

# 2019-2020 School Year

## Annual Notice

### Requirements

#### to Parents of Students

#### Enrolled in the

# Drummond Area School District

As required by law, we are notifying you regarding the following policies and procedures of the Drummond Area School District. The information provided below is a summation of policy content. Some policies are printed in their entirety in the student handbooks.

All Board policies are on our District website at [dasdk12.net](http://dasdk12.net) under District Policies and Bylaws. If you wish to request a hard copy of the policy(s), please contact Penny Pierce at the district office at (715) 739-6669 x 101 or email her ([ppierce@dasd.k12.wi.us](mailto:ppierce@dasd.k12.wi.us)).

It is the policy of the Drummond Area 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, extra-curricular, pupil service, recreational or other program or activity because of the person's sex (including transgender status, change of sex, or gender identity), race, color, 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 (disability), and the Americans with Disabilities Act of 1990.

The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Drummond Area School District. All complaints regarding the discrimination under state or federal law shall be directed to the Office of the Superintendent, Drummond Area School District, PO Box 40, 52440 Eastern Avenue, Drummond, WI 54832 at (715) 739-6669, ext. 100.

Any questions concerning this policy should be directed to the appropriate contact person below:

John Knight  
715-739-6669 ext 100  
PO Box 40  
Drummond, WI 54832  
[johnknight@dasd.k12.wi.us](mailto:johnknight@dasd.k12.wi.us)

Kristine Lamb  
715-739-6669 ext 200  
PO Box 40  
Drummond, WI 54832  
[klamb@dasd.k12.wi.us](mailto:klamb@dasd.k12.wi.us)

**Academic and Career Planning Services** – The District works with students in grades 6 through 12 for academic and career planning (ACP). Academic and career planning is student-driven and adult-supervised. Individual-level support is an essential part of

the ACP process, particularly as students start to differentiate their activities according to their strengths and interests. Xello will be used by all students to create individual portfolios. This will facilitate an ongoing process of exploration and conversation with and for the students at Drummond. For additional information, please see Academic and Career Planning on our website, [dasdk12.net](http://dasdk12.net), or contact the School Counselor, Ms. Kaiser, at 715-739-6669 ext 104 or [mkaiser@dasd.k12.wi.us](mailto:mkaiser@dasd.k12.wi.us).

**Student Assessment Information** – Student assessment information can be found on the District website, [dasdk12.net](http://dasdk12.net), by clicking on Standards, Assessments & Annual Notices, then click on Student Assessments from the dropdown box.

**Vocational Opportunities** - Each year, the Drummond Area School District offers vocational education programs at Drummond High School. These programs are designed to prepare youth for a broad range of employment and training services and are offered under the guidance of certified teachers and counselors. The programs are available to students without regard to race; color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability ("Protected Classes"). The District Administrator is to ensure that application forms for work-study programs contain a notice of nondiscrimination and that each employer associated with a work-study program has provided assurance of nondiscrimination based on the Protected Classes prior to the time the students are selected and/or assigned. In addition, arrangements can be made to ensure that the lack of English language skills is not a barrier to admission or participation. For general information about these programs or inquiries concerning equal opportunity for the handicapped, contact: John Knight, District Administrator, Drummond Area School District, P.O. Box 40, Drummond, WI 54832 or call 715-739-6669 extension 100.

**Student Attendance** (policy 5200) - The Drummond Area School District recognizes the importance of regular school attendance to student achievement and is committed to doing whatever it can to encourage students to attend school regularly. Student Attendance policies are included in the student handbook. Parents or adult students can request that the School Board provide the student with program or curriculum modifications as outlined in section 118.15(1)(d) of the state statutes. Once a written request is received by the District Administrator, he/she will see that the School Board considers the request at the next School Board meeting. Attendance policy #5200 can also be found on our website ([dasdk12.net](http://dasdk12.net)) by clicking on District Policies and Bylaws.

**School Report Card** - The school report card is available on-line. To access it, log onto the District website at [dasd.k12.wi.us](http://dasd.k12.wi.us), click on Standards, Assessments & Annual Notices, then click on District & School Report Cards in the dropdown box. This will bring you to a page that will show you how the District and each school is doing. There is also a link you can choose to transfer to the Department of Public Instruction site where you can look at how our District is performing in many areas compared to our CESA schools, our Athletic Conference schools, and other state numbers. If you have any questions about getting on the site, navigating the site, or if you would like a hard copy of the District and School performance report, please contact the District Office at 715-739-6669 x101.

## **Education for Employment**

For the purpose of promoting lifelong learning and good citizenship, the District's Education for Employment plan begins with the elementary students getting career awareness time with the counselor on a regular basis throughout the school year. At the middle school level, the counselor goes into more specific career planning tools and exploration of various careers. The high school students begin advanced collaboration through opportunities to meet area business professionals and participate in a mentorship program, labor professionals, post-secondary school representatives and military representatives. Questions regarding the District's Education for Employment Plan can be directed to the Counselor, Marissa Kaiser, at [mkaiser@dasd.k12.wi.us](mailto:mkaiser@dasd.k12.wi.us) or by calling her office at 715-739-6669 ext 104.

**Student Records** (policy 8330) – All schools must take reasonable precautions to ensure that data in student records is reliable and is not misused. Maintaining confidentiality of student records is an obligation of the school. Student record information may be disclosed to people outside the school only with student and/or parent/guardian consent, unless the disclosure without consent is required or authorized by law, such as the District forwarding records to other schools that have requested the records and in which the student seeks or intends to enroll, or is already enrolled, as long as the disclosure is for purposes related to the student's enrollment or transfer.

Parents/guardians and adult students have the right to...

- inspect, review, and obtain copies of the student's record.
- request an amendment of the school records if they believe the record is inaccurate, misleading or other in violation of the student's rights of privacy.
- consent to disclosure of the student's school records, except to the extent state and federal law authorizes disclosure without consent.
- be informed of the categories of record information which has been designated as directory data and their right to deny the disclosure of same.
- file a complaint.
- Request the district not disclose the secondary school student's name, address or telephone number to military recruiters or institutions of higher education without prior consent.

**Student Records Privacy** (policy 8330) - Protection of Pupil Rights Amendment (PPRA) - PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

Consent before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the US Department of Education (ED) -

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Parents/eligible students who believe their rights have been violated may file a complaint with: Family Policy Compliance Office, US Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605

**Student Directory Information** (policy 8330) - The Drummond Area School District designates the following personally identifiable information contained in a student's educational record as "directory information", and may disclose that information without prior, written consent.

1. Student's name
2. Student's address
3. Student's telephone listing
4. Student's date and place of birth
5. Student's photograph
6. Student's major field of study
7. Student's participation in officially recognized activities and sports
8. Student's height and weight
9. If the student is a member of an athletic team
10. Student's dates of attendance
11. Date of graduation
12. Student's awards

Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within 14 days after receipt of this annual public notice, or within 14 days of receiving this notice upon registration to attend school.

If parents and eligible students do not submit such written notification to the Board, directory information may be utilized by the District Administrator in District-wide publications or on the District's website. The directory information used will be properly verified and approved by the District Administrator.

**Recruiter and Institutions of Higher Education Access to High School Students/Records** (policy 8330) - By law, military recruiters and institutions of higher education have a specific right of access to certain types of directory data unless a parent or adult student objects to the disclosure of the data. Under the law, schools must provide access to student's names, addresses and telephone numbers upon request by a military recruiter or institution of higher education. Parents or adult students may request in writing to the Building Principal that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. An adult student or the parent of a minor student has the right to refuse to permit the release of any or all directory information to military recruiters. Such a refusal is to be given in writing to the building principal.

**Bus Passes** - Bus passes will be granted for latch-key situations and same bus, different drop off requests. Bus pass requests to ride a different bus for any other reason may be denied. Those requests include, but are not limited to: Sleep overs, going for sports or other activities, birthday parties, going to a friend's house, going to work. Administration can approve or deny any request.

**Personal Communication Devices (PCDs)** (policy 5136) - Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), and/or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited and they must be powered completely off (i.e., not just placed into vibrate or silent mode) and stored out of sight. However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal. For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones

(e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, and/or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated. Also, during after school activities, PCDs shall be powered completely off (not just placed into vibrate or silent mode) and stored out of sight when directed by the administrator or sponsor. Under certain circumstances, a student may keep his/her PCD "On" with prior approval from the building principal. Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, or a parent/guardian picks it up, and may be directed to delete the audio and/or picture/video file while the parent/guardian is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement. PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited. Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property. Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law. Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information. Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege. Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent/guardian or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

A person who discovers a student using a PCD in violation of this policy is required to report the violation to the building principal. Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

### **Special Education "Child Find" Activities** – Drummond School has a special education screening

program to locate and screen all children with suspected disabilities who are residents of the district and who have not graduated from high school. Upon request, the school district will screen any resident child who has not graduated high school to determine whether a special education referral is appropriate. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting John Knight, Director of Special Education, Drummond Area School District, at 715-739-6669 extension 100, or by writing him/her at PO Box 40, Drummond, WI 54832.

**Teacher and Paraprofessional Qualifications** - Schools who receive Title I program funds are required to notify parents that they may request and obtain information regarding the professional qualifications of their child's classroom teachers including the following:

- whether a teacher has met state licensing criteria for the grade and subject areas taught;
- whether the teacher is teaching under emergency or provisional status through which state licensing criteria has been waived;
- the undergraduate degree major of the teacher and any graduate certification or degree held by the teacher, including the field of discipline of the certification degree.

In addition, a school is required to notify parents if their child is assigned to or taught for four or more consecutive weeks by a teacher who is not "highly qualified." This provision applies to all teachers and substitute teachers.

A parent may also request information on the qualifications of a paraprofessional who works with their child. Parents who request teacher and/or paraprofessional qualification information must be provided the information in a timely manner. Any parent/guardian requesting information on teacher or paraprofessional qualifications should do so by submitting a written request to the District Administrator.

**Parent Involvement** - The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained.

The Board believes that it is the parents who have the ultimate responsibility for their children's in-school behavior, including the behavior of students who have reached the legal age of majority, but are still, for all practical purposes, under parental authority. During school hours, the Board, through its designated administrators, acts *in loco parentis* or in place of the parents.

The Board recommends that the following activities be implemented to encourage parent-school cooperation:

- A. parent-teacher conferences to permit two-way communication between home and school
- B. meetings of staff members and groups of parents of those students having special abilities, disabilities, needs, or problems
- C. special events of a cultural, ethnic, or topical nature which are initiated by parent groups, involve the cooperative effort of students and parents, and are of general interest to the schools or community
- D. open houses in District schools to provide parents with the opportunity to see the school facilities, meet the faculty, and sample the program on a first hand basis

Each school in the District shall hold an open house at least annually.

For the benefit of children, the Board believes that parents have a responsibility to encourage their child's career in school by:

- A. supporting the schools in requiring that the children observe all school rules and regulations, and by accepting their own responsibility for children's willful in-school behavior;
- B. sending children to school with proper attention to their health, personal cleanliness, and dress;
- C. maintaining an active interest in the student's daily work and making it possible for the student to complete assigned homework by providing a quiet place and suitable conditions for study;
- D. reading all communications from the school, signing, and returning them promptly when required;
- E. cooperating with the school in attending conferences set up for the exchange of information of the child's progress in school.

**Human Growth and Development Instruction** – Drummond School District offers human growth and development instruction at most grade levels. Teachers will provide parents with an outline of the curriculum. Parents can view complete curriculum and instruction materials by contacting the building principal. A parent/guardian may file a written request for their student to be exempted from instruction in human growth and development generally or in specified subjects within the program. Students exempted from human growth and development instruction will still receive instruction in the subjects under section 118.01(2)(d)2c of the state statutes, unless exempted, and section 118.01(2)(d)8 of the state statutes. Parents can receive more information by contacting the building principal.

**Parent Access to Instructional Material** - parents have the right to inspect, upon request, any instructional material used as part of the educational curriculum of the student. The parent will have access to the instructional material within a reasonable period of time after the request is received by the building principal. The term instructional material means instructional content that is provided to a student, regardless of its format, including printed and representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or assessments.

**Student Bullying** (Policy 5517.01) - The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials.

The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips, athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

#### Definitions

"Bullying" - Bullying is deliberate or intentional behavior using word or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well being. 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; however this type of prohibited bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental

status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws. Harassment is prohibited by Policy [5517](#) – Student Anti-Harassment.

For a definition of and instances that could possibly be construed as hazing, consult Policy [5516](#).

#### Complaint Procedures

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. For complete policy, see policy 5517.01 on our website [dasdk12.net](http://dasdk12.net), click on District Policies and By-laws.

**Student Search and Seizure, Locker Searches and Use of Trained Dogs in Search Activities** (policy 5771) - The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of that responsibility, school authorities may search school property such as lockers used by students or the person or property, including vehicles, of a student, in accordance with the following policy.

#### School Property

The Board acknowledges the need for in-school storage of student possessions and shall provide storage places, including desks and lockers, for that purpose. Desks and lockers are public property and school authorities may make reasonable regulations regarding their use. The District retains ownership and possessory control of student desks and lockers and the same may be searched at random by school personnel at any time. A showing of reasonable cause or suspicion is not a necessary precondition to a search under this paragraph. Students shall not have an expectation of privacy in lockers, desks, or other school property as to prevent examination by a school official. The Board directs the school principals to provide students with written notice of this policy at least annually and that routine inspections be done at least annually of all such storage places.

The Board directs that the searches may be conducted by the District Administrator, building principals, and administrative designee.

#### Student Person and Possessions

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the suspected infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information. This authorization to search shall also apply to all situations in which the student is under the jurisdiction of the Board. In a situation in which a search of a student's person or possessions is appropriate, school administrators should first attempt to contact the school liaison officer to conduct the search under the administrator's direction. If the officer is not available, the administrator may proceed with the search, unless the information justifying the search suggests that the student is in possession of dangerous materials whereby the expertise of law enforcement is necessary. In such a case, the school official shall contact law enforcement and request their assistance. Under no circumstances shall a school official ever conduct a strip search of a student.

#### Parking Permit Required

Permission for a student to bring a vehicle on school property shall be conditioned upon written consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of a particular law, a school rule, or a condition that endangers the safety or health of the student driver or others. If an administrator determines a search is necessary, he or she should request consent to search the vehicle and all containers inside the vehicle. If consent is not given, a school administrator may proceed with the search. An administrator may contact the police liaison officer or law enforcement agency for assistance in conducting a search. Except as provided below, a request for the search of a student or a student's possessions will be directed to the principal. S/He shall attempt to obtain the freely-offered, written consent of the student to the inspection; however, provided there is reasonable suspicion pursuant to the above paragraphs, s/he may conduct the search without such consent. Whenever possible, a search will be conducted by the principal in the presence of the student and a staff member other than the principal. A search prompted by the reasonable suspicion that health and safety are immediately threatened will be conducted with as much speed and dispatch as may be required to protect persons and property.

Search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender, in the presence of another staff member of the same gender, and in a manner that is minimally intrusive to the student based on the reasonable suspicion justifying the search.

#### Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on school property under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the District Administrator, except in emergency situations, or is pursuant to a court order or warrant.
- B. The dog must be handled by a law enforcement officer or certified organization specially trained to safely and competently work with the dog.
- C. The dog is represented by the Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices.

The principal shall be responsible for the prompt recording in writing of each student search, including the reasons for the search; information received that established the need for the search and the name of informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The District Administrator may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the District Administrator, the search shall be conducted by the law enforcement officers at the direction of a District official. Law enforcement searches conducted independent of any District official request or direction shall be conducted based on standard applicable to law enforcement.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and properly cataloged for use as evidence if appropriate. Seized items shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items that may not lawfully be possessed by the owner shall be turned over to law enforcement.

**Meningococcal Disease Information:** School districts must provide information to parents/guardians of children enrolled in grades 6-12 with information about meningococcal disease including:

**Causes and symptoms of the disease,**

Meningococcal disease includes meningococcal meningitis and meningococemia.

Meningococcal meningitis is a severe form of meningitis (inflammation of the meninges, the tissues that cover the brain and spinal cord) **caused by the bacterium** neisseria meningitidis.

Meningococemia is an infection of the blood with neisseria meningitidis. A person may have either meningococcal meningitis or meningococemia, or both at the same time.

**Signs and symptoms of meningococcal disease**

can vary widely, but include sudden onset of high fever, headache, vomiting, stiff neck and a rash. Sensitivity to light, sleepiness and confusion may also occur. Symptoms may be difficult to detect in infants and the infant may only appear lethargic, irritable, have vomiting, or be feeding poorly.

As the disease progresses, patients of any age may have seizures. meningococcal disease is fatal in 8-15% of cases.

**How it is spread,**

The meningococcus bacteria are spread by direct contact with respiratory and oral secretions (saliva, sputum or nasal mucus) of an infected person.

**How to obtain additional information about the disease and the availability, effectiveness and risks of vaccinations against the disease.**

There are two vaccines (Menomune®, Menactra™) that will protect against four of the types of meningococcus, including 2 of the 3 types most common in the U.S. (serogroup C, Y, and W-135) and a type that causes epidemics in Africa (serogroup A).

Meningococcal vaccines cannot prevent all types of the disease (neither protect against type B). The vaccine is recommended in some outbreak situations or for travelers to areas of the world where high rates of the disease are known to occur. College freshman living in dormitories should consider receiving the vaccine due to their slightly elevated risk of acquiring the disease.

In 2005, the Advisory Committee on Immunization Practices (ACIP) recommended that children receive the new meningococcal vaccine (Menactra™) at their routine 11-12 year old doctor's visit and that for the next two to three years, teens entering high school should also be vaccinated.

**Student Drug Prevention** - In accordance with Federal Law, the School Board prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs includes any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the School will also notify law enforcement officials. The School is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

**Parent Notification of How the District Will Handle a Blood-Borne Pathogens Incident** - We have been notified by the Federal government that the District is subject to new regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties. Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the Federally mandated procedures include a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment. The law does not require parents or guardians to grant permission for the examination of their child's blood, but it does require the District to request that consent.

Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if the situation does develop you will understand the reason for our request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading. If you have any questions or concerns, please contact John Knight at 715-739-6669 ext 100.

**TITLE I SERVICES**

The Board of Education elects to augment the educational program of educationally disadvantaged students by the use of Federal funds and in accordance with Title I of the Amendments to the Elementary and Secondary School Improvement Act of 1965. The District Administrator shall prepare

and present to the Department of Public Instruction a plan for the delivery of services which meets the requirements of the law, including those described below. The plan shall be developed by appropriate staff members and parents of students who will be served by the plan.

- A. **Assessment:** The District shall annually assess the educational needs of eligible children, as determined by Federal and State criteria. Such assessment shall include performance measures mandated by the Department of Public Instruction as well as those determined by the District professional staff, that will assist in the diagnosis, teaching, and learning of the participating students.
- B. **Scope:** Each school shall determine whether the funds will be used to upgrade the educational program of an entire school and/or to establish or improve programs that provide services only for eligible students in greatest need of assistance. The program, for an entire school and/or a Targeted Assistance School shall include the components required by law as well as those agreed upon by participating staff and parents.
- C. **Participation:** The Title I program shall be developed and evaluated in consultation with parents and professional staff members involved in its implementation. Appropriate training will be provided to staff members who provide Title I services. Parent participation shall be in accord with Board Policy 2261.01 and shall meet the requirements of Section 1118 of the Act.
- D. **Comparability of Services:** Title I funds will be used only to augment, not to replace, State and local funds. The District Administrator shall use State and local funds to provide educational services in schools receiving Title I assistance that, taken as a whole, are at least comparable to services being provided in schools that are not receiving Title I assistance.  
The determination of the comparability of services may exclude, in accordance with Federal regulations, State and local funds spent on compensatory education programs, bilingual education programs, and programs for educationally-disabled students.  
The determination of comparability will not take into account unpredictable changes in student enrollments or personnel assignments. In order to achieve comparability of services, the District Administrator shall assign teachers, administrators, and auxiliary personnel and provide curriculum materials and instructional supplies in such a manner as to ensure equivalence throughout the District.
- E. **Professional Development:** The District Administrator shall develop administrative guidelines whereby members of the professional staff participate in the design and implementation of staff development activities that meet the requirements of Section 1119 of the Act and:
1. involve parents in the training, when appropriate;
  2. combine and consolidate other available Federal and District funds;
  3. foster cooperative training with institutions of higher learning and other educational organizations including other school districts;
  4. allocate part of the staff development to the following types of strategies:
    - a. performance-based student assessment
    - b. use of technology
    - c. working effectively with parents
    - d. early childhood education
    - e. meeting children's special needs
    - f. fostering gender-equitable education
  5. provide opportunities for paraprofessionals to work toward certification as professional educators.
- F. **Simultaneous Services**  
In accordance with law, a school offering Title I services may also serve other students with similar needs.

**English Language Proficiency** (policy 2260.01) - The Board of Education recognizes that there may be students whose primary language is not English residing within the District. With that in mind, the Board shall provide appropriate identification and transition services for District students who possess limited command of the English language. The purpose of these services is to develop English language skills that will enable the students to function successfully in an all English classroom and complete the District's required curriculum. See board policy for complete details.

**Student Non-Discrimination and Student Religious Accommodation** – The District is committed and dedicated to the task of proving the best education possible for every student in the District. The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, religion, color, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation (including transgender status, change of sex, or gender identity), or physical, mental, emotional or learning disability. 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. Complaints regarding the interpretation or application of these policies shall be referred to the Superintendent and processed in accordance with established procedures. Please refer to school handbooks for additional information.

**Foodservice and Meal Charge Policy** (Policy #8500) - The Board of Education shall provide cafeteria facilities in all school buildings where space permits, and will provide food service for the purchase and consumption of lunch for all students. The Board shall provide a breakfast program in accordance with procedures established by the Department of Public Instruction.

The food-service program shall comply with Federal and State regulations pertaining to the selection, preparation, delivery, consumption, and disposal of food and beverages, including but not limited to the current USDA's school meal pattern requirements and the USDA Smart Snacks in School nutrition standards, as well as to the fiscal management of the program. Further, the food-service program shall comply with Federal and State regulations pertaining to the fiscal management of the program as well as all the requirements pertaining to food service hiring and food service manager/operator licensure and certification. In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

The Board shall approve and implement nutrition standards governing the types of food and beverages that may be sold on the premises of its schools and shall specify the time and place each type of food or beverage may be sold. In adopting such standards, the Board shall: consider the nutritional value of each food or beverage; consult and incorporate to the maximum extent possible the dietary guidelines for Americans jointly developed by the United States Department of Agriculture (USDA) and the United States Department of Health and Human

Services; and consult and incorporate the USDA Smart Snacks in School nutrition guidelines. No food or beverage may be sold on any school premises except in accordance with the standards approved by the Board.

In addition, as required by law, a food safety program based on the principles of the Hazard Analysis and Critical Control Point (HACCP) system shall be implemented with the intent of preventing food-borne illnesses. For added safety and security, access to the facility and the food stored and prepared therein shall be limited to food service staff and other authorized persons.

Substitutions to the standard meal requirements shall be made, at no additional charge, for students who are certified by a licensed physician to have a disability which restricts his/her diet, in accordance with applicable State and Federal requirements. To qualify for such substitutions the medical certification must identify: the student's disability and the major life activity affected by the disability; an explanation of why the disability affects the student's diet; and the food(s) to be omitted from the student's diet, and the food or choice of foods that must be substituted (e.g., caloric modifications or use of liquid nutritive formula). On a case by case basis, substitutions to the standard meal requirements may be made, at no additional charge, for students who are not "disabled persons", but have a signed statement from a qualified medical authority that the student cannot consume certain food items due to medical or other special dietary needs. To qualify for such consideration and substitutions the medical statement must identify: the medical or dietary need that restricts the student's diet; and the food(s) to be omitted from the student's diet and the food(s) or choice of foods that may be substituted. For non-disabled students who need a nutritional equivalent milk substitute, only a signed request by a parent is required.

Lunches sold by the school may be purchased by students and staff members and community residents in accordance with the rules of the District's school lunch program. The operation and supervision of the food-service program shall be the responsibility of the District Administrator. Food services shall be operated on a self-supporting basis with revenue from students, staff, Federal reimbursement, and surplus food. The Board shall assist the program by furnishing available space, initial major equipment, and utensils. Maintenance and replacement of equipment is the responsibility of the program. A periodic review of the food-service accounts shall be made by the District Administrator and Finance Manager. Any surplus funds from the National School Lunch Program shall be used to reduce the cost of the service to students or to purchase cafeteria equipment. Surplus funds from a-la-carte foods purchased using funds from the nonprofit food service account must accrue to the nonprofit food service account and be used as a discretionary fund to assist delinquent accounts.

Bad debt incurred through the inability to collect lunch payment from students is not an allowable cost chargeable to any Federal program. Any related collection cost, including legal cost, arising from such bad debt after they have been determined to be uncollectable are also unallowable. District efforts to collect bad debt shall be in accordance with Policy 6152 - Student Fees, Fines, and Charges. Students will be permitted to purchase meals from the District's food service using either cash on hand or a food service account. A student may be allowed to incur a negative food service account balance subject to the following conditions. Students may be permitted to accumulate negative food service account balance as determined by the District Administrator. The District Administrator shall determine the manner of determining permissible account balances by grade level. A student shall be permitted to purchase a la carte items without sufficient account balance or cash on hand. Students that are receiving free or reduced price meals will be permitted to purchase a USDA approved meal if the student has the necessary funds with him/her to purchase the meal, regardless of whether the student has a negative account balance.

This policy and any implementing guidelines shall be provided in writing to all households at the start of each school year and to households transferring to the school or School District during the school year. The policy and implementing guidelines will also be provided to all District staff with responsibility for enforcing the policies. The food-service program shall participate in the "Farm to School Program" using locally grown food in school meals and snacks. No foods or beverages, other than those associated with the District's food-service program, are to be sold during food-service hours. The District's food service program shall serve only food items and beverages determined by the Food Service Department to be in compliance with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. Any competitive food items and beverages that are available for sale to students a la carte in the dining area between midnight and thirty (30) minutes following the end of the last lunch period shall also comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition guidelines. The District Administrator will require that the food service program serve foods in the schools of the District that are wholesome and nutritious and reinforce the concepts taught in the classroom.

The District Administrator is responsible for implementing the food service program in accordance with the adopted nutrition standards and shall provide a report regarding the District's compliance with the standards at one of its regular meetings annually.

**Nondiscrimination Statement:** The following statement applies to all programs administered by the District that are funded in whole or in part by the U.S. Department of Agriculture (USDA): In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA. Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; Fax: (202) 690-7442; or E-mail: [program.intake@usda.gov](mailto:program.intake@usda.gov).

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

The Board, however, believes this effort to support the students' development of healthy behaviors and habits with regard to eating and exercise cannot be accomplished by the schools alone. It will be necessary for not only the staff, but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits. See the complete policy on our website, [dasdk12.net](http://dasdk12.net).

**STUDENT HAZING** (policy 5516) - The Board of Education believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school

facilities, on school property, and at any District-sponsored activity or event. Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy. Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or to the District Administrator. The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with administration.
- B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the student's or any group of student's sex (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws ("Protected Classes"). If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- D. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.

Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline or Policy 4139 – Staff Discipline).

**VIDEO SURVEILLANCE AND ELECTRONIC MONITORING (policy 7440.01)** - The Board authorizes the use of video surveillance and electronic monitoring equipment at various facilities and school sites throughout the District and on school buses.

The District Administrator is responsible for determining where to install and operate fixed-location video surveillance/electronic monitoring equipment in the District. The District Administrator shall assure that video surveillance is handled in accordance with the placement, monitoring, and access considerations incorporated into the school safety plan as more fully described in Policy 8420. The determination of where and when to use video surveillance/electronic monitoring equipment will be made in a nondiscriminatory manner. Video surveillance/electronic monitoring equipment may be placed in common areas in school buildings (e.g. school hallways, entryways, the front office where students, employees and visitors are permitted to freely come and go, gymnasiums, cafeterias, libraries), the school parking lots and other outside areas, and in school buses. Except in extraordinary circumstances and with the written authorization of the District Administrator, video surveillance/electronic monitoring equipment shall not be used in areas where persons have a reasonable expectation of privacy (e.g. restrooms, locker rooms, changing areas, private offices (unless there is express consent given by the office occupant), or conference/meeting rooms), or in individual classrooms during instructional times. Security staff and administrators are authorized to carry and use portable video cameras when responding to incidents. The Board authorizes security personnel to use body-worn video cameras while on duty, but prohibits them from being operated while the individual is routinely patrolling restrooms and locker rooms, unless the staff member is responding to a specific incident. Any person who takes action to block, move, or alter the location and/or viewing angle of a video camera shall be subject to disciplinary action.

Legible and visible signs shall be placed at the main entrance to buildings and in the areas where video surveillance/electronic monitoring equipment is in use to notify people that their actions/behavior are being monitored/recorded. Additionally, the Superintendent is directed to annually notify parents and students via school newsletters and the Student Handbook, and staff via the Staff Handbook, of the use of video surveillance/electronic monitoring systems in their schools. In cases approved by the District Administrator, camera surveillance may be used for investigatory purposes without staff, student, or public notice if the usage is calculated to further investigation into misconduct believed to have occurred or believed to be ongoing. Any information obtained from video surveillance/electronic monitoring systems may only be used to support the orderly operation of the School District's schools and facilities, and for law enforcement purposes, and not for any other purposes. As such, recordings obtained through the use of video surveillance/electronic monitoring equipment may be used as evidence in any disciplinary proceedings, administrative proceeding or criminal proceeding, subject to Board policy and regulations. Further, such recordings may become a part of a student's education record or staff member's personnel file.

The Board will not place video surveillance/electronic monitoring equipment for the purpose of obtaining information for routine staff appraisal/evaluation or monitoring; however, video footage captured in the normal course of surveillance which shows information pertinent to staff performance or conduct may be used for that purpose. Recordings that capture students may be student records and as such will be treated as confidential, subject to the Board's public records and student records policies.

**Retention, Secure Storage, Access to and Disposal of Video Recordings:** The Board shall maintain video surveillance/electronic monitoring recordings for a limited period. Any request to view a recording under this policy must be made within seven (7) days of the event/incident. Unless a formal complaint is being investigated, recordings may be destroyed after seven (7) days. If, however, action is taken by the Board/administration, as a result of a formal complaint or incident, recordings shall be kept consistent with the board's record retention policy depending on the nature of the video record retained, but for a minimum of one (1) year from the date of the action taken. Video recordings, if stored on a removable/portable device or on a locally hosted server, when not in use, shall be stored in a locked, fire resistant cabinet or room in an area to which students and the public do not normally have access. The recordings must be clearly and properly labeled and entered into a storage log. Any video data stored on a cloud-based server system must be stored pursuant to a vendor agreement that assures the confidentiality of data accessible only to school officials.

Access to and viewing of video recordings is limited to authorized personnel. The building principal is responsible for maintaining a proper audit trail for all video recordings (i.e., logs must be maintained of all instances of access to, and use of, recorded material – the log must document the person accessing the recording, the date and time of access, and the purpose). The building principal shall approve requests for access to recorded and stored video images. The building principal may authorize the viewing of recorded images in the event of an ongoing law enforcement investigation, an incident involving property damage or loss, or for other reasons deemed appropriate. All video surveillance/electronic monitoring recording media shall be considered legal evidence and treated as confidential or as directed by Board counsel. The release of original video recordings to individuals or outside agencies may only occur pursuant to subpoena or court order after the same has been reviewed by Board counsel. Original video recordings shall never be edited or manipulated in any manner. When video recordings are requested by any law enforcement agency as part of an ongoing investigation, a duplicate may be provided for that purpose. The original media shall be protected from accidental overwrite or erasure during the duplicating process. Nothing in this paragraph prohibits the redaction of personally identifiable information from duplicated media when mandated by FERPA.

Video recordings may never be sold publicly, viewed or distributed in any other fashion except as provided for by Board policy and this guideline, and consistent with State and Federal law. Video surveillance/electronic monitoring recordings shall be retained, stored and destroyed, including storage logbooks, pursuant to the District's Records Retention Schedule. Devices containing video recordings, scheduled to be destroyed must be securely disposed of in such a way that the personal information cannot be reconstructed or retrieved (e.g. shredding, burning, magnetically erasing the personal information). This policy does not address or cover instances where school officials record a specific event (e.g. a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where a classroom is video recorded for educational or research purposes. Authorized video recording for educational, instructional and/or research purposes is permitted and is not addressed by this policy. Video surveillance is to be implemented in accordance with this policy and the related guidelines, and consistent with the school safety plan. The Board will not accept or tolerate the improper use of video surveillance/electronic monitoring equipment and will take appropriate action in any cases of wrongful use of this policy.