTIALITY

1. Only information needed for the purpose of assuring notification of the appropriate parties involved and for prevention of further outbreaks should be noted. All information shall be kept in confidence in accordance with state and federal laws and regulations. Treatment verification forms are to be considered and treated as behavioral records under the direction of the School Nurse. These records will be kept in a confidential file in the locked medicine cabinet.

LIMITING OUTBREAKS

1. Parents/guardians of school children may receive printed head lice information as needed. An individual school may elect to distribute additional information or parent notification of an outbreak. While no school can be entirely risk free from communicable disease, it is felt that efforts directed toward awareness and prevention will result in fewer infestations.

Adopted: November 26, 2001

Revised: February 25, 2002

453.31 – PEDICULOSIS (HEAD LICE)

Students with pediculosis (head lice) may be removed from classrooms and or schools in the Algoma School District until they have received proper treatment and submitted verification of treatment in accordance with state law and established procedures.

Legal Reference: 143.12 Wisconsin Statutes
146.81-84 Patient Health Care Records
HSS 145 Wisconsin Administrative Code

Cross Reference: 453.31 Rule – Head Lice Control Guidelines
453.31 Exhibit A – Parent/Guardian Instructions-Head Lice
Treatment recommendation
453.31 Exhibit B – Head Lice Treatment Verification
(first treatment)
453.31 Exhibit C – Head Lice Treatment Verification
(second treatment)

Adopted: November 26, 2001

453.3-EXHIBIT 1-COMMUNICABLE DISEASE CHART

CATEGORY I:

The following diseases are of urgent public health importance and shall be reported by all staff to the school nurse immediately upon identification of a case or suspected case.

Anthrax	Pertussis (whooping cough)
Botulism	Plague
Botulism, infant	Poliomyelitis
Cholera	Rabies (human)
Diphtheria	Rubella
Food-or water-borne outbreaks	Rubella (congenital syndrome)
Hepatitis, viral Type A	Tuberculosis
Measles	Yellow fever

CATEGORY II:

The following diseases are of less urgent public health importance and shall be reported by all staff to the school nurse by individual case within 72 hours of the identification of a case or suspected case.

Acquired Immune Deficiency Syndrome (AIDS)	Sexually transmitted diseases
Ameblasis	Chancroid
Blastomycosis	Chlamydia trachomatis
Brucellosis	Genital herpes infection (first clinical episode only)
Campylobacter enteritis	Gonorrhea
Encephalitis, viral (specify etiology)	Granuloma inguinale
Giardiasis	Lymphogranuloma venereum
Hepatitis, viral	Nongonococcal cervicitis
Types B, non-A non-B, or unspecified	Nongonococcal urethritis
Histoplasmosis	Sexually transmitted pelvic inflammatory disease
Kawasaki disease	Syphilis
Legionnaires' disease	Shigellosis
Leprosy	Tetanus
Leptospirosis	Toxic-shock syndrome
Lyme disease	Toxic substance related disease
Malaria	Infant methemoglobinemia
Meningitis, aseptic (specify etiology)	Lead intoxication (specify Pb levels)
Meningitis, bacterial (specify etiology)	Other metal poisonings
Meningococcal disease	Other organic chemical poisonings
Mumps	Pesticide poisoning
Nontuberculous mycobacterial disease (specify etiology)	Toxoplasmosis
Psittacosis	Trichinosis
Q fever	Tularemia
Reye Syndrome	Typhoid fever
Rheumatic fever (newly diagnosed)	Typhus fever
Rocky mountain spotted fever	Yersiniosis
Salmonellosis	

Suspected outbreaks of other acute or occupationally related diseases.

CATEGORY III

The following disease shall be reported to the state epidemiologist by individual case for or by telephone within 72 hours of identification of case or suspected case by the school nurse.

Human Immunodeficiency Infection (HIV)

CATEGORY IV

The total numbers of cases or suspected cases of the following communicable disease shall be reported on a weekly basis by the school nurse to the Kewaunee County Public Health Department.

Chickenpox

LEGAL REF.: HSS 145.04 (3)(a)
 145.04 (3)(b)
 145.04 (3)

Adopted: January 27, 2003

453.3 – RULE-COMMUNICABLE DISEASE CONTROL GUIDELINES

A. Educational and Preventive Measures

1. The District will ensure that all examinations/inoculations required of students and staff have been obtained.
2. A list of communicable diseases as defined by the Department of Health and Social Services (Exhibit A) is posted in the health station and that information regarding the suppression and control of communicable diseases is available for review by interested students and staff.
3. Information regarding suppression and control of communicable diseases will be included in orientation sessions for new staff and will be used periodically in training programs for existing staff.
4. Standard procedures to prevent the spread of communicable diseases transmitted by air (such as tuberculosis, chicken pox, measles, mumps, and rubella) or by exchange of body fluids (such as hepatitis A and B, rotavirus, cytomegalovirus, salmonella, staphylococcus aureus, and AIDS) and the spread of other conditions (such as pediculosis, scabies, and body lice) will be followed by all staff in the performance of their duties.
5. First aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school environment, will be provided in each school building.

B. Confidentiality/Reporting

1. The principal shall function as the District's liaison with students and staff, parents and physicians, public health officials and the community at large concerning communicable disease issues in the school.
2. Any person who knows or suspects that a student or staff member has a communicable disease shall report the facts to the principal.
3. If required pursuant to public health statutes and regulations, the principal will make a report to the local public health officer.
4. The District will maintain the confidentiality of the health records of students and staff, and will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the District's operations.

C. Exclusion From School

1. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk to transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.
2. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made by the principal, in consultation with the county nurse serving the school.

3. For students with previously identified exceptional educational need, the principal, in consultation with the District's director of special education, may refer this determination to the M-Team. The normal membership of the M-Team making any such determination should be supplemented to the extent possible by the student's physician and parent or guardian, the local public health officer, and the principal and nurse serving the school.
4. Before making a determination that a student should be sent home for diagnosis and treatment or excused from school attendance, the principal or M-Team reviewing the case shall, to the extent circumstances warrant and permit inform the student and the student's parent or guardian of the reasons for the contemplated action and shall consider any information the student and/or the student's parent or guardian may choose to offer regarding the student's condition. If a student is sent home or excused from school attendance pursuant to this procedure, the principal shall immediately notify the student's parent or guardian of the action and the reasons therefor.
5. Alternative educational opportunities will be arranged for students who must be excused from school attendance for a significant period of time.
6. The principal, in consultation with the county nurse serving the school and, where appropriate, with local health officials, shall determine when a student who has been excused from school attendance may be readmitted. As a condition of continued or renewed attendance, the District may require a statement from a student's physician that a student is in suitable condition to attend school.

APPEALS

1. A parent or guardian of a minor student or an adult student who disputes the determination or action of the principal or M-Team concerning exclusion of a student from school attendance pursuant to this procedure may appeal such determination or action by bringing or sending a complaint to the Superintendent.
2. A complaint must be made in writing, signed by the complainant, and submitted within 10 consecutive school days of the disputed determination or action and must contain:
 - a. a statement of the facts,
 - b. a statement of the relief requested,
 - c. any necessary medical information.
3. The Superintendent shall confer with the complainant within 5 consecutive school days of receipt of the complaint to verify the nature of the complaint and to explain the procedure that will be followed to resolve the complaint.
4. Complaints involving the identification, evaluation, educational placement, or provision of a free appropriate public education of a student with exceptional educational need will be resolved through the procedures contained in the District's special education handbook.
5. Complaints involving public discrimination on the basis of handicap or of physical, mental, emotional, or learning disability will be resolved through the procedures established by the District to comply with Section 118.14 of the Wisconsin Statutes, Wisconsin Administrative Code PI 9.04 and Section 504 of the federal Rehabilitation Act of 1973.
6. Other complaint will be resolved by the superintendent. The superintendent will confer with the parties involved and will render a written decision within 10 consecutive school days of his/her receipt of the complaint. A complainant who remains unsatisfied with the district. Superintendent's decision may be appealed to the school board. This appeal must be made in writing, signed by the complainant, and submitted to the president of the school board within 10 consecutive school days of the superintendent's decision and must state the reasons for disagreement with that decision. The school board will afford the

complainant a hearing, upon request, and will render a written decision within 10 consecutive school days of receipt of the appeal or (if a hearing is held) conclusion of the hearing.

7. Except to the extent prohibited by law, a student may be excluded from school during the pendency of any appeal hereunder.

EMPLOYEE

As long as employees are able to meet acceptable performance standards, and medical evidence indicates that their conditions are not a threat to themselves or others, supervisors should ensure that they are treated consistently with other employees.

At the same time, the School District seeks to provide a safe work environment for all employees. Therefore, precautions should be taken to ensure that an employee's condition does not present a health and/or safety threat to co-workers.

LEGAL REF: Section 118.13 Wisconsin Statutes
PI 9.04 Wisconsin Administrative Code
504 Rehabilitation Act of 1973

Adopted: December 16, 2002

453.4 Exhibit A – Prescription Medication Permission and Instruction

Prescription Medication Request

All portions of this Medication Request form must be completed before medication can be administered by the school district personnel. Incomplete forms may result in the form being returned for full completion.

Parents:

The School personnel have my permission to administer this medication as indicated below. I agree to hold the Algoma School District, its employees or agents who are acting on this request, harmless in any and all claims arising from the administration of this medication at school. I also agree to inform the school immediately and in writing of any changes or discontinuation in the medication order. I authorize the school nurse to contact the physician listed below with any questions or concerns. I also understand that if my child refuses the prescription drugs, force will not be exerted to make him/her comply. All medication shall be brought to school in a labeled container from a pharmacy with a label that contains information for dispensing the medication.

A parent or guardian shall pick up unused portions of medication within three (3) days of completion of the school year or when medication has been discontinued. After a ten (10) day period following notification, medication will be destroyed.

Parent/Guardian Signature _____ Date _____ Home Phone _____ Work Phone

Physician:

Physician Name _____ Student Name _____ School

Child's Date of Birth _____

Name of Medication _____

Storage Requirements _____

Dosage _____

Oral, injection, or other (explain)

Time to be given _____

Reason for medication _____ Date of discontinuation _____

Explain possible reactions or other instructions _____

Other medications or treatments prescribed for child that are not given during school hours include: _____

Physician Authorization

The physician whose signature follows hereby authorizes school personnel to administer medication as prescribed and also agrees to accept communication regarding the administration procedures. It is understood that the medication may be given by non-licensed, but specially trained personnel, and the reason(s) that the medication must be given during the school day should be stated. Temporary orders from physicians or nurse practitioners written on prescription pads or faxed will be accepted for a period of seven days from the date of order.

Physician's signature

Phone Number

Date

453.4 Exhibit B – Non-Prescription Medication Permission and Instruction

NON-PRESCRIPTION MEDICATION REQUEST ALGOMA SCHOOL DISTRICT

It is our goal at Algoma Schools to have all medication locked and protected from student misuse. This form must be completed to enable your student to receive non prescription, for example, Acetaminophen (Tylenol), cough suppressant, etc. medication at school for minor discomfort such as headache, menstrual cramping, mouth soreness, due to bracing, sore throat, etc. All portions of this Medication Request form must be completed before medication can be administered by the school district personnel. Incomplete forms may result in the form being returned for full completion.

I hereby authorize and empower Algoma Schools to dispense medication for my child. I approve, with the stipulation that neither the school, nor the faculty may be held liable for any dispensing of medication. In lieu of an emergency in which I cannot be reached, I give my authorization to contact our physician directly.

Name of Student: _____ Grade: _____

Parent/Guardian Name: _____

Parent/Guardian's Signature _____

Phone Number: (Home) _____ (Work) _____

Name of Medication to be disbursed: _____

Date: _____ Physician's Name: _____

Clinic Name: _____ Clinic Phone Number _____

For any questions regarding medication or health concerns, please contact the district school nurse.

453.4 – ADMINISTERING MEDICATIONS TO STUDENTS

In general, medication should be administered to school children by parents at home. The school district recognizes that certain pupils may require prescribed or non-prescribed medication(s) during the school day to function as near to his/her potential as possible.

With the written direction of the district administrator or building principal, medication may be administered by school personnel consistent with the following procedures.

The district is not responsible for self-administration of medication by pupils who do not have active parental and physician consent forms on file with school administration.

1. DEFINITIONS

Nonprescription Drug Product means any nonnarcotic drug product which may be sold without a prescription order and which is prepackaged for use by consumers and labeled in accordance with the requirements of state and federal law.

Practitioner means any physician, dentist, optometrist, physician assistant, advanced practice nurse prescriber, or podiatrist licensed in any state.

Pupil means any person who is regularly enrolled on a full or part-time basis in an approved instructional or co-curricular activity.

School includes attendance in an approved instructional or co-curricular activity whether held on or off school premises.

2. NONPRESCRIPTION DRUG PRODUCTS REQUIREMENTS

- a. An employee, school bus driver, or volunteer of the district may administer nonprescription drug products on written direction of the district administrator or principal.
- b. Nonprescription drug products may be administered only with:
 - i. Written instructions of the pupil's parent or guardian,
 - ii. The parent or guardian's written consent,
 - iii. The nonprescription drug product supplied by the pupil's parent or guardian in the original manufacturer's package, and
 - iv. The package lists the ingredients and recommended therapeutic dose in a legible format.
- c. Nonprescription drug products may be administered to a pupil in a nontherapeutic dose only if the request to do so is accompanied by the written approval of the pupil's practitioner.

3. PRESCRIPTION DRUG REQUIREMENTS

- a. An employee, school bus driver, or volunteer of the district may administer prescription drug products on written direction of the district administrator or principal.
- b. Prescription drugs may be administered only with:
 - i. The written instructions of the child's practitioner,
 - ii. The parent or guardian's written consent,
 - iii. The prescription drug is supplied by the pupil's parent or guardian in the original pharmacy labeled package, and

- iv. The package specifies the name of the pupil, the name of the prescriber, the name of the prescription drug, the dose, the effective date, and the directions in a legible format.

4. SCHOOL DISTRICT PROCEDURES

- a. The school nurse will obtain, review and file in the health office all physician and parent consent information prior to the administration of any medication.
- b. All consent forms and related materials must be renewed annually and/or at any time a medication is changed.
- c. Only limited quantities of any medication are to be kept at school. Medications are to be kept in a locked cabinet not accessible to pupils and checked out only by the School Nurse or person delegated to administer the medication.
- d. The School Nurse shall maintain a daily and up-to-date record of pupils in school requiring medication during school hours. The record shall include the pupil's name, type of medication, dosage, date, and time to be given.
- e. All employees who administer medication under this policy will complete DPI approved training as required by Wis. Stat. s. 118.29(6).

5. EMERGENCY MEDICATION

- a. An employee, school bus driver, or volunteer of the district may use an epinephrine auto-injector to administer epinephrine to any pupil who appears to be experiencing a severe allergic reaction, if the person administering the epinephrine reports the allergic reaction by calling 911 as soon as practicable.
- b. An employee, school bus driver, or volunteer of the district may administer glucagon to any pupil who the person administering the glucagon knows to be diabetic and who appears to be experiencing a severe low blood sugar event with altered consciousness, if the person administering the glucagon reports the event by calling 911 as soon as practicable.

6. POSSESSION AND USE OF INHALERS

An asthmatic pupil may possess and use a metered dose inhaler or dry powder inhaler while at school, at a school sponsored activity, or under the supervision of a school authority, if each of the following conditions are met:

- a. The pupil uses the inhaler before exercise to prevent the onset of asthmatic symptoms or uses the inhaler to alleviate asthmatic symptoms.
- b. The pupil has the written approval of the pupil's physician and, if the pupil is a minor, the written approval of the pupil's parent or guardian.
- c. The principal is provided with a copy of the required approvals.

Legal Reference: Wis. Statutes: 118.29
PI 8.01 (2)(g), Wisconsin Administration Code

Cross Reference: 453.4 Exhibit A – Prescription Medication Permission and Instruction
453.4 Exhibit B - Non-prescription Medication Permission and Instruction

Adopted: March 25, 2002

Revised: March 28, 2011

453.4 – RULE - GUIDELINES FOR THE ADMINISTRATION OF MEDICATIONS TO STUDENTS

Definitions

Pupil - Any person who is regularly enrolled on a full or part-time basis in an approved instructional or co-curricular activity.

School - A pupil is in school when in attendance in an approved instructional or co-curricular activity whether held on or off school premises.

I. PHYSICIANS PRESCRIBED MEDICATIONS – BASIC REQUIREMENTS

The State of Wisconsin Medical Examining Board has determined that where medications are administered, the physician prescribing the medication has the power to direct, supervise, decide, inspect and oversee the administration of said medication. In order to ensure that the physicians retain the power to direct, supervise, decide, inspect, and oversee the implementation of this service, no medication shall be given to a student by an employee or agent of the Board of Education unless the following are delivered to the individual(s) responsible for administering the medication:

- A. Written instructions from the prescribing physician for the administration of the prescribed medication. Said written instructions must be signed by the prescribing physician.
- B. A written statement from the prescribing physician which:
 - 1. Identifies the specific conditions and circumstances under which contact should be made with the physician concerning the condition or reactions of the pupil to the prescribed medication.
 - 2. Indicates a willingness on the part of the physician to accept direct communication(s) from the person(s) administering the medication.
 - 3. Identifies a policy for a written medical order for over the counter medication administration. (See Appendix A)
- C. A written statement from the parent or guardian of the affected child:
 - 1. Authorizing school personnel to give the medication in the prescribed dosage, and

2. Authorizing school personnel to contact the physician directly.

II. PHYSICIAN PRESCRIBED MEDICATIONS – PROCEDURES

A. Consent Forms Required:

No medications will be administered by school personnel or its agents unless and until the following forms are completed to the satisfaction of the School Principal/School Nurse.

1. Physician/parental order for prescription request.
2. Parental non-prescription medication consent form.

B. Medication Information Required:

Medication to be administered at school must have the following information printed in language understandable to the lay person on the container:

1. Child's full name
2. Name of drug and dosage
3. Time and quantity to be given
4. Physician's name
5. Specific direction – (ex. Empty stomach, avoid dairy products, etc.)

C. Employees Designated to Give Medication:

Medications will be administered by the School Nurse or by individuals designated by the School Nurse. Except where an emergency is believed to exist, in no instance shall a medication be dispensed by other than a school employee or agent while the pupil is at school unless specifically approved in writing by the parent/guardian and physician.

D. Responsibility:

It is the responsibility of the student, if appropriate, not school personnel, to get his/her medication at the designated time.

E. Storage of Medication:

Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a locked cabinet not accessible to students and checked out only by the School Nurse or agent designated to administer the medication.

F. The length of time for which a medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in dosage, time to be administered or discontinuance of administration must be in writing, said changes to be at the request of the physician only.

G. Updating of Prescriptions and Other Requirements:

All consent forms and related materials must be renewed annually and/or at any time a medication is changed.

H. District Records Required:

Accurate and confidential written records shall be established and maintained for each pupil receiving medication.

1. The School Nurse shall maintain a daily and up-to-date record of pupils in school requiring medication during school hours. The record shall include the pupil's name, type of medication, dosage, date, and time to be given.
2. Copies of completed consent forms are to be maintained in the Health Office's locked cabinet.

Legal Reference: Wisconsin Statute 118.29

Adopted: August 21, 1989

Revised: March 25, 2002

453.5 – STUDENT PHYSICAL EXAMINATIONS

- A. A physical examination shall be required of all pupils by their family physician prior to entrance to kindergarten or first grade.
 - 1. A record of recommendations made by the physician shall be filed with the District Administrator and placed in the pupil's health record.
 - 2. Data or recommendations shall be used by teachers where special treatment of the child is required and limitation placed on activities.
- B. Functions and responsibilities of Administrators
 - 1. The administrator shall be responsible for promotion of and administration of program of physical examinations in item A.
- C. Health Examinations
 - 1. While we do not conduct mandatory health examinations after entrance, we do:
 - a. Require pupils entering public school for the first time to submit to a physical examination administered by their family doctor.
 - b. Urge that students have periodic immunizations at the time of their physical examinations as recommended by their family doctor and required by Wisconsin Statutes.
 - c. Instruct teachers to be alert to note contagious and infectious disease and to recommend exclusions in compliance with regulations of the State Board of Health.
 - d. Require that a health record be kept on all students.

Legal Ref.: Sections: 118.125 Wisconsin Statutes
118.25(3)

Cross Ref.: 347 – Student Records
420- School Admissions
453.2 – Student Immunizations
453.3 – Communicable Diseases

454 – REPORTING CHILD ABUSE/NEGLECT

The School District of Algoma recognizes that the most important role of the school in today's society is to provide students with the best possible opportunities for educational success. The District also recognizes that children who are abused and/or neglected not only are harmed physically and emotionally, but also educationally. The District is committed to providing a positive environment with the school assisting families and community child protection agencies to provide positive environments in the home and community. As a part of that commitment, the School District establishes the following policy regarding the reporting of any threatened or suspected child abuse or neglect in accordance with state law.

Every employee of the district will receive training in identifying children who have been abused or neglected. This shall occur within six months of initial employment and at least once every 5 years after initial training.

For the purposes of this policy, the following definitions apply;

- A. "Abuse" as "Physical injury" means injury inflicted on a child by other than accidental means. Physical injury includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, severe or frequent bruising, or great bodily harm as defined by Section 939.22 (14) Wis. Statutes.
- B. "Sexual Abuse" includes sexual intercourse or contact (any intentional touching either directly or through clothing by the use of any body part or object of intimate parts if that intentional touching is either for the purposes of sexually degrading or sexually humiliating the victim, or sexually arousing or gratifying another person), sexual exploitation or permitting or allowing or encouraging a child to engage in prostitution.
- C. "Mandated Reporter" includes, without limitation, all staff employed by the district.
- D. "Emotional Damage" means harm to a child's psychological or intellectual functioning which is exhibited to a severe degree: anxiety, depression, withdrawal or aggression. Emotional damage may be demonstrated by observable changes in the child's age or stage of development.
- E. "Neglect" is that refusal, failure or inability by the child's parent, legal guardian or other person exercising temporary or permanent control over the child, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care, or shelter so as to seriously endanger the physical health of the child.

The School District of Algoma and the State of Wisconsin require all district employees to report child abuse and neglect in accordance with board policy and established procedures and that all employees mandated by law to report shall do so in accordance with board policy, established procedures and state law.

LEGAL REFERENCE:	Sections	48.02 (1) Wis. Statutes 48.981 (2) 48.20 (5j) 48.02 (14g) 48.02 (1) (b-f)
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Revised: April 23, 2012
Revised: June 18, 2001
Adopted: September 26, 1988

454 - RULE - CHILD ABUSE/NEGLECT REPORTING PROCEDURES

Reports

A report is described as "...the facts and circumstances contributing to a suspicion of child abuse or neglect or to a belief that child abuse or neglect will occur..." s.48.981(3), Wisconsin State Statute. The law requires such information to be conveyed to a County Social Services Department or the local law enforcement agency.

The School District requires that all District employees who have knowledge of, or suspect, child abuse or neglect, or threat of child abuse or neglect, to immediately report all such actual or suspected child abuse or neglect situations to the Kewaunee County Department of Social Services. If a report to that Department is not possible, then District staff shall report the situation to the Kewaunee County Sheriff's Department or to the Algoma Police Department.

If the child abuse or neglect is life threatening, the staff member is to first make a report to the law enforcement agency and request an immediate investigation. Upon making this report, the District staff person shall also immediately report the law enforcement referral to the Kewaunee County Department of Social Services. District staff will inform their supervising principal or district administrator regarding referrals made to law enforcement agencies or the Kewaunee County Department of Social Services.

Actions Against Reporters

No administrator or other School District employee may prevent, or attempt to prevent another District employee from making a report of alleged child abuse or neglect. No District employee will be required to involuntarily change any aspect of the mandated report.

The School District shall not take disciplinary action against a District employee who in good faith makes a report of suspected child abuse or neglect. Disciplinary action may result from the failure of a District employee to report suspected child abuse or neglect of which they have knowledge. Anyone knowingly or willfully violating Section 48.981(2) of the Wisconsin Statutes regarding mandated reporters may be fined not more than \$1,000.00 or imprisoned not more than six (6) months, or both according to State Statute.

Confidentiality of Records

The School District will maintain the confidentiality of any and all information pertaining to suspected child abuse or neglect reports, and will share that information with only those individuals provided for under Section 48.981(7) of the Wisconsin Statutes.

Review

The School District shall conduct review sessions for all staff regarding this policy on a yearly basis with the option to include County Department of Social Service staff. Those persons who are mandated reporters under Section 48.981 shall be required to attend. All District staff will be given a copy of the District's current child abuse and neglect reporting procedures each year.

Adopted: June 18, 2001

LEGAL REFERENCE: Sections 48.981 Wis. Statutes

455.1 – SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them.

The board expects all students to be under assigned adult supervision at all times when they are in school, traveling under school auspices, or engaging in school-sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member shall leave his/her assigned group unsupervised unless reasonable and prudent arrangements are made.

During school hours, or while engaging in school-sponsored activities, students shall be released only into the custody of parents or other authorized persons

The school administration shall assure that anyone who wishes to contact a student during the school day is doing so for proper reasons.

Adopted: June 18, 2001

456 – STUDENT AND STAFF ASSISTANCE PROGRAMS

It is the policy of this District to take positive action through education, counseling, family involvement, medical referral and police referral in the handling of incidents involving the use or possession of alcohol, drugs, and/or drug paraphernalia (as defined by State Statutes) by students or employees.

The District will cooperate with Kewaunee County Community Programs, Cooperative Educational Service Agency (CESA) No. 7 &, Kewaunee County Social Services Department and other agencies who provide drug and alcohol abuse counseling, rehabilitation and re-entry programs for its students and employees.

School Personnel will be encouraged to develop increasing awareness of the problem through staff development activities. Staff Development programs shall be planned to develop the staff's competency in dealing with drug and alcohol problems and to make them aware of available community resources.

Adopted: September 26, 1988

Legal Ref.: Sections 118.125 Pupil Records
 118.126 Privileged communications
 118.257 Liability for referral to police
 120.13 (1) School Government Rules
 120.44 School Board Powers and Duties

Drug Free Schools and Communities Act Amendment of 1989
Drug Free Workplace Act of 1988
34 CFR Part 85, Subpart F (Regulations Implementing Drug Free
Workplace Act)

Cross Ref.: 443.4, Student and Staff Alcohol and Other Drug Use
Current Employee Contracts

461 – HIGHER EDUCATION ACADEMIC EXCELLENCE SCHOLARSHIP

The School District of Algoma will use the established procedures to determine the recipient of the Higher Education Academic Excellence Scholarship.

Adopted: August 27, 2001

**461 – RULE – HIGHER EDUCATION ACADEMIC EXCELLENCE
SCHOLARSHIP TIE-BREAKING PROCEDURES**

The School District of Algoma Board of Education has established the following criteria to be applied in order until there is no longer a tie:

1. The student who shows evidence of application to a participating Wisconsin institution by the beginning date of the eighth semester will be the nominee;
2. The student with the highest composite American College Test (ACT) score available as of the beginning date of the eighth semester will be the nominee;
3. The student with the most credits through seven semesters will be the nominee;
4. A coin flip will determine the nominee.

Adopted: October 22, 2001

470 EXHIBIT A – STUDENT FEES WAIVER FORM

Student(s) Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

Name: _____ Grade: _____

1) Please designate with a \checkmark on the appropriate line if you are currently eligible for free lunch _____ or reduced lunch _____. If yes, please proceed to question 3.

2) Please explain your income circumstances that preclude your paying fees.

3) *The school may be able to provide work of some kind to cover these fees. Are the student(s) available to work? _____ If you responded no, please explain:

Parent/Guardian Signature _____ Date _____

*The Algoma School Board wants to provide every opportunity for students to participate in activities that have fees. We feel that it is also important to learn to earn your way.

Principal Approved _____ Superintendent Date: _____

Principal Not Approved _____ Superintendent Date: _____

Adopted: December 18, 2006

Revised: January 24, 2011

470 – STUDENT FEES, FINES AND CHARGES

The School District of Algoma may levy fees upon its students for special materials needed for certain courses. The District may make charges for services and materials that are provided directly to individual students. The Board and Administration strive to keep such fees at a realistic yet reasonable level.

If a written request is completed and submitted to the District Office, (please see 470 Exhibit A – Student Fees Waiver Form) consideration may be made to waive student fees based on the ability of students/parents/guardians to pay. Criteria such as eligibility for free lunch and other special circumstances as approved by the Principal and Superintendent.

Students using school property are responsible for its care. Damage to that property or loss of the property will result in fines proportionate to the damage or loss. Fines may also be levied for vandalism to school property. Fines may be assessed for damaged books, equipment, and any other school property that are lost or damaged.

Student fees are assessed for textbooks, student activities, and co-curricular. Please refer to the student handbooks for the most current fee schedule.

Additional classroom supplies may be charged to the student at cost, upon approval of the building principal.

Adopted: December 18, 2006

LEGAL REF: Sections 118.03 Wisconsin Statutes
120.13 (10)
120.44