

DEERFIELD COMMUNITY
SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES

POLICY CODE: 342.63
RULE CODE: 342.63-ADM
DATE OF ADOPTION:

PROCEDURES FOR ASSESSING ENGLISH LANGUAGE LEARNERS

A. English Proficiency Assessment, Classification and Reclassification

1. Annually, District staff shall conduct a count of all English Language Learner (ELL) students enrolled in District schools, assess the language proficiency of such students and classify such students by language group, grade level, age and English language proficiency. The District shall determine a student's English language proficiency level using a state-approved English language assessment instrument and shall classify a student according to his/her English proficiency level as outlined in state rules and described below:
 - a. **Level 1 – Beginning Preproduction** if the student does not understand or speak English with the exception of a few isolated words or expressions.
 - b. **Level 2 – Beginning Production** if all of the following criteria are met: (a) the student understands and speaks conversational English with hesitancy and difficulty, (b) the student understands parts of lessons and simple directions, and (c) the student is at a pre-emergent or emergent level of reading and writing English, significantly below grade level.
 - c. **Level 3 – Intermediate** if all of the following criteria are met: (a) the student understands and speaks conversational and academic English with decreasing hesitancy and difficulty, (b) the student is post-emergent, developing reading comprehension and writing skills in English, and (c) the student's English literacy skills allow the student to demonstrate academic knowledge in content areas with assistance.
 - d. **Level 4 – Advanced Intermediate** if all of the following criteria are met: (a) the student understands and speaks conversational English without apparent difficulty, but understands and speaks academic English with some hesitancy, and (b) the student continues to acquire reading and writing skills in content areas needed to achieve grade level expectations with assistance.
 - e. **Level 5 – Advanced** if all of the following criteria are met: (a) the student understands and speaks conversational and academic English well, (b) the student is near proficient in reading, writing and content area skills needed to meet grade-level expectations, and (c) the student requires occasional support.

- f. **Level 6 – Formerly ELL Now Fully English Proficient** if all of the following criteria are met: (a) the student was formerly limited-English proficient and is now fully English proficient, and (b) the student reads, writes, speaks and comprehends English within the academic classroom setting.

- g. **Level 7 – Fully English Proficient/Never Limited English Proficiency**

Teacher input, classroom performance and grades shall also be taken into account when determining a student's English language proficiency level. Students may be reclassified at other times during the school year, if appropriate.

Student English language assessment records shall be maintained by the District in accordance with state and federal laws and District student records, policies and procedures. Reports regarding ELL students shall be made to the Department of Public Instruction (DPI) as legally required.

- 2. If the ELL student is determined to be in need of services, the parent(s)/guardian of the student shall be notified in their native language (to the best of the District's ability) and shall be asked for written permission to serve their child. ELL students shall be provided appropriate services to help them acquire English language skills and meet District academic standards based on individual needs. The greater the student need, the more services are provided. In general, all services available to non-ELL students in the District shall be available to ELL students.

B. Academic Performance Assessment

- 1. Decisions regarding academic performance assessment shall be made and documented on an individual basis for each ELL student. Assessment decisions shall be made by the students, English as a second language teacher and the classroom teacher, and communicated to the student's parent(s)/guardian. All communications to parents/guardians of ELL students shall be given in such manner as to provide understanding of the information. They should be provided in English, the parent/guardian's native language (to the best of the District's ability) or any other means to convey the required information.
- 2. An ELL student may not be exempted from academic assessments based on their ELL status. The District shall administer a state-required test to an ELL student unless a determination has been made that the results of the test, with allowable accommodations made for the student as needed, will not be a valid and reliable indicator of the student's academic knowledge and skills. If an ELL student is exempted from taking a state-required test, he/she shall be administered a DPI-approved alternative assessment.
 - a. Except as specified below, students at English proficiency levels 1 or 2 as outlined above shall participate in an alternative assessment even if they participate in a state-required test.

- (1) Students at English proficiency levels 1 or 2 who have attended school in the first grade or any higher grade in the United States, not including Puerto Rico, for three or more full consecutive school years shall participate in academic assessment of reading or English language arts using tests written in English.
 - (2) The District may continue, for no more than two additional consecutive school years, to assess a student described in (1) above with an alternate assessment, rather than the state-required tests, if the District determines that the student has not reached a level of English language proficiency sufficient for the tests written in English to yield valid and reliable information about what the student knows and can do. This determination shall be made on a case-by-case basis.
 - b. Students at English proficiency levels 3 and above as outlined above shall participate in all District and state-required tests.
 - c. If an ELL student participates in a state-required test, the District shall provide testing accommodations for the student if they are needed. Any accommodations made shall maintain the validity of the test. Testing accommodations may include but are not limited to the following: providing the assistance of a qualified translator to translate instructions or read items from tests that do not assess English language competency; providing small group or individual testing opportunities; providing more practice tests or examples before the actual test is administered; allowing ELL students to use dictionaries or other educational aids while taking the test unless this use would invalidate the test; and allowing ELL students as much time as necessary to complete the test.
3. Student test/alternative assessment results shall be communicated to the student's parent/guardian and to the DPI as required by law.
 4. ELL student test results shall be used consistent with District policies when making instructional, promotion and graduation decisions. Test results shall not be used as the sole criterion in exiting ELL students from a bilingual-bicultural education program or in determining grade promotion, eligibility for courses or programs, eligibility for graduation or eligibility for post-secondary education opportunities. Exemption of a state-required test may also not be used as the sole criterion for making such determinations.

**DEERFIELD COMMUNITY
SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

**POLICY CODE: 365.2
RULE CODE: 365.2-ADM
DATE OF ADOPTION:**

TECHNOLOGY FOR STUDENTS WITH SPECIAL NEEDS

- A. A District student's need for assistive technology shall be determined on a case-by-case basis. If the IEP team determines that a particular assistive technology item is required for the student to be provided a benefit from his/her education program, the Technology must be provided to implement the IEP.
- B. Assistive technology may be provided as special education, related services, or supplemental aids and services for students with disabilities who are educated in regular classes.
- C. The District is responsible for evaluation in areas in which assistive technology may be a factor for District Students requiring an IEP. Determination of need for assistive technology will be conducted on a case-by-case basis, but will generally be determined by the following criteria:
 - 1. Identification of difficulty the student is experiencing and discussion of possible causes for the difficulty. This includes a review of existing information and data. During this review the IEP Team decides other information necessary to make an informed decision about the need for assistive technology.
 - 2. IEP Team members gather baseline data if existing data does not provide all needed information.
 - 3. The IEP Team reviews any identified problem and if necessary, generated possible solutions and develops a trial plan of the solutions.
 - 4. During a specified time frame, the trials are completed and data is collected.
 - 5. The IEP Team analyzes new data and makes decisions about the longer term use or acquisition of one or more assistive technology tools.
 - 6. If specific assistive technology is identified as being needed, it is written in the student's IEP.
- D. Those students having needs but not requiring a formal IEP according to law, which may include, but are not limited to migrant students, homeless students, students living with poverty, and English Language Learners, will also be considered for assistive technology devices and/or services on a case-by-case basis to generally be determined by the following criteria:

1. Identification of difficulty the student is experiencing and discussion of possible causes for the difficulty by individuals or a team comprised of classroom or special education teacher, guidance counselor, library media specialist or computer resource teacher, district technology coordinator, and/or building principal. This includes a review of existing information and data. During this review a team decides other information necessary to make an informed decision about the necessity for assistive technology.
2. Team members gather baseline data if existing data does not provide all needed information.
3. The team reviews any identified problem and if necessary, generates possible solutions, and develops a trial plan of the solutions.
4. During a specified time frame, the trials are completed and data is collected.
5. The team analyzes new data and makes decisions about the longer term use of acquisition of one or assistive technology tools.
6. If specific assistive technology is identified as being needed, a request is made of the district technology coordinator for consideration and procurement.

LEGAL REF.: Chapter 115, subchapter V Wisconsin Statutes
Individuals with Disabilities Education Act Amendments of 2004
Americans with Disabilities Act
Section 504 of the Rehabilitation Act

CROSS-REFERENCE: 342.1 Programs for Students with Exceptional Educational Needs
365 Access to Internet and Other Computer Networks
365 Rule Acceptable Use Policy
411 Equal Educational Opportunities

ADOPTED:

ADMINISTRATION OF MEDICATION TO STUDENTS

Students requiring medication at school shall be identified and reported to the building administrator/designee by the parent/guardian. The School Nurse shall designate school personnel to administer medications. The building administrator will complete a “Staff Authorization to Administer Medication” form for each designee. This form shall be completed on an annual basis.

A. Training, Supervision, and Evaluation

The School Nurse shall provide training, supervision, and evaluation to designated school personnel in the administration of medications. This training shall be documented. No school employee, except a health care practitioner, is required to administer a medication to a student by any means other than ingestion and gastric tube. In the event that an employee volunteers to administer a medication by other than oral means, the School Nurse will provide the appropriate training, in compliance with the written instruction of the prescribing health care practitioner, and with the written consent of the parent(s)/guardian(s). The School Nurse shall be responsible for periodic review of the written medication instructions, as well as designating appropriate documentation procedures and safe storage of medication in school.

B. Definitions:

1. Prescription Medications – Those medications, which are obtainable only with the written consent of a licensed physician or other health care practitioner.
2. Non-prescription Medications – Those which can be obtained over the counter, without a prescription.
3. Prescribing Health Care Practitioner – Licensed physician, dentist, podiatrist, or nurse practitioner with prescriptive power in the State of Wisconsin.
4. Controlled Substances – Those drugs that are defined and regulated by the Uniform Controlled Substances Act.

C. Administration Procedures

The following procedures are established within each building to ensure the consistent administration of medication to students:

1. Parent(s)/guardian(s) of students requiring medication at school shall submit an “Administering Medication to Students” form to the school office.
2. The “Administering Medication to Students” form shall be:
 - a. Kept in a drawer/cabinet with the medication the student is to receive.

- b. Reviewed initially at the beginning of the year or upon receipt of the form.
 - c. The School Nurse will review student medication record periodically.
3. For students requiring prescription medication at school, the parent shall:
- a. Supply an original labeled container of medication to the building administrator or designee. The label on the container shall include the name and telephone number of the pharmacy, student's name, name of the health care practitioner, name of the drug and the dosage to be given.
 - b. All non-prescription medication shall be in the original labeled container and parent(s)/guardian(s) instructions may not exceed the recommended manufacturer dosage.
4. Students taking medication shall be:
- a. Supervised by the building administrator or designee and shall conform to the schedule as prescribed by the prescribing health care practitioner.
 - b. The building administrator or designees shall complete a "Medication Administration Log" for each student receiving medication. When a medication is administered, the date, time, and signature of the individual shall be recorded on the "Medication Administration Record" and kept with the "Administering Medication to Students" form.
 - c. Medication will be offered to the student at the designated times. If the student refuses, the parent(s)/guardian(s) are to be informed as soon as possible and the refusal shall be logged on the "Medication Administration Record".
 - d. School personnel are to report any unusual behavior of students on medication and such information should be recorded on the "Medication Administration Record" and the School Nurse shall be informed. This record should also include the action taken by the school in response to the student's unusual reaction to the medication.
5. The length of period for which the medication is to be administered shall be:
- a. Continued in the written instructions from the prescribing health care practitioner as reported on the "Administering Medications to Students" form.
 - b. Further written instruction shall be received from the prescribing health care practitioner/parent(s)/guardian(s). If the medication is to be discontinued or if the dosage or time it is to be administered is changed from the original instructions, the School Nurse/or designee shall be notified of new dosage instruction. The School Nurse/designee will make contact with prescribing health care practitioner.
 - c. "Administering Medication to Students" form shall be received annually.
6. It is advisable to have in each school office a list of students receiving medication during school hours, including the type of medication, the dose and time it is to be given.

D. Miscellaneous Medication

1. Non-FDA approved drugs such as herbal medication, dietary supplements, and other products will not be administered at school without written authorization from a licensed health care practitioner and parent(s)/guardian(s).
2. “Pre-procedural” medication will not be administered by school personnel.
3. Controlled substance medications used for pain control/cough will be reviewed by School Nurse prior to accepting medication order from a licensed health care practitioner and parent(s)/guardian(s).

E. Student Self-Administration of Medications

1. Students in grades 7-12:
 - a. May self-administer oral non-prescription medications while at school.
 - b. The individual student may keep such medications in their locked locker however, it is encouraged for medications to be kept locked in the office.
 - c. Students self-administering non-prescription medications may not provide these non-prescriptive medications to other students.
2. Students in grades EC-6:
 - a. May not self-administer oral prescription or non-prescription medications while at school.
 - b. Medications are required to be kept in a locked area in the school office.
 - c. Medications are to be administered by those designated/trained school personnel.
3. Students in grades EC-12:
 - a. May not self administer or carry any prescription medications including any controlled medications regulated under the Controlled Substances Act of 1970.
 - b. Exceptions to self-administration of prescription medications are defined in #4 as emergency medications.
4. Students in grades EC-12 who need to carry and self-administer certain emergency medication such as: epi-pen, asthma, inhaler, insulin, and glucagon:
 - a. Special permission will be granted with parent(s)/guardian(s) and health care practitioner authorization on the “Administering Medication to Students” form.
 - b. The individual student may keep such medications in a secure place.
5. Parent(s)/guardian(s) are responsible for:

- a. Submitting an “Administering Medication to Students” form whenever medication is needed at school.
- b. Restocking and safe delivery of the medications to and from school.
- c. Medications that are kept in the office during the school year need to be picked up two weeks following the last day of school. Medications that are not picked up by that time will be disposed of properly.

F. Administration of Medication during Field Trips

- 1. Medication administration during field trips:
 - a. Will follow the same procedures as medication administered at student’s designated school.
 - b. For an overnight field trip proper authorization needs to be obtained from parent(s)/guardian(s) for both non-prescriptive and prescriptive medications and authorization from health care practitioner if medication is prescriptive.
 - c. It is required that an “Administering Medication to Students” form be completed prior to field trip if not already completed.
 - d. NO medications will be administered without proper documentation.
 - e. It is highly recommended that the medication will be sent in the original labeled container.
 - f. Medication will only be administered by school staff.

G. Medication Errors

- 1. A medication error is defined as failure to administer the prescribed medication:
 - a. Within the 30 minutes prior or 30 minutes after the prescribed administration time.
 - b. Dosage
 - c. In accordance with accepted practice.
 - d. To the correct Student.
- 2. In the event of a medication error of commission or omission, the person who administered the medication should immediately:
 - a. Notify the School Nurse/School Administrator.
 - b. Notify the student’s parent(s)/guardian(s).
 - c. Document the specific error on the back side of the Student Medication Record form from the time the error was detected, the time and error was reported, people notified (school nurse, administrator, parent(s)/guardian(s) and remedial actions taken.

LEGAL REFS.: s.s. 118.29(2), Wis. Stats.
441.16
146.81
290.1, Code of Fed. Reg./Controlled Substances

PI 8.01(2)(g), Wisconsin Administrative Code

CROSS REF.: Board Policy 453.4 – Administration of Medication to Students

School Sponsored Extended Field Trips and Foreign Study Tours

The Board of Education may approve extended field trips and foreign study tours, on an every other year basis beginning in 2010-2011, within the following guidelines:

1. All proposals for school-sponsored extended field trips/foreign study tours shall be presented to the administration prior to any preliminary discussion with students or any public announcements.
2. Participation in school-sponsored extended trips/foreign study tours shall be voluntary. No student will be subjected to real or implied retribution if he/she chooses not to participate in any extended field trip/foreign study tour.
3. All requests for extended field trips/foreign study tours shall be made to the superintendent through the building principal. The request must contain a concise statement of the educational purpose and value of said trip.
4. Any individual or group requesting an extended field trip/foreign study tour shall submit a detailed plan to the building principal at least three months prior to departure. Staff are encouraged to plan cross-curricular trips. The building principal will review the request and plan with the superintendent. The plan shall include at least the following information:
 - a. An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.
 - b. A detailed cost of the trip per participant and what is NOT included in the price. Travel, lodging, meal expenses, and stipends, if any, of district employees shall be considered part of the total cost of the trip and shared by participants. School sponsored extended trips cannot make a profit.
 - c. The length of time for travel including departure and return times, dates, distances and modes of travel.
 - i. Every attempt should be made to schedule trips during vacation periods and/or weekends. If travel arrangements necessitate that school days are missed, the Board may approve faculty and student absences provided that school time missed is no more than three school days. An accurate count of the time to be lost should be given.
 - ii. All transportation must be by bonded carrier. Assurances shall be required.
 - iii. All accommodations shall be obtained through an approved travel service or agent.
 - d. A count of the number of free transports, if they are furnished, and to whom they will be granted.

- e. A list of names and numbers of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.
 - f. The instructional purposes of each trip or tour.
 - g. Evidences of insurance coverage.
- 3. The Board shall use discretion when considering details for a specific trip. However, it is expected that:
 - a. There will be no cost incurred by the District for such trips beyond that of hiring qualified substitute teachers.
 - b. The number of students per chaperone on the extended field trip or foreign study tour shall not, without approval exceed 10 to 1.
- 4. A preliminary list of participants should be provided to the building principal 30 days before departure, along with any changes which may have occurred in the information above. All later changes must be reported as they are received.
- 5. Parents/guardians must submit signed permission to the building principal's office in order for a student to be excused from school to participate in an extended field trip/foreign study tour.
- 6. All students participating in extended field trips/foreign study tours shall be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook and activity handbook. Any student violating such rules shall be subject to disciplinary action.
- 7. The district shall not permit use of facilities, time or staff involvement in advertising or promotion of unauthorized trips or tours.

Overnight Trip Guidelines

Staff and chaperones will abide by the following guidelines:

1. Coed trips will be required to have at least one male and female adult to accompany the group, unless otherwise approved by the superintendent.
2. Reasonable times will be established by staff for lights to be out and there to be quiet to provide students with appropriate sleep time.
3. Staff will periodically check rooms/tents to assure that student behavior is within established guidelines.
4. Students will not share rooms/tents with staff or chaperones.
5. Students will share rooms/tents with students of same gender.
6. Students will not share beds with other students unless the student and his/her parents/guardians agree to do so to reduce individual cost of the accommodations.
7. Chaperones and staff members will not have inappropriate verbal or physical interactions with students or with each other.
8. Chaperones and staff members are assigned a room and must sleep in that room so that students or other chaperones can contact them in case of an emergency or change in trip itinerary.
9. In the event a chaperone is unable to fulfill their responsibilities, the staff member in charge will reassign the responsibilities as appropriate. In the event the staff member in charge is unable to fulfill their responsibilities, he/she will designate one of the other chaperones (must be a certified school employee) as the person in charge. If there are no other certified chaperones, the staff member in charge will contact his/her respective principal or athletic director (as appropriate) for further direction. In the event it is impossible for the staff member in charge to function, one of the other chaperones will call the respective building principal or athletic director, as appropriate, for further direction.
10. All rules and regulations established by Board policy, school handbooks, and administrative procedures and guidelines shall be adhered to by students/staff/chaperones at all times, including time spent in individual rooms/tents on school sponsored trips.

Cross Ref: 352.2 Admin. Rule-Staff and Chaperone Responsibilities for School Related Trips

**DEERFIELD COMMUNITY
SCHOOL DISTRICT
ADMINISTRATIVE PROCEDURES**

**POLICY CODE: 352
RULE CODE: 352a-ADM
DATE OF ADOPTION: 03/16/09
Revised:**

FIELD TRIPS AND EXCURSIONS

The following guidelines are set to implement the planning of field trips:

1. All trips, and the arrangements for trips, must be approved by the building administrator. Drivers of other than school district owned vehicle must be aware that their personal insurance will be the primary coverage.
2. Written parental permission is required for each student on any trip which requires transportation.
3. Parents/Guardians are encouraged to sign a consent for limited release of medical information annually.
4. Trips must be taken in conveyances properly covered by a comprehensive general liability policy.
5. Adequate supervision must be provided at all times.
6. All co-curricular trips taken during normal school hours must be within budgetary allotments for such purposes as approved by the district administrator.
7. For extracurricular trips scheduled outside normal school hours and outside the normal school program, a fee covering the actual cost of the trip may be charged. The decision will be made by the administrator.
8. School buses, public transportation buses, commercial buses, or prior approved vehicles will be used for field trips. Students will not be permitted to use their own cars or to provide transportation for other students for a field trip.
9. Field trips, other than local or co-curricular trips, must be approved by the superintendent. (See Policy #353)
10. Field trips and co-curricular trips requiring overnight accommodations shall require the Board's authorization. (See Policy #353)

Legal Ref.: Wis. Stat.: 121.54.(7)
Wis. Stat.: 121.53

Staff and Chaperone Responsibilities for School Related Trips

Staff and chaperones when responsible for school-related trips will adhere to the following procedure:

1. When a staff member who is responsible for a school-sponsored trip determines the need for chaperones, he/she will be responsible for obtaining the appropriate number of chaperones. There should be at least one chaperone per 15-20 students; however, conditions relating to the students and to the activity may necessitate additional chaperones.
2. A necessary **briefing for chaperones** (by the staff member in charge) should consist of information prior to the trip, including the following:
 - the exact specifics of the trip including programs and educational experiences
 - the time of departure, planned route and expected time of return
 - planned procedures to follow in the case of emergencies or other unusual circumstances that could occur
 - any special needs of any students
3. The staff member in charge will provide the respective building principal or athletic director with a list of chaperones at least two weeks in advance of the scheduled activity.
4. Staff and chaperones will abide by the following:
 - Ride to and from the area of destination with the students in the same means of transportation provided for the students, unless prior approval has been given by the building principal.
 - Carry a list of students and their home phone numbers for the students they are responsible for supervising and any special needs of any students including responsibility for prescription medications.
 - Watch carefully for student valuables and to check the buses thoroughly (whenever students disembark) so as to avoid leaving behind students' personal belongings.
 - A head count and/or roll call of passengers prior to any bus departure is required.
 - Abstain from the use of alcohol and illegal drugs during the entire trip.
 - Abstain from the use of tobacco in the presence of students.
 - Chaperones and staff members will refrain from transferring their role to another person during the time they are responsible for the supervision of students.
 - Chaperones or staff members will have their services for the school related trip terminated immediately in the event they violate any of the above stipulations.

DEERFIELD COMMUNITY SCHOOL DISTRICT
VOLUNTEERS

The Deerfield Community School District thanks you for your interest in working with our students. The safety and well-being of District students and staff is of paramount importance. Therefore, all adult volunteers will need to complete a volunteer application form and a background check will be completed on them. Parents/individuals who periodically assist on field trips, chaperone parties or dances or provide occasional support in a classroom do not need to complete a volunteer application form.

Volunteer coaches will be expected to follow all the regulations set forth in this policy. Any request for a volunteer coaching position must be initiated by the Head Coach or Athletic Director, approved by the building principal and recommended to the District Administrator. The volunteer will complete an application form and file the WIAA non-faculty coach application. Volunteers will be selected on the basis of their skills, knowledge of the activity, ability to work with students and coaching ability. Volunteer coaches are held to the same expectations as outlined in the Athletic and Coaches Handbook, as all other contracted coaches are held to.

School administration retains the authority to approve all school volunteers and the tasks they perform in the schools. A copy of the District's Code of Ethics for Volunteers will be provided for every volunteer in the district and must be signed prior to working with students.

VOLUNTEER APPLICATION

Completion of all items required. Please print clearly.

Name_____

Address_____

Telephone #_____

(Home) (Work) (Cell)

E-Mail Address_____

Emergency Contact Name and Phone Number(s):

Date of Birth_____ *(Needed for State of Wisconsin Background Check)*

Social Security Number_____

(Needed for State of Wisconsin Background Check – Will not be shared or used for any other purposes.)

Driver's License Number_____

(Only needed if position may require transporting students in school vehicles. DOT Background Check will be completed.)

Availability

When are you available?_____

Building Level/Classroom/Co-Curricular Position Applied for:_____

Have you taken the ASEP course (Volunteer Coaches)?_____

Have you ever been employed by the district?_____

If so, when?_____

Have you ever been convicted, plead no contest to any offense or violation other than minor violations (include felonies, misdemeanors, or municipal ordinance violations)?

____ Yes ____ No List pending charges for such violations.

(over)

Educational Preparation

High School_____ City_____

Graduation Date_____

College/University_____

Location_____

Graduation Date_____ Major/Minor_____

Educational Preparation (contd)

Other, i.e., courses in First Aid, CPR, emergency, etc._____

Related Experiences (Recreation, coaching, hobbies, interests, etc.)

My signature below indicates that I have completed this application accurately and truthfully, and have given my permission to the district to verify any and all information.

Signature_____

Date_____

(Do NOT Write In This Space)

Assignment(s)_____

Effective Dates: From_____ To_____

From_____ To_____

Signature of the approving activity director_____

Signature of the approving building principal_____

Signature of the approving superintendent_____

Date_____

SOURCE: DEERFIELD COMMUNITY SCHOOL DISTRICT

CODE OF ETHICS FOR VOLUNTEERS

1. Maintain Confidentiality

In your role as volunteer, you may read and hear information about students that is *confidential*. It may be the result of classroom or achievement tests, attendance data, financial or personal family information, social or behavioral actions, or other interactions. There may be times that a staff person may need to share confidential information with you or a student may tell you something in confidence. You may hear conversations between students and teachers, students and students, or between district personnel. All these things are confidential and should never be discussed with others who do not have a legitimate need to know. If you suspect a child is being abused or neglected, this should be reported immediately to the building administrator.

Parents, friends or community members may, in good faith, ask you questions about the progress or problems of a student knowing that you are a volunteer. Discussion of individual students, teacher, or staff, or their actions and/or their abilities, is considered a breach of professional conduct, and the student's right to privacy.

2. Be Reliable

Remember that students and staff members depend on, and appreciate, your presence. If you find you will be running late, please contact the school.

3. Be a Good Role Model

All faculty, staff, administrators, board members, and school volunteers serve complementary roles in promoting positive character development.

In schools, as in families, children care about our values because they know we care about them.

- a. Volunteers serve as **caregivers** – respecting students, helping them succeed at the work of school, treating each student as having worth and dignity, and enabling students to gain a first-hand appreciation of the meaning of ethics by being treated in an ethical way.
- b. Volunteers serve as role **models** – ethical persons who demonstrate a high level of respect and responsibility both inside and outside the classroom.
- c. Volunteers serve as **mentors** – providing guidance through explanation, storytelling, encouragement of positive behavior, and corrective feedback – especially one-on-one correction.

(over)

4. Practice Open and Positive Communication

Address any concerns or issues promptly and productively. You may contact the classroom teacher or the building principal to express your concerns.

Communication is the key to establishing good relationships that benefit everyone.

I agree to follow the procedures for volunteers as outlined above. I understand that my volunteer status may be revoked for failure to follow the Code of Ethics for Volunteers.

Name (Please print)

Signature

Date

**DEERFIELD COMMUNITY
SCHOOL DISTRICT**

**POLICY CODE: 453.11
RULE CODE: 453.11 ADM
DATE OF ADOPTION:**

AUTOMATIC EXTERNAL DEFIBRILLATOR (AED)

Practice Statement:

A. Placement of AED

The AED units will be stored in a wall cabinet in proximity to a telephone (if available). See attached map for exact locations.

1. There are two units placed in the Elementary Building.
2. There are two units placed in the Middle School/High School Building.

B. Maintenance of AED's

The District shall designate person(s) in each building to conduct regular checks of equipment and supplied of the AED and this person(s) shall follow manufacturer's recommendations for proper maintenance of the unit.

C. Training

1. The District staff that have volunteered to be members of their designated building's Emergency Response Teams (ERT) will receive training on AED usage.
2. The District will pay for designated personnel's initial and follow-up training that is required.

D. Notification of Use

Upon implementation of the District policy on semiautomatic defibrillator use, the Superintendent/School Nurse will provide written notification to the nearest emergency medical services program on the type of semiautomatic defibrillators used, their location, the intended use of the defibrillators and the owners of the defibrillators.

E. Operation

The AED will be located at the previously specified areas. The unit will be stored in a wall cabinet in proximity to a telephone (if available).

1. When an AED is used for defibrillation, the Emergency Medical Service (EMS) personnel may take the AED to the hospital with the ambulance transporting the patient (if necessary). The school nurse or his/her designee will return it to the appropriate building.
2. The person responsible for maintaining the unit will restock and replace the unit to ensure it is prepared for the next use.

1st Reading – 6/15/09

3. Upon assessing a medical emergency, the code Blue Procedures will be followed. On occasions when the Code Blue Procedures are not available the EMS will be contacted.

F. After Use of AED

1. A Critical Incident Debriefing session will be held within 24 hours for all initial responders. Contact School Health services.
2. The program Medical Director shall be notified of AED use.
 - a. Complete follow-up report if deemed necessary by Medical director.
 - b. Arrange for quality improvement review.

G. AED Inventory

1. Readiness status will be assured by regular checks (see AED Readiness Inventory).
2. Readiness status will be assured following any AED use.

H. Exemption from Liability

Neither the properly trained care provider, owner, nor provider of the semiautomatic defibrillators or the trainers of their use will be held civilly liable for their acts or omissions in rendering good faith emergency care to someone who appears to be in cardiac arrest (with the exception of health care professionals per WI Statute 256.15 and 46.03(38)).

Legal Ref.: Section 256.15, Wisconsin Statutes
 Section 46.03(38), Wisconsin Statutes

DEERFIELD COMMUNITY

CODE: 453.3

SCHOOL DISTRICT

RULE COE: 453.3ADM

DATE OF ADOPTION: 06/15/09

COMMUNICABLE DISEASES POLICY

It is the policy of the Deerfield Community School District, 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, to educate students and staff in disease prevention methods and sound health practices.

In an effort to maintain a safe and healthful school environment, the district will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting the communicable disease at school and in school-related activities.

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 accordance with state and federal law and Board of Education (BOE) 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.

It is the policy of the Deerfield Community School District that no person may be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), and Section 504 of the Rehabilitation Act of 1973.

LEGAL REFS.: Wis. Stat.: 111.34

118.01 (2) (d)

118.15

121.02 (1)(b) and (1)(i)

143.04 (3)

143.12 (1) and (6)

118.25

**PROCEDURE FOR THE CONTROL & TREATMENT
OF HEAD LICE/NITS IN THE SCHOOL**

1. Any student who is suspected of having head lice shall be removed from the classroom as unobtrusively as possible to be screened. Head lice checks may be made periodically on any child as necessary during the school year. This may include classroom checks or all school checks. Friends and siblings of infested students will be checked for head lice. Students with head lice or untreated nits shall not attend school. All new and returning students must be screened. ~~The District may screen all students as needed.~~

If live lice or **untreated** nits are apparent:

- A. The parent will be contacted by phone. The child ~~should be isolated and sent home with his/her belongings~~ **will be excluded from school until adequate treatment has occurred. A student should usually not miss more than one day of school for the purpose of treatment.**
- B. Treatment of the student and the environment will be explained to the parent.
- C. ~~A written explanation of lice treatment will be given to the student for the parent, serving as adjunct to the instructions given over the phone. This will include a form to be completed by the parent stating the day, time, and type of shampoo used.~~ **The head lice information packet will be given to the parent including: Head Lice Treatment/Verification Checklist and Information regarding Head Lice.**
- D. Parents will be strongly encouraged to remove all nits and casings after treatment with a lice shampoo, before re-admittance to school.
- E. The District may screen all students as needed.

Readmission to school:

- A. The student will be checked by the district school nurse, the Dane County PHN, or his/her designee upon return to school, to be assured of treatment.
- B. Presence of live lice will constitute exclusion, and treatment will be repeated. **The student may remain in school if only nits are identified.**
- C. If nits are present, the parent is to be notified that they must be removed by the fourth day following treatment with a pediculocide. The student will be rechecked again on the fourth day. If nits are still present, the student will be excluded until the nits are removed.
- D. The Dane County Public Health Nurse, the district school nurse, or his/her designee will check the students head for lice and nits weekly for two (2) weeks following reentry, or until assured that the head is clear.
- E. The school district may screen all students as needed.

School Environment:

- A. ~~The guidelines for Cleaning of the Classroom will be followed for those classrooms of diagnosed cases. The janitor will be asked to clean the classroom each time a new case is discovered in that classroom. A copy of the cleaning guidelines will be given~~

~~to the teacher.~~ The “Classroom Checklist for Lice” will be given to the classroom teacher and followed for those classrooms where detection of live lice occurred.

- B. Letters for parents of all students in that classroom **identified** will be sent home with the students, explaining that lice has been discovered in their child’s classroom, **and it will be the responsibility of the parent to check their own children.** Instructions on how to check their own children for head lice will also be included with the note.
- C. **The School nurse/designee may** ~~School staff will~~ check the ~~heads of all students in those classrooms of diagnosed cases within two (2) days of discovery of a case of head lice in that classroom~~ student, siblings and other contacts attending school in an effort to stem outbreaks in other classes. However, seldom is inspecting an entire classroom or student body justified. This is a costly, disruptive and often non-productive measure. If three or more students in the classroom are identified, this measure may be considered.

AIDS

Acquired immunodeficiency syndrome (AIDS) represents a breakdown of the body's system of immune defenses. The immune system consists of mechanisms designed to defend the body against disease. When the immune system is defective the body is vulnerable to a variety of infections and illnesses. The causative agent of AIDS is a virus referred to as HTLV-III type infection.

Code 453.3 Attachment (Continued)

According to the best informed medical experts, the HTLV-III type infection is only transmitted through significant sharing of body fluids. They have no evidence that this virus is spread by the day-to-day casual contacts that occur between pupils and pupils and staff in the school setting. They have recommended that for most infected school-age children, the benefits of attending school outweigh the risks of acquiring potentially harmful infections and the reported, nonexistent risk of transmission of the HTLV-III infection.

If a student of the Deerfield School District is diagnosed as having AIDS, decisions will be made using the following recommendations provided by the Department of Health and Social Services, State of Wisconsin, as guidelines.

The Deerfield School District does not discriminate against pupils on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational program or activities.

RECOMMENDATION 1

As a general rule, children with AIDS or evidence of an HTLV-III infection should be allowed to attend school in their regular classroom setting and should be considered eligible for all rights, privileges, and services provided by law and local school district policy.

RECOMMENDATION 2

Under the following circumstances a child with an HTLV-III infection might post a risk of transmission to others; if the child lacks toilet training, has open sores that cannot be covered, or demonstrates behavior (for example, biting) that could result in direct inoculation of potentially infected body fluids into the bloodstream. If any of these circumstances exist, a local health care team should determine whether a risk of transmission of HTLV-III exists. The local health care team should include the child's physician, a physician knowledgeable about HTLV-III infections (designated by the state epidemiologist), a local public health agency representative, the child's parent or guardian, the school principal, and a nurse serving the school. If it is determined that a risk to the health or other students exists, the student should be placed in a more restricted school setting. When a decision is made to place a child in a more restricted school setting, the state epidemiologist should be informed in writing by the local public health agency of the decision and background information on which the decision was based. In difficult placement situations, local authorities may request an opinion from the state epidemiologist. Recommendations for the most appropriate school setting for an individual pupil should be based on the student's behavior, neurologic development, physical condition, and the expected type of interaction with others in the school setting.

RECOMMENDATION 3

Under the circumstances listed in Recommendation 2, a child with an HTLV-III infection may be temporarily removed from the usual classroom setting until either an appropriate physical school setting can be arranged or the local health care team determines that the risk has abated and the child can return to the usual classroom. Removal from the usual classroom should not be construed as the only response to reduce the risk of transmission. The responsibility of the health care team should be to initiate only those physical restrictions necessary to protect the health of the pupil with HTLV-III infection and the health of the other pupils and staff. The school district should be flexible in its response and attempt to use the least restrictive means to accommodate the child's needs. A child removed from the classroom for biting, lack of toilet training, or for open sores or skin eruptions that cannot be covered should be

referred immediately to the local health care team for assessment. The health status of a child temporarily removed from the usual school setting to protect the health of self or others should be reevaluated at regular intervals as determined by the local health care team.

RECOMMENDATION 4

The nurse serving the school should function as (1) the liaison with the child's parents, the child's physician, and the local public health agency; (2) the child's advocate in the school (in other words, assist in problem resolution, answer questions); and (3) supervisor of the health services provided by other staff. If the school does not have a nurse serving it, a public health nurse from the local public health agency responsible for communicable disease control in the area should serve as a health liaison (1) and supervisor of health services (3). The school principal should assume the duties of the child's advocate in the school (2).

RECOMMENDATION 5

Parents of a child infected with HTLV-III are responsible for deciding whether or not to inform the principal or the nurse serving the school about their child's infection. In circumstances where the parent has not informed the principal or nurse, a physician or local public health official who becomes aware of an infected child who potentially may present a special risk to classmates or staff members should notify the child's parents and the state epidemiologist of this fact. After reviewing information pertaining to the child's infection and contacting the parents, the state epidemiologist may contact the local public health and school officials to provide specific recommendations.

RECOMMENDATION 6

The school should respect the right to privacy of the individual; therefore, knowledge that a child has an HTLV-III infection should be confined to those persons with a direct need to know-the school principal and the nurse serving the school. School administrators have the responsibility to promote the ethics of the confidential treatment of all school health records. In establishing policies for confidentiality of pupil records, school boards should require that records regarding HTLV-III infections be held in a separate manner from the remainder of the pupils record. Records regarding HTLV-III infections should remain confidential as required in Wis. Stats. 146.025. If a child has been diagnosed as having confirmed AIDS, this information should be reported to the local public health agency and state epidemiologist as required by Wis. Stats. 143.04. Those persons should be provided with appropriate information concerning such precautions as may be necessary and should be aware of the confidentiality requirements and the penalties that may result from wrongful disclosure of confidential information.

RECOMMENDATION 7

Some children with an HTLV-III infection may be immunodeficient and may need to be removed from the classroom for their own protection when cases of measles or chickenpox are occurring in the school population. The nurse serving the school or the local public health agency should notify an infected child's parents when these infections occur in the school. A decision on whether or not to remove the child should be made by the child's physician and parents/guardians in consultation with the nurse serving the school and the local public health agency.

RECOMMENDATION 8

Routine and standard procedures should be used to clean up after any child who has an accident or an injury at school, regardless of whether or not they have an HTLV-III infection. Blood or other body fluids emanating from any child, including individuals not known to have an HTLV-III infection, should be treated cautiously. Individuals should wear gloves when cleaning up blood spills. These spills should be disinfected with either bleach or another disinfectant, and persons coming into contact with them should wash their hands afterwards. Blood-soaked items should be placed in leak-proof bags for washing for further disposition. Similar procedures are recommended for dealing with vomitus and fecal or urinary incontinence in any child, because these body fluids may transmit other infectious disease. Hand washing after contact with a school child is routinely recommended only if physical contact has been made with the child's blood or body fluids, including saliva.

RECOMMENDATION 9

School boards are strongly encouraged to initiate a program to inform parents, children, and educators regarding HTLV-III transmission regardless of whether or not HTLV-III infected children are enrolled. Such education would greatly assist efforts to reduce public anxiety and to provide the best care and education for infected children while minimizing the risk of transmission to others. In addition, school boards are encouraged to review their general infection-control policies with their local public health agency and to initiate programs to educate school personnel regarding practices that should be instituted to reduce transmission of other infectious disease in the school setting.

In order to assure uniformity and consistency in application of these recommendations, local school boards should include information of the prevention of HTLV-III transmission in their inservice education sessions for all staff.

LEGAL REFS.: s. s. 103.15, Wis. Stats.

146.025

143.04

118.15 (1) and (3)

118.13

118.125

Chapter 143

1985 Wis. Act 73

29 U.S.C. 706

20. U.S.C. 123g

**PROCEDURE FOR THE CONTROL & TREATMENT
OF HEAD LICE/NITS IN THE SCHOOL**

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If live lice or untreated nits are apparent:

- A. The parent will be contacted by phone. The child will be excluded from school until adequate treatment has occurred. A student should usually not miss more than one day of school for the purpose of treatment.
- B. Treatment of the student and the environment will be explained to the parent.
- C. The head lice information packet will be given to the parent including: Head Lice Treatment/Verification Checklist and Information regarding Head Lice.
- D. Parents will be strongly encouraged to remove all nits and casings after treatment with a lice shampoo, before re-admittance to school.
- E. The District may screen all students as needed.

Readmission to school:

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School Environment:

- A. The "Classroom Checklist for Lice" will be given to the classroom teacher and followed for those classrooms where detection of live lice occurred.
- B. Letters for parents of all students in that classroom identified will be sent home with the students, explaining that lice has been discovered in their child's classroom, and it will be the responsibility of the parent to check their own children. Instructions on how to check their own children for head lice will also be included with the note.

- C. The School nurse/designee may student, siblings and other contacts attending school in an effort to stem outbreaks in other classes. However, seldom is inspecting an entire classroom or student body justified. This is a costly, disruptive and often non-productive measure. If three or more students in the classroom are identified, this measure may be considered.

DISTRIBUTION OF ELECTRONIC AND PRINTED MATERIAL

The Deerfield Community School District maintains the right to manage information that is disseminated or distributed to persons within the school district buildings or on school grounds. These procedures are established as guidelines for persons to follow to maintain consistency with School Board Policy and related laws.

Publications and/or notices not specifically covered by these rules shall be evaluated by the Superintendent and Board of Education. Until approval is confirmed, such material shall not be posted in district buildings, on district media, nor distributed on school property.

Each administrator is responsible for establishing practices and procedures that are designed to assure that information that is distributed within their area of responsibility is pre-approved and consistent with district policy, administrative procedure, and related laws.

A. Information That Does Not Require Prior Approval Before Circulation and Distribution

Teachers and other school employees may distribute materials that are consistent with the approved curriculum or necessary for the effective management of the school.

Official school sponsored publications, including solicited advertising, may be produced and distributed in accordance with Policy 851 – Commercial Activities and Advertising.

B. Information That Requires Prior Review and Approval of the Building Principal or Designee

Following are examples of information that may be disseminated in district school with the expressed prior review and approval of the building principal or designee:

1. School event notices and calendars
2. School event programs
3. Notices of meetings by groups affiliated with and sanctioned by the school
4. Newsletters and information bulletins written by administrators, or produced by student organizations working under the supervision of an appointed advisor.
5. Signs or posters designed to promote school events, generate school spirit, or acknowledge or promote student achievement.
6. Information posted for general use by school-related organizations that are made available via public address, computer network or other electronic means.
7. Vending machines (with advertising) dispensing food or beverages to students.
8. Contractual relations with vendors to merchandise products to students and staff for the purpose of facilitating group purchasing. Examples include class rings, yearbooks, photographs and other group purchase of products or services.

B. Information That Requires Prior Review and Approval of the Building Principal or Designee (Cont.)

Following are examples of information that is not directly related to the mission of the school district, but which may be of general interest and value to students and/or staff, and which may be consistent with the philosophy and mission of the school district.

9. Notices of the Public Library and Public Health Officers.
10. Notices of local organizations that relate to the general cultural and/or physical welfare of the students, their parents or guardians.
11. Notices of local Boy and Girl Scout, 4-H, and other local youth organizations that relate to the general cultural and/or physical welfare of the students, their parents or guardians.
12. Notices that relate to events, procedures, or opportunities concerning the general health and welfare of the citizens or employees of the Deerfield Community School District.
13. Equipment or materials containing advertising of a service or product may be approved if the educational value or savings to District taxpayers warrant such approval.

C. Information That Is Prohibited

1. For profit advertising except as provided for herein.
2. Notices and/or publications relating to school board and/or other election of candidates, election issues and/or any other election related matters that advocate a particular position. This section does not prohibit notices that encourage the exercise of the civic right and responsibility to vote. Such notices are permitted under Section B.4.
3. Religious related notices or publications that promote religion or the point of view of a religion.
4. Materials that in any way advocate the compromise or overthrow of the government of the United States or any of its various political components.

D. Information That Is Prohibited (continued)

5. Materials that in any way violate the policies of the Deerfield Community School District with respect to protected groups (e.g. discrimination) or prohibited practices (e.g. harassment).
6. Materials which promote an illegal activity or event such as those involving the use of alcohol, tobacco or other drugs. This does not prohibit advertising in official school publications from establishments whose business is not primarily dependent upon the sale of alcohol or tobacco products (e.g., restaurants, bowling alleys, grocery stores).
7. Materials promoting or advertising non-district fund raising activities, or direct solicitations by non-school organizations. This section does not prohibit solicitations by organizations in behalf of good civic causes such as Red Cross Bloodmobile, and victims of weather or other tragedies. Such notices are permitted under Section B.4. (school-related organizations) or Section B.10. (local organizations).

Request for Reconsideration of Instructional Material

Please complete all sections of this form and submit the completed form to the building principal or district office.

Complainant's Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Complainant represents:

Self _____ Organization or group _____

Address of group _____

1. Type of material about which you are concerned _____
2. Title of material _____
3. Author/creator _____
4. Publisher/Producer (if known) _____
5. Have you reviewed the entire material? _____

6. To what in the material do you object? (Please be specific; cite pages, passages, or frames, etc.)

7. What material(s) do you recommend, in its place, that would provide adequate information on the subject?

8. What would you like to have done with this material?
_____ Do not assign/recommend/allow my child to use.

_____ Have it re-evaluated. **(If the material is re-evaluated, the reconsideration committee's recommendation shall hold for retention or removal, per committee decision.)

_____ Other

**You shall be notified of the time and place for the action meeting of the reconsideration committee.

ADMINISTRATIVE REGULATION

ANIMALS IN SCHOOL APPROVAL FORM

Deerfield Community School District
Request for Approval Form for Animals in the Classroom

Name: _____ Date: _____

Building: _____ Grade: _____ Rm. #: _____

Type of animal: _____

Please answer the following questions.

1. YES NO Do any students have known allergies to the animal you intend to have in your classroom?

_____ Number of students who have allergies to animals or animal dander.

_____ Number of students who have asthma.

2. YES NO Did any parents/guardians express concern about having an animal in the classroom?

3. YES NO Do any staff members have any known allergies to the animal you intend to bring into the classroom or have a compromised immune system?

4. YES NO The animal you intend to bring must be healthy. Has the animal been examined by a veterinarian?

If so, by whom? _____

If the animal is not newly purchased, how long have you had it? _____

5. YES NO Does your animal require immunizations? (If so, please attach a copy of recent immunizations.)

6. YES NO I understand the importance of good hygiene and will require the students to wash their hands after touching the animal, or after providing for its care in any way. (Students will not be allowed to clean animal waste. Individuals who have eczema, cuts, sores, or abrasions will be asked to cover the area, i.e. long sleeves, bandages, etc.)

7. YES NO I have looked into and will follow the recommendations made by recognized animal agencies for the type of housing and diet that is required for this particular animal.

8. List the rules you will have in your classroom regarding the animal. _____

ADMINISTRATIVE REGULATION

ANIMALS IN SCHOOL APPROVAL FORM Page 2

9. What will your arrangements be for the animal?

Nights: _____ Weekends: _____

Vacations: _____

(Classroom animals cannot be transported on school busses, and custodians are not responsible for the care of animals.)

10. YES NO I agree that if the classroom animal scratches or bites any person, that the wound will thoroughly be cleaned with soap and water. If the skin is broken, I will report the incident to the parent/guardian (if a student) and principal.

11. How does this animal fit into your curriculum? _____

12. YES NO I understand the risk of developing illness due to contact with some animals. I understand that transmission is from both direct and indirect contact of the animal. Cleaning cages, aquariums, etc., of animals may be done in the sink, but must be cleaned with soap and water and then disinfected with absolutely no debris flushing down the sink.

13. The animal's diet will consist of what? _____

I agree to follow, and direct the children I teach to follow, the District policy and procedures regarding animals in school. I understand that the District and I are responsible for the safety and welfare of the children and staff, and also for the humane treatment and welfare of the animals we have at the school

Signature: _____ Date: _____

APPROVED ☐

NOT APPROVED ☐

Principal's Signature: _____ Date: _____

Recommendations: _____

ANIMALS IN SCHOOL

District procedures must be followed to have live animals as part of the science curriculum and for educational enrichment programs relating to the study of biological science or as classroom pets.

Animals in the school buildings should always be part of a well-documented curriculum that details how the animal will be integrated into the classroom setting.

1. The teacher or caretaker must:

- a. Receive permission from the building principal or person in charge, before any animal is brought into a school building. (Request for Approval Form for Animals in the Classroom)
- b. Written notification will be given to parents in regards to any animal that stays in the classroom throughout the school year. Included in this notification would be the type of animals and a comment section for parents of those students who have allergies or compromised immunity. Any concerns will be referred to the principal for appropriate intervention.
- c. Notify building staff members of the animal's presence who will be near or handling the animal. Staff members must also be allowed to verify that they do not have any known allergies to the animal.
- d. Only bring an animal known to be in good health and appropriately immunized.
- e. Building principals shall give final approval to the presence of animals used in the day-to-day operations of classrooms where the animals are normally used in the course of study, or in classrooms where they are normally displayed for educational purposes. All mammals approved by the principal must be appropriately vaccinated.
- f. If an individual is bitten or scratched by an animal and the skin is broken, the affected area should be cleaned thoroughly with soap and water and then the incident must be reported to the legal guardian, principal and school nurse. The District's student accident report or staff accident report must be completed.
- g. Make provisions for the care and maintenance of the animal during the period of time when school is not in session.
- h. Animal(s) must be humanely and properly housed in cages, aquariums, etc., specific for the species. Animals cages, aquariums, etc., and the surrounding areas must be meticulously maintained and completely cleaned at least weekly. Animal waste and materials from animal cages, aquariums, etc., will be removed and disposed of in an appropriate manner. Children should not be allowed to handle or clean up any form of animal waste. Waste materials from animals should be bagged separately, sealed and disposed of.
- i. Hand washing by staff and students is required after handling animals and always before eating. Animals are not allowed in the vicinity of sinks where students and staff wash their hands; in any area where food is prepared, stored, served; or in areas used for the cleaning and storage of food, utensils, or dishes.
- j. Children should be discouraged from kissing or having an animal close to their faces.
- k. Animal(s) will not be at large in classrooms or in the building.
- l. No reptiles or amphibians will be permitted in grades EC through 6th grade classrooms. In grades 7-12, reptiles and amphibians will be permitted, but must be maintained in a science laboratory, or by a person who is very knowledgeable about the reptiles and amphibians husbandry and appropriate procedures are put in place for handling the animal and clean up after animal activities.

- m. Students may bring pets in for show and tell, unit study, etc. for a limited time. Teacher permission must be granted and the owner/parent/guardian must remain with the animal(s) and provide supervision during its entire stay in the classroom. Animals should be in appropriate cage or leashed
- n. Animals are not to be transported on school buses except dogs that are specifically trained to assist students with disabilities.
- o. Dogs that are specifically certified to assist students with disabilities will be permitted on district property and at district events. For students, the need for a service dog will be documented in the Individual Education Plan (IEP). This plan will also include any necessary precautions.
- p. Animals trained to assist persons who are physically impaired shall have access to district property and district-provided transportation when being used for that purpose.
- q. Animals under the control of public safety official may have access to district property for education and public relations purposes. Use of these animals by law enforcement official is under the jurisdiction of state and federal law and is not covered by this policy.
- r. Live organisms brought into the classroom by non-district personnel for demonstration purposes are the sole responsibility of the presenter and must be removed at the end of the presentation.
- s. The use of dead organs and tissues for dissection units is permitted as defined in the curriculum. All animals or animal parts being used for dissection must be purchased from a reputable biological dealer. No dead animals or animal parts may be brought into schools unless preserved through a professional taxidermist.

Exceptions may be made for exhibits and presentations by recognized agencies that have programs specifically designed for schools or children in a public setting.

EMERGENCY NURSING SERVICES

1. An emergency service is established as part of the health services for students and school employees:

- A. Definitions:

1. Emergencies are those conditions which require prompt, intervening action to maintain the physical, mental and emotional health of students.
 2. Emergency nursing service means nursing assessment and may include intervening action by the school nurse or designated individuals (On Campus utilize Emergency Response Team – see Emergency Procedures for On Campus. Off campus utilize the district employee in charge of the event – see Emergency procedures for Off Campus field trips/sporting events.)

- B. The emergency nursing service shall be under the direction of the school nurse. The school nurse shall be a licensed registered nurse in the State of Wisconsin.

- C. The district shall ascertain that a physician will serve as a Medical Advisor to the district on an annual basis. (One of his/her duties as Medical Advisor is the annual review of the Emergency Nursing Service Plan which includes the review of emergency services, facilities, supplies, first aid orders, policy and procedures).

2. Emergency Form

- A. Students

1. A “Student Emergency Form” is on file in the school office near the health rooms in the, Elementary School, Middle School and High School. Parent(s)/Guardian(s) are required to complete both sides of the “Emergency Form.” It is the responsibility of the building principal or designee to make sure that a “Student Emergency Form” is on file for each student attending school. The form must be filled out annually for each student.
 2. A Confidential Health List is created by the information obtained from the “Student Emergency Form.” This information is provided to the building principal by the school nurse. The building principal/school nurse will determine appropriate staff to receive the Confidential Health List and will distribute accordingly.

- B. Staff

1. A “Staff Emergency Form” for all staff will be located in the office of each school building/District Office. See building principal for “Staff Emergency Form”.

3. On Campus Emergency Procedures (school hours of 7:30 am – 3:30 pm)
 - A. The ill and injured are to report to the office of the building principal or designees. First aid stations are located in the office area and/or the health room. All student visits to the health room and/or office shall be recorded in the “Student Health Room Log” by the building principal or designee.
 1. The completed Student Health Room Logs will be filed in the student’s Health Record.
 - B. First Aid standing orders are reviewed and revised annually by the medical advisor. These are posted at each first aid station.
 - C. First Aid Training
 1. Training and retraining will be provided as recommended by the American Heart Association guidelines.
 2. Staff to receive first aid training are those whose job descriptions requires the training and other staff that the school nurse deems necessary.
 - D. If it is determined by the building principal, or designee that a student should go home as the result of a sudden illness or accident, the building principal or designee shall contact the parent(s)/guardian(s)/emergency contact person(s) on the “Student Emergency Form” so that the student may be taken home or to the hospital as deemed necessary. No student shall be sent home unless this home contact has been made.
 - E. Code Blue/Emergency Response Team (ERT)
 1. An announcement on the intercom/public system that signifies that a life-threatening situation is occurring within the building.
 2. The Code blue procedure has been established to ensure a safe, expedient process to provide emergency care to an injured/ill student/employee/visitor.
3. Emergency Response Team (ERT)
 - a. The ERT consists of staff that are assigned by the building principal on a volunteer basis. ERT members will receive Cardiopulmonary Resuscitation (CPR)/Automatic External Defibrillator (AED) training as recommended by the American Heart Association certification guidelines. Certification will be every two years as determined by the American Heart Association certification guidelines. The ERT will also receive First Aid training every three years as determined by the American Heart Association certification guidelines.
 - b. The ERT will respond to building student, staff or visitor emergencies as they occur and will follow Code Blue/ERT procedures as defined below.

4. Code Blue/ERT Procedures

- a. Once the office is made aware of an emergency, the building secretary announces over the intercom/public address system, on “all call” the Code blue situation and where it is reported to have occurred.
- b. The ERT will respond to the emergency and assess the situation and will determine if EMS should be activated. The ERT will alert the building secretary to contact 911 if necessary or when deemed necessary the call will be made at the scene.
- c. Other instructors shall assist in supervising for ERT members’ classrooms.
- d. The building principal or secretary shall contact the student’s parent(s)/guardian(s)/emergency contact person(s) or employee’s emergency contact person.
- e. Copy of Emergency Form is to be sent to the code blue location. A copy will be given to the EMS staff if applicable i.e., for transport to a hospital.
- f. If student/staff is being transported to a hospital, building principal or designee should go directly to the medical facility in which the student/staff has been taken to await for arrival of parent(s)/guardian(s)/emergency contact person(s).
- g. The building secretary announces an “all clear” in the building when appropriate.
- h. A Code Blue Report will also be submitted to the school nurse office/building principal by the ERT. A Student Accident Report shall also be completed at the time of an accident. (See Accident Report Form)
- i. The Code Blue procedures shall be updated annually by the school nurse. All annual updates will be shared with the building staff members/ERT. A copy of these guidelines should also be placed in the substitute teacher folder and new staff booklet.

5. Accident Reports

- a. Definition
 - 1) An accident is an unexpected happening causing loss or injury for which medical attention may be required.
- b. An accident report shall be completed by using the Student Accident Form in the event of an accident/injury of a student. This report shall be completed at the first opportunity by school staff. A copy of the report shall be distributed to the building principal, business manager and school nurse.
- c. Staff/Visitor injury accident report forms should be completed and forwarded to the building principal and business manager at the first opportunity.

4. Off Campus Emergency Procedure

A. Definition – Off Campus

1. "Event" and "Activity" are meant to include, but are not limited to, field trips, all sporting, social, extra and co-curricular functions sponsored by the Deerfield School District.

B. District Employee Responsibility

1. The district employee in charge of the field trip, sporting activity or event shall, to the best of his/her ability, provide for the safety and well-being of the student participants. It will be the responsibility of the district employee to have in his/her possession the Deerfield School District "Student Emergency Form" Field Trip Permission Form for each participant during an off-campus event or activity which requires the student to be away from home or school.
2. The district employee in charge or designee shall assure that a first aid kit, and any medications in accordance with the district Medication Policy be taken along for off campus event/activity which requires the student to be away from home or school.

C. Off Campus Emergency Procedures

1. In the event of an injury/illness, medical assistance/first aid will be provided if necessary.
2. If the district employee determines, the student requires immediate, professional medical attention, the district employee shall, by the quickest means possible, notify the nearest medical emergency response agency. If the student's parent(s)/guardian(s) is present they should assume responsibility for the care of the student. If it has been determined that parent(s)/guardian(s)/emergency contact person(s) is not present at the activity/event, the district employee shall seek appropriate medical care.
3. The district employee in charge of the event shall secure a cell phone prior to the departure in case of an emergency. The district employee shall contact the student's school regarding the student's illness/injury. The school will then attempt to contact the parent(s)/guardian(s). If the parent(s)/guardian(s) cannot be located, the emergency contact person(s) shall be notified. If the school cannot be contacted by the district employee due to the time of day or day of the week, the district employee shall then call the parent(s)/guardian(s)/emergency contact person(s) directly as noted on the Student Emergency Form/Field Trip Permission Form.
4. The district employee or a designated responsible adult, upon making arrangements for the supervision of the remaining students, shall, if practical, go directly to the medical facility to which the injured/sick student has been taken.
5. The district employee shall make a sincere effort to remain with the student until his/her parent(s)/emergency contact person(s) arrives. If this is not possible, the district employee shall give the attending doctor or person in charge the address and/or telephone number where he/she may reach the parent(s)/guardian(s)/emergency contact person(s).
6. If the parent(s)/guardian(s)/emergency contact person(s) are unavailable to come to the medical facility and have given verbal consent to release the child to the district employee, the district employee will assume custody of the child.
7. Prior to assuming custody of the student, the district employee shall make a sincere effort to receive from the attending doctor a signed and dated release. The district employee shall make a sincere effort also to obtain from the doctor in writing, any and all instructions

necessary for the proper care of the student until he/she returns to his/her parent(s)/guardian(s)/emergency contact person(s).

8. For any injury/illness that requires professional medical attention, the district employee shall file a Deerfield School District "Student Accident Report" as soon as reasonable.

DEERFIELD COMMUNITY

CODE: 453.3

SCHOOL DISTRICT

RULE CODE: 453.3ADM

DATE OF ADOPTION: 06-15-09

COMMUNICABLE DISEASES POLICY

Any school district employee who knows or suspects that a communicable disease is present in the district shall report that information to the nurse serving the district. The nurse serving the district shall notify parent and Public Health (Madison/Dane County) Department of any case of suspected or known communicable disease in their school district in compliance with Wisconsin Administrative Code Chapter HSS 145, Control of Communicable Diseases.

A. Confidentiality/Reporting

The nurse serving the district and/or building shall function as the district's liaison with students, staff, parents, physicians, public health officials and the community at large concerning communicable disease issues in the school.

Any person who knows or suspects that a student or staff member has a communicable disease shall report the facts to the building administrator. The building administrator will confer with the nurse serving the district and to the extent that circumstances warrant and permit, with the subject of the report and, for student's staff's subjects, the student's parent or guardian.

If required, pursuant to public health statutes and regulations (Wisconsin Administrative Code Chapter HSS 145), the nurse serving the district or building administrator will make a report, verbal or written, to the Public Health (Madison/Dane County) Department.

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.

B. Exclusion – Students

Section 252.21(6) of the state statutes authorizes any teacher, building administrator or nurse serving the district to send home for the purpose of diagnosis and treatment, any student/staff suspected of having a communicable disease or having any other disease or condition having the potential to affect the health of other students and staff.

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 of 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.

The determination of whether an infected student should be excluded from the classroom or school activities shall be made on a case by case basis, under the direction of the nurse serving the district and building administrator. In making the determination, the nurse serving the district and building administrator shall consider:

1. The behavior, developmental level, and medical condition of the student.

2. The expected level(s) of personal interaction with others in the school setting.
3. The ease, with which the pathogen is transmissible, based on current knowledge.
4. The policies and guidelines on communicable disease established by Dane County and State Department of Health.

C. Exclusion – Staff

If there is reasonable case to believe that a staff member has a communicable disease that could be detrimental to the health of self or others in the school environment, the district reserves the right, in consultation with the nurse serving the district and in accord with existing board policies and/or collective provisions, to require a medical examination of the staff member. When the Deerfield Community School District requests a staff member to participate in a medical examination for purpose of diagnosis of a communicable disease, the Deerfield Community School District will incur the expense of the initial medical evaluation.

Staff who are diagnosed as having a communicable disease that poses a significant risk of transmission to others in the school environment or that renders them unable adequately to perform their duties shall be excused from work.

In making a determination that a staff member should be excused from work:

1. The district administrator should state the reasons for the contemplated action.
2. Shall consider any information the staff member may choose to offer regarding his/her condition.
3. The district administrator should also consider whether a reasonable accommodation could eliminate the health risk to the staff member or others and or permit adequate performance.

D. Re-admittance to School – Students/Staff

The building administrator, in consultation with the nurse serving the district, and when appropriate, with public Health (Madison/Dane County) Department, shall determine when a student/staff 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 the student's/staff's physician that the student /staff is in suitable condition to attend school and no longer posed a health risk to self and others at school.

E. Employee occupational exposure to blood or other potentially infectious materials.

In order to comply with federal regulations regarding blood borne pathogens, the Deerfield Community School District will have a plan to prevent blood borne pathogen contamination. The Deerfield Community School District has completed the following tasks in conjunction with developing its own Exposure Control Plan.

Establish a written exposure control plan and develop a schedule in implementing other federal regulations.

1. Develop written procedures for cleaning, for handling contaminated materials and for disposing of hazardous waste within all district buildings.
2. Provide appropriate personal protective equipment that is readily accessible to identified staff.

3. Provide, at no cost to the employee, Hepatitis B vaccine under specific circumstances as defined by exposure determination.
4. Provide medical follow up for exposure incidents.
5. Provide annual blood borne pathogen training for all staff

LEGAL REFS.: Section 121.02(1)(g), Wisconsin Statutes

118.01 (2) (d)

118.15

121.02 (1)(b) and (1)(i)

143.04 (3)

143.12 (1) and (6)

118.25