

## 3000 SERIES BUSINESS & NON-INSTRUCTIONAL OPERATIONS

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BUSINESS

The Board recognizes that efficient management of finances is essential to the whole school program. To make that management as effective as possible, the Board intends:

1. To encourage advance planning through the best possible budget procedures.
2. To explore all practical sources of the resource dollars.
3. To guide the expenditure of funds so as to extract the greatest possible returns.
4. To maintain the highest level of unit expenditures needed to provide high quality education within the ability of the community to pay.

ADOPTED: 3/21/72

REVISED: 7/20/83

REVISED: 2/18/99

READOPTED: 3/18/99

**BUDGET DEVELOPMENT**

The West De Pere School Board is responsible for educating the children and youth of the district.

The annual operating budget is the means by which the Board secures adequate financial resources for its educational programs and policies. The budget also provides a basis for accountability in fiscal management.

Preliminary planning and preparation of the annual budget will be accomplished by the Superintendent and staff. Recognizing that budget development is a year long process, the district will develop the budget following this sequence of events as closely as possible:

- November - Strategic Planning/Goal recommendations
- December - Curriculum proposals
- January - Budget committee submits budget parameter recommendations to the Board
- February - Staffing recommendations
- March - Staffing recommendations
- April - Staff development & School Improvement proposals
- May - Staff development & School Improvement proposals
- May - Budget draft presentation
- June special - Board review
- June - Board adoption
- August - Budget hearing - Annual Meeting
- October - Establish Tax Levy
- November - Tax Levy Certification

In all phases of development, the Superintendent shall take steps to involve the professional staff in establishing priorities and needs. While reviewing the initial drafts and establishing the final budget, the Board will seek to recognize priorities and long range plans.

ADOPTED: 9/21/89

REVISED: 3/18/99

READOPTED: 4/15/99

**FISCAL ACCOUNTING AND REPORTING**

The Superintendent shall be ultimately responsible for receiving and properly accounting for all funds of the District.

The accounting system shall conform with the requirements of the Department of Public Instruction providing for the appropriate separation of accounts, funds, and special monies.

The Board shall receive monthly financial statements from the Superintendent showing the financial condition of the District. Such other financial statements as may be determined necessary by either the Board or the Superintendent shall be presented.

The Superintendent shall also be responsible for student accounting and shall report enrollment and attendance as required by the state.

ADOPTED: 10/17/78

REVISED: 2/18/99

READOPTED: 3/18/99

INSURANCE MANAGEMENT

The Board will maintain an adequate insurance program to protect the property of the district, to protect board members and employees against general liability resulting from the discharge of their duties, and to offer protection against injury for all employees while acting in behalf of the school. The Board may also authorize and participate in an insurance program for student and employees.

In order to obtain the best insurance at the most economical cost, the Board may retain an insurance consultant and will obtain insurance through quotations, bids, and/or negotiations.

LEGAL REFERENCE: Wis Statutes      66.18  
   66.185  
   Ch. 102  
   116.03 (9)  
   119.18 (11)  
   120.12 (6)  
   120.13 (2)  
   121.53  
   632.797

ADOPTED: 10/17/72  
REVISED: 7/20/83  
REVISED: 3/21/84

REVISED: 2/18/99

READOPTED: 3/18/99

**FUND BALANCES**

The Board recognizes that sound fiscal budgeting requires the existence of an appropriate cash reserve and fund balance.

To insure an appropriate level of dependence on short-term borrowing, the Board will develop budgets calling for a general fund balance/budget ratio of 10 to 20 percent. Such balances shall be properly identified and maintained in new budgets annually.

In expectation of long range facilities needs, the Board shall maintain a designated fund. Funding for such needs will be determined annually by the Board and approved at the Annual Meeting.

ADOPTED: 2/27/90

REVISED: 3/18/99

REVISED: 8/23/11

READOPTED: 9/20/11

# SCHOOL DISTRICT OF WEST DE PERE

3155 (R)

## FUND BALANCE POLICIES

### ***DPI Definition of Fund Balances***

The School District of West De Pere (the "District") fund structure follows the Wisconsin Uniform Financial Accounting Requirements (WUFAR), as required by the Wisconsin Department of Public Instruction (DPI). The WUFAR allows the District to use the following funds:

- **General Fund (Fund 10)**
- Special Projects Funds
  - **Special Revenue Trust Fund (Fund 21)** <sup>(2)</sup>
  - TEACH Fund (Fund 23)
  - **Special Education Fund (Fund 27)** <sup>(3)</sup>
  - Other Special Projects Fund (Fund 29) <sup>(2)</sup>
- Debt Service Fund
  - **Non-Referendum Debt Service Fund (Fund 38)** <sup>(2)</sup>
  - **Referendum Approved Debt Service Fund (Fund 39)** <sup>(2)</sup>
- Capital Projects Funds
  - Capital Expansion Fund (Fund 41)
  - ARRA--Qualified Zone Academy Bond Projects (Fund 44)
  - ARRA--Qualified School Construction Bond Projects (Fund 45)
  - TIF Capital Improvement Levy Fund (Fund 48)
  - **Other Capital Projects Fund (Fund 49)**
- **Food Service Fund (Fund 50)** <sup>(2)</sup>
- **Agency (Pupil Activity) Fund (Fund 60)** <sup>(1)</sup>
- Trust Funds
  - **Private Purpose Trust Fund (Fund 72)**
  - **Employee Benefit Trust Fund (Fund 73)**
  - Investment Trust Fund (Fund 76)
- **Community Service Fund (Fund 80)**
- Package and Cooperative Program Fund
  - Packaged Services (Fund 91) <sup>(1)</sup>
  - TEACH Program Consortium (Fund 93)
  - Other Package and Cooperative Program Funds (Fund 99) <sup>(1)</sup>

<sup>(1)</sup> DPI does not allow a fund balance in this fund

<sup>(2)</sup> DPI does not allow a fund deficit to be reported in this fund

<sup>(3)</sup> DPI requires fund to be separate; however, for financial reporting purposes, will be consolidated with the general fund

Each fund is considered a self-balancing set of asset, liability, and fund balance accounts used to account for the district's financial transactions in accordance with laws, regulations, or restrictions. Fund balance is the difference between assets and liabilities as reported in the basic financial statements for governmental funds. The District is currently using the funds in bold print. Chapter 5 of the WUFAR further details the types of transactions to be recorded in each fund.

From time to time, the State of Wisconsin revises the WUFAR to add or delete funds which are available to be used by Wisconsin school districts. The fund balance policies of the District will be periodically updated to be consistent with the WUFAR, when considered necessary by the District's management.

### ***Accounting Definitions for Fund Balances***

GASB Statement No. 54, "*Fund Balance Reporting and Governmental Fund Type Definitions*", establishes fund balance classifications based upon the extent to which the District is bound to observe constraints imposed upon the use of the financial resources reported in governmental funds. Fund balance can now be reported in the following five classifications:



1. **Non-spendable fund balances (WUFAR Function 935 000)** cannot be spent and meet one of the following conditions.
  - Non-spendable Fund Balance (WUFAR Code 935 100) is not in spendable form and cannot be converted to cash. Examples include prepaid expenses and inventories. This fund balance classification can be reported in funds 10, 21, 50 and 80.
  - Corpus of Permanent Fund (WUFAR Code 935 200) is legally or contractually required to be maintained intact. This fund balance classification can be reported in funds 21 and 72.
2. **Restricted fund balances (WUFAR Function 936 000)** exist when net fund resources are subject to externally enforceable legal restrictions. Restrictions can be externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments or imposed by law through constitutional provisions or enabling legislation. The WUFAR includes the following seven accounts within the restricted category:
  - Restricted for self-insurance (WUFAR Code 936 110) is the segregation of a portion of a fund balance that is restricted for self-insurance purposes. This fund balance classification can only be reported in fund 10.
  - Restricted for contractual obligations (WUFAR Code 936 120) is the segregation of fund balances for any contractual obligations. This fund balance classification can be reported in funds 10 and 21.
  - Restricted for debt refinancing (WUFAR Code 936 310) is the portion of a fund balance representing unexpended proceeds from debt incurred for refinancing. This fund balance classification can be reported in funds 38 and 39.
  - Restricted for other debt service retirement (WUFAR Code 936 320) is the remaining balance in debt service funds not previously coded to 936 310. This fund balance classification can be reported in funds 38 and 39. Funds 38 and 39 contain only restricted fund balances.
  - Restricted for food service programs (WUFAR Code 936 500) is the fund balance remaining in the food service fund at year end not coded to 936 800. This fund balance classification can be reported in fund 50.
  - Restricted for elderly nutrition programs (WUFAR Code 936 800) is the portion of fund balance restricted for elderly nutrition program. This fund balance classification can be reported in fund 50.
  - Restricted fund balance (WUFAR Code 936 900) is the portion of fund balance that is restricted, as defined within the paragraph immediately following #2 above, but not included in the any of the above bullet categories. This fund balance classification can be reported in funds 10, 21, 23, 29, 41, 48, 49, 72, 73, 76 and 93.
3. **Committed fund balance (WUFAR Function 937 900)** is amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the School Board. Committed amounts cannot be used for any other purpose unless the School Board removes or changes the specified use by taking the same type of action it employed to previously commit those amounts. This fund balance classification can be reported in funds 10, 21, 50, and 80.
  - Committed funds may not be used for any other purpose unless changed or amended by the same School Board action that created the original commitment, such as resolution or ordinance.
  - Commitments must be made prior to the end of the fiscal year regarding purpose, although the amount may be determined subsequent to the fiscal year. Use of committed funds for intended purposes shall be authorized as part of the annual budget process. Addition of funds for commitments previously authorized shall be authorized in conjunction with budget adoption or year-end closing School Board action.
  - Donations and fund-raising activities not specifically restricted by a third party shall be considered committed. Funds may be used within the confines of the budgetary processes.

4. **Assigned fund balance (WUFAR Function 938 900)** is a District's intent to use funds for specific purposes provided that a restriction or commitment is not applicable. The School Board can authorize a lower level form of authority such as a finance committee, business manager or superintendent to assign funds. The School Board has authorized the **Business Manager** to assign funds. OR The School Board has retained the responsibility to assign funds. The intent of the assigned funds may change with appropriate approvals as decided by the **Business Manager**. This fund balance classification can be reported in funds 10, 21, 50, and 80.

The following amounts shall be treated as assigned amounts at fiscal year end.

- Budget assigned during the adoption of the budget for subsequent year expenditures.
  - The District uses encumbrance accounting which allows operating funds designated by a purchase order for a specific good or service to be carried forward into the next year's budget. Encumbrances outstanding at year end which will not lapse will be reported within the purpose of the expenditure (restricted, committed or assigned). General fund encumbrances not for restricted or committed projects will be considered assigned general fund balance.
  - The District could assign portions of its general fund to maintain sufficient working capital to finance operating expenditures to minimize short-term borrowing for cash flow purposes.
  - Capital projects and grants that have not been completed and are not otherwise committed or restricted.
  - All governmental funds other than the general fund shall report all non-specified fund balances as assigned due to the nature and purpose of the fund to exist for its intended purpose.
5. **Unassigned fund balance (WUFAR Function 939 900)** is available expendable financial resources in the District's general fund that are not subject to tentative management plans. The only other time a governmental fund can be reported as unassigned is if the fund reports a deficit. All governmental funds may report a negative unassigned fund balance after first reducing all assigned fund balance available.

### ***District's Spending Policy***

The District has established the following order of spending when various funding sources exist.

- 1) Restricted;
- 2) Committed;
- 3) Assigned;
- 4) Unassigned.

### ***General Fund Balance Level and Rationale***

The general fund, as the principal operating fund of the District, often will have net resources in excess of the commitments. The School Board strives to maintain a General Fund at a level that supports attaining the District's long-range goals. A formal written policy governing the purpose and acceptable range of the District's general fund balance is an effective financial management tool to responsibly utilize District's financial resources to stabilize property taxes and ensure the continued provision of services to residents. An adequate general fund balance provides resources to:

- Maintain sufficient working capital to finance operating expenditures, minimizing short-term cash flow borrowing.
- Temporarily finance unanticipated expenditures or unusual fluctuation in the District's revenue sources while also setting aside funds for anticipated future cash outlays.
- An appropriate amount of financial reserves will result in higher credit ratings which will lower the District's borrowing costs.

The District intends to maintain a general fund balance of at least **10%** of the ensuing year's budgeted general and special education expenditures. The adequacy of the general fund shall be reviewed annually as part of the District's budget development process using the following factors:

- The District's enrollment pattern and the District's current property tax levies and their impact on the District's revenue limit.
- The District's level of state equalization and categorical aid funding and federal funding levels. The District will monitor the percentage of the District's budget being supported by federal and state grants.
- The District's capital asset conditions, assessing the age and condition of the facilities and major facility and equipment needs within the next five years.
- The District's current debt position
- The District's bond rating
- The District's current and predicted economic environment.

Any dollars anticipated to be realized through cost efficiencies from the current budget year will be evaluated for commitment, assignment or left unassigned by action of the School Board or management. The actual amount of any funds will be reported in the District's year-end audit report.

***Restoration of General Fund Balance***

From time to time, the District's general fund balance may be depleted below the range approved in this policy. If the general fund balance is depleted below the levels established by this policy, the District:

- will develop a plan to restore the balances over time for School Board approval,
- develop a plan including recommendations for revenue adjustments and/or expenditure reductions as may be appropriate.
- review and update the plan on an annual basis with the School Board until the policy level guidelines are achieved.

The District's fund balance policy is subject to review and change by District management and elected officials on a regular basis.

ADOPTED: 7/19/11

**INVESTMENTS**

The Board would like district funds in excess of those immediately needed, such as operating funds and/or bond proceeds, to be properly invested. Given the fact that the District is acting in the capacity of fiduciary for the public's money, the program shall choose investments with investment objectives in the following order:

1. Safety – Protecting the funds from risk of loss.
2. Liquidity – Ensuring that the investments meet the liquidity and expenditure needs of the District's operations.
3. Return – Receiving a competitive rate of return on the chosen investments.

The district's investment program shall be administered in a way that will ensure:

1. That all investments are in compliance with all applicable laws, statutes and regulations
  - a. Adequate records of investments, transactions and related reports and documents maintained.
  - b. Records will be maintained in accordance with adopted records retention.
  - c. Records are received in a timely manner by designated personnel.
  - d. Records are disposed of systematically and properly.
  - e. Access to records is managed.
  - f. Records can be found and relied upon.
  - g. Reporting mechanisms are implemented and reviewed by appropriate personnel.
2. A competent, auditable process is in place for the continuous investment of District funds.
3. An open competition system of bids and/or quotes is used to obtain the maximum yield on all investments. In order to maximize the yield, the district may choose from both in-district and out-of-district financial institutions.
4. Each investment transaction within the overall program shall seek to avoid loss of principal from such events as security defaults or erosion in market value. With safety as a priority, the District's program shall limit investments to the following:
  - a. Obligations of the U.S. Government such as Treasury bills, notes, or bonds or certificate of indebtedness and other securities guaranteed by the full faith and credit of the United States of America as to principal and interest.
  - b. Obligations of U.S. Government agencies or instrumentalities.
  - c. Time deposits in any credit union, bank or savings bank which is authorized to transact business in Wisconsin. Such deposits should be fully insured by the FDIC or NCUA, or secured by a surety bond or other form of collateral.
  - d. Deposits in banks and savings banks doing business in any state to the extent such accounts are insured by the FDIC.
5. The Board of Education shall authorize the Business Manager of the district to direct all the activities associated with this investment program as outlined to accomplish the objectives of this policy.

**TRANSFER OF FUNDS**

All transfer of funds between the major classifications of the budget shall be approved by the Board. The Board shall be provided with complete information regarding the funds available, transfers, the proposed expenditure, and reserves.

LEGAL REFERENCE: Wis Statute 65.90 (3)(c)

ADOPTED: 11/20/72

REVISED: 7/20/83

REVISED: 2/18/99

READOPTED: 3/18/99

**TUITION FEES**

The West De Pere Schools shall be tuition free to all persons of school age that reside in the school district. The Board may admit nonresident students who meet the entrance requirements of the district. Nonresident students shall have the same rights and privileges as resident students and shall be subject to the same rules and regulations as resident students. The Board shall charge tuition for each nonresident student. This does not apply to students who have been accepted through the Open Enrollment Program or approved for tuition waiver due to move.

LEGAL REFERENCE: Wis Statutes 121.77,-.84

CROSS REFERENCE:       5005 - Student Admission  
                              5006 - Student Residency  
                              5008 - Open Enrollment

ADOPTED: 11/20/72  
REVISED: 11/19/80  
REVISED: 2/27/90  
REVISED: 3/18/99  
REVISED: 4/14/03

READOPTED: 5/19/03

**SALES AND DISPOSAL OF OBSOLETE BOOKS, EQUIPMENT AND SUPPLIES**

The Superintendent or designee shall be authorized to set procedures for disposal of obsolete books, equipment and supplies. All sales of obsolete equipment and supplies shall be reported to the Board. A reasonable price will be sought.

CROSS REFERENCE:       Governmental Accounting Standards Board (GASB) Statement 34

ADOPTED: 11/20/72

REVISED: 10/20/03

REVISED: 11/15/04

READOPTED: 12/20/04

**DISPOSAL OF SURPLUS, UNSERVICEABLE, OR OBSOLETE BOOKS, EQUIPMENT AND SUPPLIES**

**INSTRUCTIONAL MATERIAL** (Textbooks, workbooks, library books, manuals, support materials, etc.)

Description of discarded materials with estimated fair market or salvage value in parentheses:  
[attach page(s) if needed]

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Reason(s) for disposal:	CHECK
Concepts or content that do not support the current goals of the curriculum	_____
Non-current materials	_____
Worn or unsalvageable	_____

Method of disposal: \_\_\_\_\_

If sold, the proposed method of sale is:  
Direct sale \_\_\_\_\_ Sealed bid \_\_\_\_\_ Advertised sale \_\_\_\_\_ Other \_\_\_\_\_

**EQUIPMENT** (Non-instructional property to include equipment and supplies from the functions of co-curriculum, custodial, food service, clerical, etc.)

Description of discarded materials with estimated fair market or salvage value in parentheses:  
[attach page(s) if needed]

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Reason(s) for disposal:	CHECK
Repair parts no longer available	_____
Worn or unsalvageable	_____
Obsolete and/or no longer in service	_____
Creates a safety or environmental hazard	_____

Method of disposal: \_\_\_\_\_

If sold, the proposed method of sale is:  
Direct sale \_\_\_\_\_ Sealed bid \_\_\_\_\_ Advertised sale \_\_\_\_\_ Other \_\_\_\_\_

**In no case shall property be disposed of without the explicit approval of the Superintendent or designee.**

Requestor: \_\_\_\_\_  
Signature Date

Supervising Administrator: \_\_\_\_\_  
Signature Date

Business Manager: \_\_\_\_\_  
Signature Date



**NAMING OF DISTRICT FACILITIES**

It shall be the responsibility of the Board of Education to name school district facilities. A facility is defined as any West De Pere School District building, grounds, or improvement built, installed, or established to serve a particular purpose. The Board of Education may either appoint a facility naming committee or may elect to name the facility themselves. If a facility naming committee is utilized, it may consist of members of the Board appointed by the Board President; a building-level administrator; Superintendent or designee; site-level persons; students; and/or members of the West De Pere School District or any other configuration the Board deems appropriate. The Board may receive written application for names from the community, staff, and/or students using form 3270(E). Once a facility has been officially named, it shall not be renamed except for compelling reasons, controversy, or logo/legal issues as determined by the Board.

**Facility Naming Committee**

After application has been received, the facility naming committee shall follow procedures as described in 3270 (R). A time period of up to three months may be allowed to review and investigate the application prior to consideration by the Board. The Board shall make the final selection of naming a facility by majority vote of the full Board.

Any other district facility may be named or re-named when it has a specific purpose, after a geographic location and/or a section of the district it serves, or after a person. If a facility is to be named after a person, that person shall have most criteria outlined in 3270 (R). The naming of a school building shall be limited to a geographic location and/or a section of the district it serves. The name should be easily identifiable with the building, should not be in conflict with the names of other buildings in the district or surrounding school districts, and should have significance for people using the building. Parts of facilities may be named after individuals using the same criteria and recognition of individuals may be marked on an appropriate plaque commemorating that individual's contribution.

CROSS REFERENCE: 1110, 4110 - Recognition of Accomplishment  
3280 - Gifts and Donations

ADOPTED: 5/17/01

reviewed: 2/11/11

REVISED: 8/19/19

READOPTED: 9/12/19

**PROCEDURES FOR NAMING OF DISTRICT FACILITIES**  
**FACILITY NAMING COMMITTEE**

- 1) Written application using form 3270 (E) may be submitted by the community, staff, and/or students at any time.
- 2) If the proposed name is that of a person, written consent must be obtained from that person or family members. (It is the Superintendent's responsibility to obtain this signature prior to the Board appointing the Facility Naming Committee.)
- 3) The Facility Naming Committee shall consider the following criteria when reviewing an application:
  - Does the facility to be named have a specific purpose?
  - Is the proposed name a geographic location and/or section of the district it serves?
  - Is the proposed name after a person?
    - Has the person displayed exemplary moral and ethical character, honesty, and compassion for others?
    - Has the person made an outstanding contribution to education?
    - Has the person made an outstanding contribution to humanity or community?
    - Has the person displayed outstanding leadership to the District?
    - Has the person displayed outstanding leadership to the community?
    - Has the person been of historical significance?
  - Is the proposed name after a major contributor to the school district without whom new facilities would not have been possible?
- 4) The Facility Naming Committee shall submit their recommendation to the Superintendent with a summary of rationale.
- 5) The Superintendent shall consult legal counsel prior to placing the recommendation for consideration on the following regular board meeting agenda.
- 6) The Board of Education shall consider the recommendation on a roll call vote. The motion will pass if in favor by majority of the full Board.

ADOPTED: 5/17/01

reviewed: 2/11/11

REVISED: 8/19/19

READOPTED: 9/12/19

**NAMING OF DISTRICT FACILITIES APPLICATION FORM**  
**FACILITY NAMING COMMITTEE**

The person/group requesting that the West De Pere Board of Education consider naming a district facility must complete this application form as per District Policy 3270. A time period of up to three months may be allowed to review and investigate the application prior to consideration of the Board of Education at its next regular meeting. Please answer all questions:

Proposed name to be considered: \_\_\_\_\_

District facility to be named: \_\_\_\_\_

1. If the facility currently has a name, why should it be changed?
  
2. For what reason would this name be chosen for this particular facility?
  
3. Is there any other information which would be useful in naming this facility or area?
  
4. If a person is being nominated, has this person rendered a significant contribution to the District or facility?
  
5. If the person has not rendered a significant contribution, what is the importance of this person to the District or facility?
  
6. If a gift is associated with this nomination, are there any restrictions with this gift?
  
7. Persons to be contacted for additional information:

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**For District use only:**

Date application received: \_\_\_\_\_

Person/Group submitting application: \_\_\_\_\_

Date submitted to Board of Education: \_\_\_\_\_

Action taken by Board of Education: \_\_\_\_\_

Date of action taken by Board of Education: \_\_\_\_\_

**GIFTS AND DONATIONS**

The West De Pere Board of Education appreciates the generosity of booster clubs, parent-teacher organizations, service groups and other community organizations which donate gifts that will enhance and extend the work of the schools. The district especially will encourage those who wish to make such contributions to consider equipment or services that are not likely to be acquired from public fund expenditures. At the same time, the Board must maintain control over the district's educational programs and student activities and ensure equality of educational opportunity. Outside funds will not dictate the direction of new programs nor hamper their objective evaluation.

1. Cooperative planning of teachers, administrators, and organization representatives shall be the accepted method in determining what gifts shall be made. It shall be understood that final determination of the acceptability of the gift shall be made by the Board.
2. The fact that gifts/donations have been given to one school does not preclude the purchase of such equipment, supplies, or services for other schools by the Board.
3. Equipment contributed to the schools becomes the property of the district and is subject to the same controls and regulations that govern the use of other school-owned property.
4. Contributions of equipment, gifts, or services that may involve costs for installation or maintenance, or initial or continuing financial commitments from school funds shall be presented by the superintendent's office for Board consideration and approval.
5. Individuals or organizations desiring to contribute supplies, gifts, or equipment will counsel with school officials regarding the acceptability of such contributions in advance of the solicitation of funds or the making of budgetary appropriations.
6. A list of supplies, gifts, and equipment contributed primarily for school use shall be reported to the Board by the superintendent's office. Upon receiving such notification, the Superintendent will write a thank you to the contributor
7. Recognition of individuals may be marked on an appropriate plaque commemorating that individual's contribution.

CROSS REFERENCE:        1110, 4110 - Recognition of Accomplishment  
                                  3270 - Naming of District Facilities  
                                  1113 - Nondiscrimination Policy

ADOPTED: 8/15/91  
REVISED: 12/18/97  
REVISED: 1/15/98  
reviewed: 2/4/99  
REVISED: 5/17/01  
REVISED: 11/18/09  
REVISED: 2/16/11  
READOPTED: 3/16/11

**GUIDELINES FOR THE ACCEPTANCE OF GIFTS**

1. A "Priority List of Desirable Donations" will be created for each school building, with input from the administration, staff and parents/guardians. The building level administrator shall be responsible for establishing the final list. Items included should enhance the educational mission of the school. All long-range district equipment acquisition plans, i.e. computers, TV/VCRs, band equipment, music-stereo equipment, will be included in the wish list with the assumption that the benefit of such purchases is earlier usage. Donated equipment will be deducted from the last phase of the plan. All items from the priority lists will be automatically accepted by the district with the Board informed at a regular meeting.
2. Requests to purchase items not on the priority lists must be approved by the Board prior to acquisition. A group should first consult with the principal of the school where the item would be placed.
3. Selection of books and other educational materials should be consistent with the district selection and reconsideration policies for library media.
4. The Board will reserve the right to reject a gift if it:
  - a. Is not consistent with the district's educational philosophy or state law.
  - b. Does not support the curriculum.
  - c. Involves major costs for installation or maintenance.
  - d. Commits the district to an extensive financial outlay for replacement and/or repair.
  - e. Is restricted or conditioned upon unlawful discriminatory criteria.
5. The purchase of equipment on a matching fund basis (part of the cost provided by an individual or organization and part by the Board from public funds) shall not be encouraged.
6. Parent organizations wishing to develop a creative playground area on school grounds must submit a plan for approval to the Board. Plans for such playgrounds will include the following details:
  - a. A preliminary drawing showing the location on the school grounds, extent of the creative play area and the location of structures/equipment.
  - b. The plans for funding of the project.
  - c. The long-range plans (timeline) for completion of the project if it is to be spread over a period of time, such as two to three years.
  - d. The type and specifications of structures and/or equipment that is to be purchased or constructed for installation.
  - e. The plans for construction, such as whether the structure will be installed by a supplier, be build and/or installed by volunteers, etc. Construction will be monitored by a member of the district maintenance staff.

**GUIDELINES FOR THE ACCEPTANCE OF GIFTS**

Approval of plans for the development of such playground areas will be based on the following criteria:

- a. The relative safety factors, including the height, materials used, function of the equipment, ratio of students to number and size of structures.
  - b. Appropriateness for age levels of users in terms of physical challenges as well as imaginative and creative play potential.
  - c. The expected maintenance requirements in terms of labor and estimate costs.
  - d. Location on the playground:
    - (1) Safety of the children
    - (2) Ease of supervision
    - (3) Appropriateness of placement for various age groups
    - (4) The aesthetic appeal of the design relative to the school site (possible area development requirements such as drainage, landscaping, use of pea gravel, sand, etc.)
    - (5) Susceptibility to vandalism
7. All properties placed in a district school as a gift by any individual, parent-teacher organization or other group for the use of the school will become the property of the district.
- a. Only equipment inventoried and owned by the district will be maintained by the district and/or covered by school insurance.
  - b. So long as any such property may be used advantageously in the school in which it is initially placed with its original intent, it will be retained in that school. However, when such use is no longer deemed by the superintendent to be advantageous, or the facility will no longer be used for school purposes, the superintendent will have the right to move the property or recommend to the Board the sale or disposal of the property in a manner that will best serve the interests of the district.
8. The West De Pere School District may initiate or participate in special projects for the purpose of obtaining funds which would be for specific purposes and provide for community involvement in building improvements and educational programs.

ADOPTED: 1/15/98  
committee reviewed: 2/4/99

REVISED: 4/10/01

READOPTED: 5/17/01

**PURCHASING AUTHORITY**

The School Business Manager shall have supervision of school purchasing and shall be authorized to issue purchase orders on his own authority to the amount of \$ 20,000.00. Purchases (other than previously budgeted Board approved projects) over this amount shall be by Board authorization. It is the policy of the Board of Education that the Business Manager seek at least three (3) price quotations on purchases of more than \$10,000.00 for a single item, except in cases of emergency. Bids and/or quotes may also be called on purchases under \$10,000.00 where, in the opinion of the School Business Manager the welfare of the schools will be served.

The Superintendent or Business Manager is authorized to make emergency purchases, without prior approval, of those goods and/or services needed to keep the schools in operation. Such purchases shall be brought to the Board's attention at the next regular meeting.

Local purchasing will be favored whenever the following factors are equal between local and non-local vendors: Quality of product, Suitability of product, Price, Conformance of specifications, Convenience of delivery, General reputation of business firms, and Past services to school district.

ADOPTED: 10/17/78

REVISED: 7/20/83, 1/15/87

REVIEWED: 8/20/92

REVISED: 3/18/99, 12/8/10

REVISED: 9/12/19

READOPTED: 10/15/19

**PROPOSALS FOR GRANTS**

Grant proposals for external funds shall be submitted to the Board of Education for evaluation and approval. The Board encourages administration to work in cooperation with other school districts, CESA agencies, and municipalities in exploring external fund opportunities. Grant proposals should be framed on the programs and long term goals and objectives of the district.

In the event an opportunity arises to submit a grant proposal and there is insufficient time to place it before the Board, the Superintendent is authorized to approve it for submission.

As soon as practical thereafter, the Superintendent shall review the grant proposal with the Board. The Board reserves the right to reject funds associated with any grant which has been approved.

APPROVED: 10/17/85

REVISED: 2/18/99

READOPTED: 3/18/99



**VENDING MACHINES**

Vending machines dispensing food or beverages to students, staff and visitors are permitted in West De Pere School District buildings at the discretion of the building Principal.

Products sold in these machines must be provided by reputable suppliers and must be endorsed by the building Principal taking into consideration accepted health and nutrition guidelines. The District will provide healthy choices and educate students accordingly.

The location of the vending machines will be limited to designated areas and will not be located in individual classrooms or other instructional areas.

The operation and financial management of these machines is the responsibility of the building Principal/designee. Revenue from these machines must accrue and be managed through Student Activity accounts as directed by the West De Pere Business Manager.

Vending machine revenue must be used for the sole benefit of the students and staff of the West De Pere School District. Requests for revenue from vending machines should be directed to the building Principal and/or in the case of requests from activities at West De Pere High School, the Director of Student Activities, who in turn will coordinate these requests with the building Principal.

These vending machines may not compete with the district's food service program or other authorized concession/fundraising activities.

CROSS REFERENCE: 3456 & (R) - Student Activity Fund Management

FIRST READING: 2/21/05

ADOPTED: 3/21/05

**MONIES IN SCHOOL BUILDINGS**

All monies collected by employees and students shall be directed, without delay, to the district office for deposit. After office hours activity deposits will go directly to the bank in night deposit.

In no case shall monies be left in schools overnight except in safes provided for valuables. Bank deposit and night deposit should be used as often as practicable.

ADOPTED: 3/21/72

REVISED: 10/15/80

REVISED: 3/18/99

READOPTED: 4/15/99

**PETTY CASH ACCOUNTS**

In order to facilitate those urgent transactions for which small amounts of cash are necessary, a petty cash account shall be established in each school. The custodian shall keep a record of the date, amount, purpose and recipient of each petty cash expenditure.

The petty cash funds shall be replenished through the district office as necessary and each expenditure shall be charged against the proper budget account.

The principal in each school shall be designated as custodian of the petty cash fund.

The fund shall be used to purchase items which are more conveniently paid in cash rather than through requisitions and check. This would include items such as minor hardware and medical items, stamps, freight, etc.

All expenditures from this fund shall be properly receipted and accounted for. The funds will be replenished as necessary by the district office but only upon presentation of receipts.

ADOPTED: 2/25/75

REVISED: 9/10/80

REVISED: 3/18/99

READOPTED: 4/15/99

**STUDENT ACTIVITY FUND MANAGEMENT**

The Student Activity Fund is made up of those funds raised by student activities and/or organizations such as classes and clubs. No district funds are to be transferred to this account except in those isolated instances where it is deemed necessary and appropriate by the School Board.

The School Board is responsible for funds raised under school auspices or by authority of the school(s). Though deposited in the name of the school district, funds raised by a class or club are considered to be held in "trust" for the class or club. Students shall be aware that fund raising efforts benefit the club activity and not the individual. As such, students do not have a vested individual entitlement in such funds. Club account commissions generated by an individual may be utilized by the individual or siblings in high school to participate in activities sponsored by that specific club provided they are members of that club.

A separate account will be established for this fund. The fund will be audited annually by an independent auditing firm. Class and club advisors and/or treasurers will receive a monthly statement of their fund transactions. Class funds are credited and stay with the class as they progress through the school.

The fund should be used only for purposes related to educational growth of the students or for a purpose beneficial to the school community as selected by the group or its officers and approved under the school district's normal procedures. For example, funds may be used for school approved class trips, social events, school programs, or for gifts donated to the schools.

The use of funds remaining upon class graduation, or club disbandment will be determined by the administration unless, prior to graduation, or disbandment, such club or class specify how the funds are to be spent. Graduated class accounts will be liquidated by the end of one calendar year after graduation. Any remaining funds not predetermined by the class shall be placed in the student activity interest account.

Excess monies in the fund may from time to time be invested for interest. Such investments will be made by the district office. Interest received from such investments shall be used for the purchase of supplies necessary to maintain the fund and/or activities determined by the building Principal or Director of Student Activities.

LEGAL REFERENCES: Wis Statute 34.05 (3)  
66.042  
120.12 (1)(7)  
120.16 (2)(5)

ADOPTED: 2/25/75  
REVISED: 10/15/80  
REVISED: 6/15/83  
REVISED: 1/18/90  
REVISED: 8/20/92  
REVISED: 6/19/97  
REVISED: 11/20/97  
REVISED: 3/15/04  
READOPTED: 4/19/04

**STUDENT ACTIVITY FUND MANAGEMENT**

Deposit Procedures:

1. The organization advisor or treasurer shall turn the funds into the school office where it will be counted and a receipt issued.
2. The school office shall submit the monies, segregated by organization, to the district office.
3. The district office will recount the monies, post to the proper organization account, send a receipt to the organization, and deposit the monies in the Student Activity Fund.

Withdrawal Procedures:

1. A requisition form signed by the organization advisor or sponsor shall be submitted to the Principal or Director of Student Activities.
2. If the building Principal or Director of Student Activities approves of the expenditure, the requisition will be forwarded to the district office for processing and payment.
3. Except for unusual needs, (i.e. resale items, advance payments, etc.) expenditures should not exceed existing balance.

Reporting Procedures:

1. The district office will submit a transaction report to each organization monthly and a balance sheet of all organizations to the building principal(s) and Director of Student Activities each month.

APPROVED: 10/15/80

REVISED: 3/15/04

READOPTED: 4/19/04

**USE OF SCHOOL FACILITIES**

Since our educational facilities belong to the people of the school district and since our facilities are established, maintained and operated by funds largely provided by local taxes, the Board accepts the responsibility for making its facilities available to responsible organizations, associations, and individuals of the community for appropriate civic, cultural, welfare or recreational activities which do not infringe upon nor interfere with the conduct and best interest of the school system.

**Granting Use for Approved Activities**

The Director of Student Activities or building administrators are authorized to approve and arrange for scheduling the use of school facilities by qualified applicants who satisfy the purposes and limitations as specified in this policy.

Right is reserved by the Superintendent or Principal/Director of Student Activities to revoke any such agreement, without liability, should such action be deemed necessary or desirable.

If the legality of the projected use is in doubt, the Superintendent or Principal/Director of Student Activities may deny the request.

**Non Approved Activities**

- A. Any activity which may be injurious to the buildings, grounds or equipment
- B. Any purpose in conflict with school activities
- C. Commercial advertising
- D. Fund-raising campaigns except as permitted by district policy or special action of the Board
- E. Any activity used for commercial or personal gain
- F. Activities which are unlawful or in violation of anti-discrimination laws

**Fees and Charges**

User fees will be charged according to the class of group, nature of the activity, and facility requested. In addition to the user fee, all groups will be charged for personnel and equipment on an actual use basis according to the Facilities Use Agreement form 3513 (E).

Fees for post-secondary institutions are prearranged with the Superintendent or Principal/Director of Student Activities.

Groups will also be charged the exact extra costs incurred in addition to the above for any alarm charge, police call charge, repair/replacement of equipment, or any other damage costs as a result of their use of district facilities. Any group that uses the West De Pere facilities may not increase the burden to any taxpayer due to damage, breakage, etc.

Use of the auditorium and/or gymnasium for rehearsals will be one-half the regular charge. The superintendent or Principal/Director of Student Activities may waive the housekeeping fee for Class I and II if the facilities are found to be left clean and orderly.

All costs incurred by the school use agreement shall be paid to the district within ten days after the event.

USE OF SCHOOL FACILITIES

Class I

Free use of school facilities may be granted to the following organizations or groups provided that membership is composed of not less than 75% local residents and participation in the group or organization is not illegally prohibited:

- a. School affiliated groups:  
PTO, PACT, teachers' associations, scholarship associations, school committees, booster clubs, council of school associations, county or state school performances, etc.
- b. Meetings of municipal governments in the West De Pere School District.

Free use of school facilities may be granted to the above organizations with the following provisions:

1. Use of the facilities is not to interfere with the school program.
2. Use of the facilities must be within the hours of regular custodial service, unless paying for custodial or other necessary services. A waiver may be granted by the Superintendent or Principal/Director of Student Activities.
3. Use of facilities will not create unreasonable additional supervisory or custodial requirements.
4. Organizations will provide sufficient supervision to restrict use to permitted areas. The individual signing the contract is responsible for providing the required supervision.
5. No admission fees are charged, with the exception of district recognized clubs/organizations.
6. Membership in the organization or group is not unlawfully restricted.

Class II

Fees shall be charged for the use of school facilities by approved non-profit organizations located within the district. A waiver may be granted by the Superintendent or Principal/Director of Student Activities to include the following organizations or groups provided that membership is composed of not less than 75% local residents and participation in the group or organization is not illegally prohibited:

- a. Youth service association or group (Scouts, 4-H, etc.)
- b. Civic, recreation, citizen , and other non-profit associations.
- c. Charitable, philanthropic, and cultural groups, service clubs, fine arts associations, theater groups, and other organizations not operating for profit and devoted to community interest and child welfare.

Class III

Fees shall be charged for the use of school facilities by approved non-profit organizations not located within the district that are devoted to community interest and child welfare. A waiver may be granted by the Superintendent or Principal/Director of Student Activities.

Class IV

Fees shall be charged for the use of school facilities by "for profit" organizations. A waiver may be granted by the Superintendent or Principal/Director of Student Activities.

LEGAL REFERENCE: Wisconsin Statutes 120.13 (17)

APPROVED: 11/12/84

REVISED: 9/15/88, 8/16/89, 12/18/97

Committee Reviewed: 2/4/99

REVISED: 11/15/01, 10/20/03, 3/15/04

REVISED: 3/20/13

READOPTED: 4/16/13 Reviewed: 2/2016, 2/2017

USE OF SCHOOL FACILITIES REGULATIONS

A. General Regulations

1. All requests for use of school facilities by any group, other than school-sponsored activities and programs within school, are to be submitted to the Director of Student Activities' office at least fourteen (14) days prior to the event.
2. Regular school activities will have priority for all space. All applications will be processed according to date of receipt of the applications. The superintendent or Principal/Director of Student Activities of schools has the prerogative to cancel the use of the building, even after an agreement has been made, if the facility is needed for the educational program of the school.
3. The District assumes no liability of the Class II, Class III or Class IV lessee or renter and requires a certificate of insurance in the amount of \$1,000,000 per occurrence commercial general liability to accompany completed Facility Use Request Agreement. The district has the right to require proof of additional coverage depending on the activity.
4. The agreement for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the agreement. It does not include any other time or times for preparation or rehearsal, unless specifically stated.
5. School facilities will not be available for use by groups whose activities infringe upon or interfere with the conduct and best interest of the school system.
6. An agreement is not transferable. If the event is to be cancelled, the applicant should notify the Director of Student Activities' office at least forty eight (48) hours in advance of the date reserved. It is understood by all parties that in the event school is cancelled due to inclement weather or other circumstance, all activities scheduled for that day shall cease and may be rescheduled.
7. Any organization which charges admission to any school building shall be responsible for full compliance with applicable Federal and State statutes concerning games of chance, tax payments, etc. and shall hold the district harmless regarding the possibility of non-compliance.
8. Any facility used by the applicant shall be left in the condition or better than it was found. The area utilized will be left in a clean and tidy condition. Any loss or damage to the area shall be promptly reported to the supervisor.
9. Violation by a party to an agreement of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing agreements and the denial of any requests for the future.
10. Special permission must be obtained for decorating, installing scenery, moving furniture, attaching items to walls, etc. Any materials to be brought in to the school must have prior approval of the building Principal or Director of Student Activities; must be removed immediately after use of facility and the school district shall not be liable for any materials or equipment brought into any building.
11. Setting and taking down of chairs or equipment shall be the obligation of the renter.



**USE OF SCHOOL FACILITIES REGULATIONS**

12. Special school facilities (cafeterias, stage equipment, etc.) may require the use of school employees trained in their use and such cost will be added to the regular fee. Kitchens and kitchen equipment are not to be used without authorization. If authorized, cafeteria personnel may be required to be present. The costs of this service will be added to the regular fee.
13. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment and where required must be by school personnel, the cost of which will be added to the regular fee.
14. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with an agreement protecting the district.
15. Scenery, decoration, or equipment, provided by a party to the agreement must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the district at the expense of the party to the agreement.
16. A school custodian or housekeeper is required to be on duty during the use of any school facility. Evening affairs are to end by 10:15 p.m. and vacated by 11:00 p.m. unless special arrangements have been made. Complete vacating of the facilities is to be made according to the terms of the agreement. Departure time should be included in use hours applied for.
17. The School District of West De Pere's grounds and facilities are tobacco, alcohol, and illicit drug free. Any violation of this rule will prohibit future use and/or could be referred to authorities for action according to state statutes.
18. The district and its authorized representatives shall have full and free access to the premises at all times.
19. School facilities will not be available for use by rental groups on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter Sunday, and Memorial Day.
20. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applicants assume liability for immediate restoration of damages or loss of property that may accrue. The sponsoring group may be required to furnish a cash bond or certificate of insurance to indemnify and ground the district against any and all suits for injury or loss sustained by attendance at the function.
21. Staff at West De Pere may not use the facilities for their individual profit.

**USE OF SCHOOL FACILITIES REGULATIONS**

22. All persons using gymnasiums must wear proper shoes that are not worn outside.
23. A supervisor must be in the immediate area when the gym is being used and must be in the building when other areas are being used. A supervisor is a coach, teacher, administrator, YMCA, or city recreation supervisor.
24. At least seven (7) days prior to the school use, the applicant should review the use requirements with the Director of Student Activities.
25. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this regulation, the judgment of the Superintendent or Principal/Director of Student Activities concerning such controversy or dispute shall be final.

**B. Limitations of Use**

1. Since the Board is charged by law with the responsibility for school facilities, it must reserve the right to deny the use of school facilities when the Superintendent or Principal/Director of Student Activities deems it necessary in the public interest.
2. Sponsoring organizations will not conduct meetings on school property which solicit membership through school personnel to promote discriminatory actions of the sponsoring organization.
3. Sponsoring organizations will conduct orderly meetings and shall report disorderly persons to local law enforcement authorities if needed.
4. No school facility, building, or grounds will be used for unlawful purposes.
5. No school facility is to be used for any other purpose or in any other way than its design use, without expressed written permission.
6. School facilities shall not be used for parties or celebrations that are essentially private in nature. This exclusion includes birthdays, anniversaries, and other similar parties.
7. No signs, banners, pennants, placards, or similar items of advertisement are to be placed in the schools without the express consent of the school principal.
8. No group that illegally limits membership in attendance at its activities shall be allowed to use the school buildings or grounds.
9. Sunday use is discouraged and will only be permitted under special circumstances.
10. Custodial services include opening and closing the building, operating room lights (no theatrical lighting), heating, operating ventilation equipment, and normal clean-up. Custodians will not be required to help load or unload equipment without additional compensation.

**USE OF SCHOOL FACILITIES REGULATIONS**

11. All agreements are subject to immediate cancellation if it is discovered that information given on an application is misrepresented. If the use of the facility is discovered to be contrary to any policies, rules and regulations of the district, the agreement is subject to immediate cancellation. The district and its agents are to be held harmless of any expenses or losses incurred by the sponsoring organization due to such cessation.

LEGAL REFERENCE: Wisconsin Statutes 120.13 (17)

OTHER REFERENCE: School Site Request and Agreement Forms  
1335 - Tobacco Use on School Premises  
1336 - Drug-free Schools

APPROVED: 11/12/84

REVISED: 9/15/88, 12/18/97, 4/15/99, 10/18/01, 1/17/02, 3/15/04

REVISED: 3/20/13

READOPTED: 4/16/13

Reviewed: 2/2016, 2/2017

Facility Use "Open Gym" Guidelines

This guideline is created for facility gym use outside of the times when the gym may be closed for maintenance for things like summer floor refinishing. The district reserves the right to cancel or reschedule any previously scheduled activity as a result of making accommodations to meet the needs of school district athletic teams or other district related activities. School facilities will not be available for use by groups whose activities infringe upon or interfere with the conduct and best interest of the school system. The Superintendent or Principal/Director of Student Activities' determination to deny or cancel use of the building shall be final.

- any district employee that is a coach and has at least fifty percent West De Pere student athletes on his/her team may request the facility at which he/she works, providing it is age appropriate for the activity, by contacting the building level scheduler or designee at least seven days prior to the requested date of usage. If gym space is not available for days and times specifically requested, the District will make a reasonable effort to offer alternative days and times consistent with all other parts of this open gym guideline.
- use of the facilities is not to interfere with the school program.
- there will be no facility charges to district employees or district residents
- any district employee that works in a different district location of the requested facility or community members not employed by the School District of West De Pere
  - a) will be required to have at least fifty percent West De Pere students on his or her team
  - b) will not be charged a facilities fee
  - c) will be required to have a supervisor who is not a coach present during the entire time of the activity to cover the district liability
  - d) will not be charged the cost of the supervisor (District's responsibility)
- community members will be required to have an approved background check prior to scheduling
- scheduling the use of district facilities must be done through the building level scheduler or designee
- supervisors must be full time employees of the requested building, will be hired on a first come, first serve basis per building request ie elementary teacher supervising at Westwood/ Hemlock Creek. High school teacher/high school field house/batting cage
- **high school batting cage** if there is a need to schedule use of the batting cage and pitching machine, a supervisor/baseball coach or trained designee will be needed to use this district equipment

This guideline would be in place immediately pending further adjustments.

It would also be my recommendation to the Board that we continue to schedule City of De Pere Wednesday night men's league as we have in the past. Other City programs held in our district schools are pending per more conversation with building administrators. However, the School District of West De Pere reserves the right to charge the City of De Pere for any excess cleaning costs and/or additional supervision as the school district sees fit.

The School District of West De Pere also reserves the right to cancel or reschedule a reservation if the user violates any requirements or if usage of the facility is deemed irresponsible and/or unsafe.

Open Gym Supervisors will be paid a rate of \$22.50/hour Monday-Saturday and \$33.75/hour during Sunday use per Appendix B.

## West De Pere School District Facilities Use Agreement

Organization/Group to use the facilities/equipment \_\_\_\_\_

Facility Desired \_\_\_\_\_ Purpose of Use \_\_\_\_\_

Dates/Time requested for use (1<sup>st</sup> choice) \_\_\_\_\_ (2<sup>nd</sup> choice) \_\_\_\_\_

\$200.00 Reservation/Cleaning Deposit is required with signed Facilities Use Agreement from Class II, III, and IV users groups. Forty-eight hour notice is required when canceling an event or the deposit may be forfeited.

A \$1,000,000 per occurrence commercial general liability certificate of liability insurance is required, naming the West De Pere School District as an additional insured. Yes  No

**I have read and understand this agreement and the additional guidelines which apply for the use of West De Pere School District facilities/equipment. The West De Pere School District reserves the right to cancel this reservation if the user violates any requirements of this agreement or if usage of the facility is deemed irresponsible and/or unsafe. The Director of Student Activities will notify the user in writing explaining the reasons for the termination of the agreement. The user organization agrees to indemnify and hold the District harmless from any liability caused by the acts or omissions of the user organization.**

Responsible Person/Organization \_\_\_\_\_

Signature \_\_\_\_\_

Address \_\_\_\_\_ Phone No. (H) \_\_\_\_\_ (W) \_\_\_\_\_

The following fee schedule may apply to users, and will be determined by the applicable district administrator when arranging for facility use.

<input type="checkbox"/> Classrooms	\$0/25/50/75
<input type="checkbox"/> High School Fine Arts Auditorium	\$0/100/175/500
<input type="checkbox"/> Field house/Gymnasium	\$0/150/250/500
<input type="checkbox"/> Cafeteria/Commons/Concessions	\$0/50/150/250
<input type="checkbox"/> Kitchen	\$100.00 per session (Food Service Personnel Required at \$25.00 per hour)
<input type="checkbox"/> Football /Soccer Stadium	\$0/200 per hour + \$150.00 for lights/scoreboard use.
<input type="checkbox"/> Baseball/Softball Fields	\$0/150/250/500
<input type="checkbox"/> Custodial Rate	\$35.00 per hour
<input type="checkbox"/> Sound Technician	\$35.00 per hour
<input type="checkbox"/> Lighting Technician	\$35.00 per hour
<input type="checkbox"/> Computer Lab	\$50.00 per hour

Other Facility Needs:	Lobby/Cafeteria	<input type="checkbox"/>	Tables Up?	<input type="checkbox"/>	Tables Down?	<input type="checkbox"/>
	TV/VCR	<input type="checkbox"/>	Overhead Projector	<input type="checkbox"/>	Stage Screen	<input type="checkbox"/>
	Stage Lighting	<input type="checkbox"/>	Stage Sound System	<input type="checkbox"/>	Podium	<input type="checkbox"/>
	Dressing Rooms	<input type="checkbox"/>	PA System	<input type="checkbox"/>	Classroom	<input type="checkbox"/>
Ban	d Room	<input type="checkbox"/>	Choir Room	<input type="checkbox"/>	Piano*	<input type="checkbox"/>

\* Users are responsible for making sure the piano is tuned for performance.

Additional fees will be levied to any users if the District incurs unexpected costs resulting from the activity. The minimum guarantee rental fee shall be paid in advance. All school and non-school equipment, supplies, materials, etc. shall be approved before use. Activities shall have adult supervision at all times.

**NOTE: Performances requiring open flame or smoke producing devices, MUST get written approval from the local Fire Marshall's office prior to the performance.**

For Office Use Only      Permission for use:      Granted      Not Granted

By: \_\_\_\_\_ Date/Time \_\_\_\_\_

Class: I II III IV      Fee (if Applicable) \_\_\_\_\_      Agreement Guidelines Distributed: \_\_\_\_\_ (Initials)

Inspected after use by: \_\_\_\_\_ Date: \_\_\_\_\_

**White – Director of Student Activities**

**Yellow-Facility User**

**Pink-Building Principal**

**Agreement Guidelines:**

1. All requests for use of school facilities by any group, including school-sponsored activities and programs within school, are to be submitted to the activities' office at least fourteen (14) days prior to the event.
2. Regular school activities will have priority for all space. All applications will be processed according to date of receipt of the applications. The superintendent of schools or designee has the prerogative to cancel the use of the building, even after an agreement has been made, if the facility is needed for the educational program of the school.
3. The District assumes no liability of the Class III or Class IV lessee or renter and requires a certificate of insurance in the amount of \$1,000,000 per occurrence commercial general liability to accompany completed Facility Use Request Agreement. The district has the right to require proof of additional coverage depending on the activity.
4. The agreement for the use of one part of a building or grounds confers no privileges for the use of any facilities other than those stated in the agreement. It does not include any other time or times for preparation or rehearsal, unless specifically stated.
5. School facilities will not be available for use by groups whose activities infringe upon or interfere with the conduct and best interest of the school system.
6. An agreement is not transferable. If the event is to be cancelled, the applicant should notify the superintendent's activities' office at least forty eight (48) hours in advance of the date reserved. It is understood by all parties that in the event school is cancelled due to inclement weather or other circumstance, all activities scheduled for that day shall cease and may be rescheduled.
7. Any organization which charges admission to any school building shall be responsible for full compliance with applicable Federal and State statutes concerning games of chance, tax payments, etc. and shall hold the district harmless regarding the possibility of non-compliance.
8. Any facility used by the applicant shall be left in the condition or better than it was found. The area utilized will be left in a clean and tidy condition. Any loss or damage to the area shall be promptly reported to the Director of Student Activities.
9. Violation by a party to an agreement of any of the regulations governing the use of school buildings or grounds may be cause for the cancellation of all existing agreements and the denial of any requests for the future.
10. Special permission must be obtained for decorating, installing scenery, moving furniture, attaching items to walls, etc. Any materials to be brought in to the school must have prior approval of the building principal or Principal/Director of Student Activities; must be removed immediately after use of facility and the school district shall not be liable for any materials or equipment brought into any building.
11. Special school facilities (cafeterias, stage equipment, etc.) may require the use of school employees trained in their use and such cost will be added to the regular fee. Kitchens and kitchen equipment are not to be used without authorization. If authorized, cafeteria personnel may be required to be present. The costs of this service will be added to the regular fee.
12. Use of school space does not include use of school equipment unless specifically permitted. Use of school equipment and where required must be by school personnel, the cost of which will be added to the regular fee.
13. Organizations wishing to bring unusual equipment, material, devices, and/or animals into school buildings or on school premises must first present, in writing, proper insurance coverage with an agreement protecting the district.
14. Scenery, decoration, or equipment, provided by a party to the agreement must be removed from the school building promptly after the performance so as not to interfere with school activities. If there is a delay, the removal will be made by the district at the expense of the party to the agreement.
15. A school custodian or housekeeper is required to be on duty during the use of any school facility. Evening affairs are to end by 10:15 p.m. and vacated by 11:00 p.m. unless special arrangements have been made. Complete vacating of the facilities is to be made according to the terms of the agreement. Departure time should be included in use hours applied for.
16. The School District of West De Pere's grounds and facilities are tobacco, alcohol, and illicit drug free. Any violation of this rule will prohibit future use and/or could be referred to authorities for action according to state statutes.
17. The district and its authorized representatives shall have full and free access to the premises at all times.
18. School facilities will not be available for use by rental groups on the following holidays: Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter Sunday, and Memorial Day.
19. If the application is approved, the person and/or organization will assume responsibility for orderly and careful use of the school facilities. The applicants assume liability for immediate restoration of damages or loss of property that may accrue. The sponsoring group may be required to furnish a cash bond or certificate of insurance to indemnify and ground the district against any and all suits for injury or loss sustained by attendance at the function.
20. Staff at West De Pere may not use the facilities for their individual profit.
21. All persons using gymnasiums must wear proper shoes that are not worn outside.
22. A supervisor must be in the immediate area when the gym is being used and must be in the building when other areas are being used.
23. At least seven (7) days prior to the school use, the applicant should review the use requirements with the activities' office.
24. In the event of any dispute or controversy regarding the true interpretation or meaning of anything contained in this regulation, the judgment of the Superintendent or Principal/Director of Student Activities concerning such controversy or dispute shall be final.
25. If required, there will be a charge for all setup and tear down at the normal custodial rate of \$35 per hour.
26. If required, there will be a charge for all clean up at the normal custodial rate of \$35 per hour. User groups will be expected to accomplish certain custodial tasks in return for the free use of facilities or risk the custodial charge. The custodial tasks expected by each user group will be communicated clearly before gaining access to the particular facility.
27. If required, there will be a charge for opening and closing the facility at a flat rate of \$100. (This cost can only be waived if a school district employee volunteers to open and close a facility.)
28. The user agrees to cover all damages which occur during facility use, plus the normal custodial cost of \$35 per hour to install equipment, or correct the damage.
29. Regular or repeat user's will meet with the West De Pere School District Activities Director and/or the applicable building Principal to negotiate replacement items such as nets and pads, which need to be replaced due to wear and tear. The user may replace negotiated items with "like" equipment/materials or simply fund the purchase of these items through the West De Pere School District.
30. User groups cannot allow unsupervised children in West De Pere School District facilities.
31. User groups may be subject to rules, procedures, and regulations in each building within the district that may vary due to the staffing or facility itself. User groups are expected to follow these rules & restrictions to the letter.
32. Questions regarding any portion of the facility use agreement, rules, and restrictions should be directed to the West De Pere School District Activities Director.

**SECURITY OF BUILDINGS AND GROUNDS**

Buildings constitute one of the greatest investments of the school district. It is in the best interest of students and taxpayers to protect that investment adequately.

Security means more than having locks and being sure that they are locked at the proper time. Security also means:

1. Minimizing fire hazards
2. Reducing the probability of faulty equipment
3. Guarding against the chance of electrical shock
4. Protection against vandalism and burglary
5. Protection against dangerous devices and intruders
6. Protection against acts of terrorism.

The Superintendent is directed to establish such rules and regulations as may be needed to provide for security in the sense outlined above.

CROSS REFERENCE:       3519 - Surveillance Camera Use  
District Crisis Manual

ADOPTED: 11/20/72  
REVISED: 3/18/99  
REVISED: 3/21/05

READOPTED: 4/18/05

SURVEILLANCE CAMERA USE

The West De Pere Board of Education supports an educational environment that provides a safe and secure environment for all persons on its premises or attending any of its activities or functions. Surveillance cameras may be used under the supervision of the West De Pere School District for the purpose to promote the order, safety, and security of students, staff, visitors, and property.

Procedures:

1. Cameras will be placed in locations where they enhance the District's efforts to provide a safe and secure environment.
2. Cameras will be visible, unless otherwise authorized by the Superintendent.
3. Cameras shall not be placed in any area where the public, students and staff have a reasonable expectation of privacy, such as restrooms and locker rooms.
4. Cameras shall not be placed in a classroom without the consent of the Superintendent.

CROSS REFERENCE:       Handbooks  
                                  3545 - Use of Video Monitoring Systems Aboard School Buses

FIRST READING: 2/21/05

ADOPTED: 3/21/05



**MAINTENANCE OF PLANT/GROUNDS**

Safety of pupils and employees and economical operation require effective maintenance of the schools physical facilities. The maintenance staff is charged with the responsibility of caring for and protecting these facilities.

The principal's responsibility is one of direction and supervision. Each maintenance man must have a daily work schedule in order to accomplish his part of the overall task. He must be given directions on how to perform the various duties assigned to him. The principal must supervise and check to insure that all employees are doing their share of the work to the best of their ability.

A painting schedule shall be planned to provide for one periodic regular painting of District property. Approximately the same amount of work shall be scheduled each year.

Prior to the development or construction of any playgrounds, playground equipment, and athletic play or practice areas, the proposals will be submitted to administration for approval.

The proposal will include:

1. A statement of need
2. A statement of compliance with safety standards
3. A schematic of the site and proposed equipment placement.

ADOPTED: 3/21/72

REVISED: 7/20/83

REVISED: 3/18/99

READOPTED: 4/15/99

**ENERGY MANAGEMENT**

Energy management is necessary in order for the District to minimize the impact energy cost increases have on the budget, to maintain a reliable supply of energy, to meet the functional needs of the District, and to ensure that energy is used efficiently.

A strong commitment on the part of the Board and the administration is important to an effective energy management program. It shall be the responsibility of each District employee to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state, federal, and local rules. In turn, it shall be the responsibility of the District to ensure that staff receives information regarding energy conservation.

All operations of the District facilities shall be governed by established energy management guidelines for all staff of the School District of West De Pere. Instituted as part of the District's plan to save energy, the guidelines are designed to save scarce resources without infringement of the educational mission of the District. The building principal and building custodians and their supervisors shall share the accountability for ensuring that the guidelines are followed. The Business Manager and the Maintenance Manager shall implement, direct, monitor, evaluate, and report District energy conservation efforts to the Superintendent who shall communicate these efforts to the Board of Education.

FIRST READING: 6/17/09

ADOPTED: 7/15/09

**ENERGY MANAGEMENT GUIDELINES****A. Heating and Air Conditioning**

1. Classroom thermostats shall be set at 68 degrees for heating and 76 degrees for cooling during the occupied times. For unoccupied times, heating shall be set at 60 degrees and cooling shall not occur.
2. Auditorium thermostats shall be set at 68 degrees for heating and 74 degrees for cooling during the occupied times. For unoccupied times, heating shall be set at 60 degrees and cooling shall not occur.
3. Hallways, vestibules, stairwells, mechanical/electrical rooms, elevator equipment rooms, unoccupied storage areas and similar spaces shall be adjusted to 62 degrees during the heating season.
4. Locker and shower rooms shall be maintained at 70 degrees during the heating season.
5. Operating schedules for the heating, ventilating, and air conditioning equipment shall be optimized as follows:
  - a. For the heating season, the equipment shall be started approximately one hour before classes start to allow the building to be at the occupied set point. The scheduled shut down time shall be set the same as student release time.
  - b. For the cooling season the equipment shall be started 2 to 3 hours before classes start to allow the building to pre-cool.
6. Variable Frequency Drive operation shall be enabled for free cooling.
7. Variable Frequency Drive programs shall be modified to allow for free cooling for schools with building automation systems.
8. Fresh air minimum requirements shall be reviewed and set to state code levels. (7.5 CFM/person)
9. HVAC coil cleaning shall be scheduled annually to assure the highest operating efficiency
10. Air conditioning equipment shall not run during November through April.
11. Window blinds shall be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.
12. Windows shall be kept closed while the air conditioning or heating systems are in operation.
13. Classroom doors shall be kept closed.
14. Ventilation ducts or return grilles shall not be obstructed with books, charts, furniture, plants or any other objects or materials.

**ENERGY MANAGEMENT GUIDELINES**

15. Outdoor air minimum requirements for the HVAC system for the gyms, auditoriums, and commons shall be optimized to the actual occupancy levels of the area.
16. New equipment purchases shall be energy efficient models that are Energy Star rated.
17. The use of portable electric heaters or any other auxiliary heating devices shall not be permitted.
18. Employees and students are encouraged to wear appropriate clothing during the heating season and cooling season.
19. The Business Manager and/or the Maintenance Manager may adjust set points to provide the best overall performance of the HVAC system.

**B. Lighting**

1. Lights shall be turned off when space is not in use or natural day lighting is adequate.
2. Classroom lights shall be turned off when the last person exits the room.
3. Cleaning staff shall turn lights on only for the period when a specific area is being cleaned.
4. Hallway lighting shall be turned off as soon as possible and pass-through lighting should be utilized.
5. Gym lighting shall be adjusted to state code levels for classes. Lighting levels for events and practices can be adjusted to a higher foot-candle level as needed.
6. Buildings shall be identified for energy saving lighting projects.

**C. Food Service**

1. Run time of ovens, stoves, and fryers shall be kept at the minimum levels.
2. Exhaust fans shall run only when absolutely necessary.
3. Energy saving devices and/or practices shall be identified.
4. Equipment shall be energy efficient models and natural gas if possible.

**D. Computers/Office Machines**

1. Copiers, laminating machines, calculators, and other office machines shall be turned off at the end of the day.
2. Computers, monitors, printers, and other peripheral equipment shall be turned off at the end of the day or when not in use for long periods of time during the day.
3. Computers shall be energy efficient models.
4. Designated computers shall be turned off at 6:00 pm and turned back on at 6:00 am.

**ENERGY MANAGEMENT GUIDELINES**

E. **Building Improvements**

1. Building air leaks shall be identified and sealed with caulking, energy efficient seals and/or insulation.
2. The Superintendent shall be responsible for the development and implementation of long-range projects.

F. **Other**

1. The domestic hot water temperature set point shall be no higher than 115 degrees except for food service.
2. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers, and/or other cooking or refrigeration appliances shall not be allowed without prior approval of the Building Administrator. The use of small fans, radios and desk lamps is allowed, but must be turned off when not in use. All approved items must be Energy Star Rated and UL Approved.
3. Requests for exemption, and complaints regarding set point temperatures considered to be too hot or too cold must be addressed in writing to the Business Manager and/or Maintenance Manager at which time he shall investigate the complaint or request for exemption.
4. The Business Manager and/or Maintenance Manager may adjust set points to provide the best overall performance of the HVAC system.
5. Only energy efficient vending machines shall be allowed within the District.
6. The Business Manager shall have the authority to purchase natural gas on the futures market in collaboration with the Superintendent.

G. **Education**

1. Staff and students shall be provided on-going education on energy saving measures through the Business Manager and/or Maintenance Manager.
2. Every staff person shall be expected to contribute to energy efficiency in the District.

FIRST READING: 6/17/09

ADOPTED: 7/15/09

**FOOD AND SANITATION SAFETY POLICY**

The West De Pere Board of Education recognizes responsibility to provide safe and sanitary facilities to protect the health, safety, and welfare of students, staff, and visitors to the schools. In an effort to provide food safe schools and sanitary preparation and serving facilities and limit incidences of food borne illnesses, measures in compliance with the Wisconsin Food Code ATCP (Agriculture, Trade and Consumer Protection) #75 publication will be taken to provide proper handling of food served on school premises. The measures shall include, but not necessarily be limited to the following:

- , District staff shall work in collaboration with local public health officials to maintain a safe and healthful school environment. The preparation and serving procedures shall send and reinforce consistent messages to students and families regarding good health practices both personally and in the community.
- , Annual inspections of all preparation and serving kitchen facilities shall be conducted by a state licensed sanitarian. The District shall comply with all applicable health and safety codes related to facilities inspections, food preparation, sanitation, service and storage as outlined in the Wisconsin Food Code ATCP #75.
- , All food service personnel shall complete and maintain certification of a food safety and sanitation course as a condition of employment.
- , Lead employees at each school kitchen facility shall complete Hazard Analysis Critical Control Point (HACCP training) as a condition of employment.
- , Information regarding food safety and sanitation shall be available to all groups using school facilities for preparation and serving food in the schools or on school grounds when requested or as needed.
- , Procedures for use of district kitchen facilities shall be posted in each kitchen.

FIRST READING: 5/19/03

ADOPTED: 8/18/03

**Procedures for Use of District Kitchen Facilities**

In order to promote the health of children and clean and safe food preparation and service, the West De Pere School District has adopted the following procedures for use of the kitchen facilities.

- Any group or individual utilizing district kitchens should comply with the Wisconsin Food Code ATCP (Agriculture, Trade and Consumer Protection) #75 requirements. Copies of this publication and a ServSafe Essentials book are available for reference in each school kitchen.
- Any food served from school kitchens must be purchased through reputable/licensed retailers or vendors.
- Preparation of food served from school kitchens should be prepared on site.
- Plastic gloves and hairnets will be available at each site for use during preparation and serving of food in district facilities.

FIRST READING: 5/19/03

ADOPTED: 8/18/03

**SAFE AND HEALTHFUL FACILITIES**

The Board requires that all district property shall be in a safe condition for students and staff.

The Superintendent shall designate a staff member to serve as safety coordinator for the school district.

All safety requirements established by governmental authorities will be adhered to by all students and employees of the district.

The practice of safety will also be considered as part of the instructional program and be taught in appropriate classes.

The safety coordinator of the District will make a semi-annual safety check of District facilities and make such recommendations to the Superintendent as may be necessary.

All building principals will be responsible for the safety of students and employees in their buildings and shall conduct fire drills, tornado drills, etc. to include review of the District Crisis Manual/school safety plans at least once every three years.

All students will be governed by all rules concerning fire drills, bus and other rules of safety whether written or announced.

CROSS REFERENCE:       3519 - Surveillance Camera Use  
                                  Indoor Environmental Quality Management Plan

LEGAL REFERENCE:   Wisconsin Stat.   101.55 (3)  
  118.07 (3)  
  121.02 (1)(i)  
  167.32  
  255.30

P.I. 8.01(i)

ADOPTED: 6/16/88  
REVISED: 4/15/99  
REVISED: 4/18/05  
REVISED: 5/15/13  
REVISED: 11/20/13  
READOPTED: 12/18/13  
committee reviewed: 3/7/19



**SAFETY INSPECTIONS**

Safety inspections are one of the principal means of determining possible accident causes before they cause accidents or injuries.

The finding of unsafe conditions by means of inspection and their prompt correction is one of the best methods for the District to demonstrate to employees its interest and sincerity in accident prevention. Inspections also help to encourage employees to participate in the safety program by inspecting their own immediate work areas.

Inspections should not be limited to search for unsafe physical conditions, but should also include examination to detect unsafe practices.

Safety inspections are not primarily conducted to find how many things are wrong, but rather to determine if everything is satisfactory.

The following are examples of the things to look for when making safety inspection:

1. Do students or staff operate machinery, or use tools, appliances, or other equipment without authority?
2. Are they working or operating at unsafe speeds?
3. Have guards been removed or have guards or other safety devices been rendered ineffective?
4. Do students or staff use defective tools or equipment; or use tools or equipment in unsafe ways: or use hands or bodies instead of tools?
5. Do they overload, crowd, arrange, or handle objects or materials unsafely?
6. Is there any failure to use safety devices or protective clothing?

In preparing for an inspection, it is advisable to analyze all accident reports for the previous several years so that special attention can be given to those conditions and locations known to be accident producers.

A special inspection checklist for each building is desirable to assist in making the inspection.

Inspection reports should be clear and with enough explanation to make each concern and recommendation understandable.

The reports shall be given to the Board and to the administrators of each building having authority to take action on the report to see that hazardous conditions and unsafe practices are corrected.

APPROVED: 6/16/88

committee reviewed: 3/4/99, 3/7/19

**SAFETY CHECK SCHEDULE**

- FALL:
1. Playground Inspection
  2. School Violence Safety Drill
- SEPTEMBER:
1. Bus rider rules (District)
  2. Bus evacuation drills (District)
  3. Fire drill
- OCTOBER:
1. Fire drill
  2. Tornado drill
- NOVEMBER:
1. Fire drill
- DECEMBER:
1. Fire drill
  2. Extreme temperature reminder
- JANUARY:
1. Fire drill
  2. Boiler inspection (District)
  3. Extreme temperature reminder (District)
- FEBRUARY:
1. Fire drill
- MARCH:
1. Fire drill
  2. Bicycle safety program
- APRIL:
1. Fire drill
  2. Tornado drill
- MAY:
1. Fire drill
- JUNE:
1. Fire extinguisher inspection (or July)
  2. Building inspection
  3. Asbestos inspection (District)

**SAFETY CHECK SCHEDULE**

**Elementary Schools:**

- Inspection of the playground and building is done annually by district staff or appointee. Any noted deficiency, which is unsafe or unhealthy, will be corrected as soon as possible.
- AED machine inspection is conducted yearly by the district nurse.
- Fire drills are held at least once a month unless the weather is severe and then can be deferred. At least one drill is coordinated with local fire responders. Twice a year, a school safety drill is conducted based on our ALICE training (district safety plan) and coordinated with local law enforcement. (Wisconsin Statute 118.07(2)(a))
- A Tornado drill is held in April during Severe Weather Awareness Week.
- A written record of all drills is maintained on WI form SBD-11 (Wisconsin Fire Drill Form) and records kept for 7 years.

**Middle School:**

- Buildings, maintenance, and grounds inspections occur annually and as issues arise.
- AED machine inspection is conducted yearly by the district nurse.
- Fire drills occur monthly unless inclement weather, but not less than nine total per school year. Fire extinguisher inspection is coordinated by a third party vendor.
- School safety (based on ALICE training /district safety plan) / evacuation drills occur annually and often coincide with fire drills.
- Tornado drills occur annually in the spring.
- Extreme temperature/weather reminder is made annually in the late fall/early winter.

**High School**

- Buildings, maintenance, and grounds inspections occur annually and as issues arise.
- AED machine inspection is conducted yearly by the district nurse.
- Fire drills occur monthly unless there is severe weather and then can be deferred. Fire extinguisher inspection is coordinated by a third party vendor.
- Twice a year, a school safety drill is conducted based on our ALICE training (district safety plan) and coordinated with local law enforcement. (Wisconsin Statute 118.07(2)(a)).
- Tornado drills occur annually in the spring.

APPROVED: 6/16/88

REVISED: 4/15/99

REVISED: 3/18/19

READOPTED: 4/8/19

ACCIDENT REPORTS

All accidents and injuries occurring on school property or while under school supervision shall be reported immediately to the building principal using the adopted accident report form. Such report forms are available in each school.

In responding to accidents, staff are encouraged to consult the School District of West De Pere First Aid Guide.

The element which provides the guide for a safety program lies in an effective accident reporting system that identifies causes and frequency of accidents and injuries. The accumulation of jurisdictional accidents and injuries provide data on which to base:

1. Curriculum guidance to educate the child for safe living.
2. A realistic evaluation of safety program efforts on a regular basis.
3. Changes in building structures and facilities or procedures to improve the environment of the school system.
4. Organizational and administrative improvements to strengthen the management aspects of the safety program.
5. A strong public relations program, thus lessening public demands for crash programs of little value if an unusual incident occurs.
6. An assessment of the costs of accidents and injuries and their relations to the operating expenses of the school district.

ADOPTED: 6/16/88

REVISED: 1/18/99

READOPTED: 2/18/99

**INSTRUCTIONS**

- Report must be filled out (2 copies) by person under whose immediate jurisdiction accident occurs and all copies sent to Principal's Office.
- Report all accidents, however slight, that occur (1) on school property; (2) in school buildings; (3) on way to and from schools; (4) in any activity under school jurisdiction.
- No copy of an accident report shall be given to anyone, including the pupil or parent.

Save typing. IF YOU PREFER, USE BALL POINT PEN.

1. NAME OF INJURED: _____ <small>PLEASE PRINT LAST NAME                  FIRST NAME</small>			HOME ADDRESS: _____																										
2. SCHOOL: _____ <small>PLEASE PRINT NAME                  SCHOOL ORGAN. NO.</small>			SEX: M [ ] F [ ]	AGE: _____	GRADE OR CLASS: _____																								
3. DATE OF ACCIDENT: _____			TIME ACCIDENT OCCURED: _____ HOUR																										
LOCATION	4. CHECK APPROPRIATE BOX(ES)		5. CHECK APPROPRIATE BOX(ES)		PART OF BODY INJURED																								
	ATHLETIC FIELD [ ]   LOCKER RM [ ] CAFETERIA [ ]   PLAYGROUND [ ] CLASSROOM [ ]   PHY. ED FIELD [ ] CORRIDOR [ ]   SCIENCE LAB [ ] GYM [ ]   SHOP LAB [ ] LAVATORY [ ]   SHOWER [ ] STAIRS [ ] OTHER (SPECIFY) _____	NATURE OF INJURY	ABRASION [ ]   PUNCTURE [ ] BITE [ ]   SPRAIN [ ] BRUISE [ ]   SWELLING [ ] TOOTH CHIPPED [ ] TOOTH DISLOCATION [ ] LOOSENED TOOTH [ ] FRACTURE [ ]   LOST TOOTH [ ] NO VISIBLE INJURY [ ] INTERNAL [ ]   INJURY [ ] OTHER (SPECIFY) _____	ANKLE [ ]   HIP [ ] ARM [ ]   KNEE [ ] BACK [ ]   LEG [ ] CHEST [ ]   LIP [ ] CHIN [ ]   MOUTH [ ] EAR [ ]   NECK [ ] EYE [ ]   NOSE [ ] FINGER [ ]   SHOULDER [ ] FOOT [ ]   TOOTH [ ] HAND [ ]   WRIST [ ] HEAD [ ] OTHER (SPECIFY) _____																									
DESCRIPTION OF THE ACCIDENT	HOW DID ACCIDENT HAPPEN? WHAT WAS STUDENT DOING? WHERE WAS STUDENT? LIST UNSAFE ACTS AND UNSAFE CONDITIONS EXISTENT. SPECIFY ANY TOOL, MACHINE, OR EQUIPMENT INVOLVED.																												
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IMMEDIATE ACTION TAKEN	9. PERSON IN CHARGE WHEN ACCIDENT OCCURED (ENTER NAME)																												
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PRESENT AT SCENE OF ACCIDENT [ ] YES [ ] NO	LAST	FIRST	INITIAL																										
10. FIRST AID TREATMENT _____ BY (NAME) _____																													
SENT HOME _____ BY (NAME) _____																													
SENT TO HOSPITAL _____ BY (NAME) _____																													
NAME OF HOSPITAL: _____																													
RESCUE SQUAD _____ BY (NAME) _____																													
SENT TO PHYSICIAN _____ BY (NAME) _____																													
PHYSICIAN'S NAME : _____																													
11. WAS PARENT OR OTHER INDIVIDUAL NOTIFIED? [ ] YES [ ] NO          WHEN _____ HOW _____																													
NAME OF INDIVIDUAL NOTIFIED: _____																													
12. WITNESS: 1. (NAME) _____ 2. (NAME) _____																													
ADDRESS: _____ ADDRESS: _____																													
SIGNATURE OF PERSON SUPERVISING				SIGNATURE OF PRINCIPAL																									
				DATE																									

**AUTOMATIC EXTERNAL DEFIBRILLATOR(S) (AED) POLICY**

An automatic external defibrillator (AED) is used to treat victims who experience sudden cardiac arrest (SCA). It is only to be applied to victims who are unconscious, without a pulse and are not breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver the shock. The mission of the West De Pere District's Automatic External Defibrillator program is to develop, implement, maintain, and monitor a program which will promote readiness to combat mortality and morbidity associated with sudden cardiac arrest in order to safeguard the health of its faculty, staff, students, athletes and spectating citizens.

**Placement and maintenance**

The AED(s) will be placed in a location to be determined by the Crisis Response Team so the AED may be accessed in a timely and efficient manner. This location will be determined based on areas of high possible incidence rate, high population density within the facility, places of high-risk activities, vertical and horizontal response time to all locations within the facility and on facility grounds, and easily accessible to a nearby phone.

Written notification shall be provided to the nearest emergency medical services program that shall include information as to the type, location, owner and intended usage areas for the AED(s). This is required by state and federal law.

Maintenance and testing shall be conducted as required by the manufacturer of the AED. This maintenance and testing shall be performed by West De Pere staff as determined by the administration of each facility.

**Use of the AED**

The district will follow all state and federal regulations and will ensure that any staff member or student, who has been given permission to use the AED in rendering emergency care or treatment to an individual who appears to be in cardiac arrest, has been properly trained. Individuals using the AED shall follow the district's procedures for operation of automatic external defibrillators.

**Liability**

Neither the properly trained care provider, owner, nor provider of the automatic external defibrillators or the trainers of their use be held civilly liable for their acts or omissions in rendering good faith emergency care by use of an AED to someone who appears to be in cardiac arrest.

**Training**

The district will train individuals who will be allowed to use the AED in an emergency situation through courses approved by the Department of Health and Family Services. These individuals will use the AED in accordance with district policy, procedures, and medical guidelines.

LEGAL REFERENCE: Section 146.50 Wisconsin Statutes

FIRST READING: 2/17/03

ADOPTED: 3/17/03

**AUTOMATIC EXTERNAL DEFIBRILLATOR(S) (AED)**  
**EMERGENCY PLAN PROCEDURES**

**West De Pere High School**  
**Unconscious/Unresponsive Victim**  
**(During School Hours)**

Step 1: Assess the Scene for Rescuer Safety

Step 2: Assess the victim and situation

- Is the victim responsive – NO
- Airway – Yes/No
- Breathing – Yes/No
- Circulation – Yes/No

Step 3: Have another teacher, coach, student, or other person call 911 (Emergency Medical Service)

- Dial 9-911 from internal phone system
- Give the following information
  1. Your name
  2. Location you are calling from: West De Pere High School at **665** Grant Street
  3. Name and age of victim (if known) or general description of victim (*ex: middle-aged male, maybe around 45*)
  4. Exact location of victim - Class room number and location (*Room 132 on West wing past main office*) (*Gymnasium, far right corner if entering from commons entrance*)
  5. Condition of victim (*Victim was unresponsive and did not appear to be breathing*)
  6. An AED is on the scene
- Stay on the line until the operator hangs up
- Return to the scene to verify that EMS has been called and to offer any assistance

Step 4: Have another teacher or student notify the main office of the emergency either by phone or in person if very near by

- By phone dial **4202 to reach the High School Principal's secretary or 8010 to reach the District Office secretary/receptionist**
- Notify the main office of the following information
  1. Name of victim if known
  2. Exact location of victim - Class room number and location (*Room 132 on West wing past main office*) (*Gymnasium, far right corner if entering from commons entrance*)
  3. Situation and status of victim
  4. EMS has already been notified from classroom

Step 5: MAIN OFFICE to notify "Code Blue Team Members" by making an overhead page to announce "Code Blue" **"May I have your attention please, we have a CODE BLUE MEDICAL EMERGENCY in progress. All Code Blue Team Members please report immediately to room \_\_\_\_\_."**

- All Code Blue Team Members to report to designated area
- Two members of the Code Blue team will be responsible for retrieving AED and bringing to the scene (The AED is located on the wall outside the gymnasium in the commons area)
- Door monitors will report to their designated doors to allow EMS personnel into the building and to direct them to the scene quickly
- All teachers/staff will hold students in their rooms until notified by second overhead page from the main office that students are allowed to pass in the halls

**AUTOMATIC EXTERNAL DEFIBRILLATOR(S) (AED)**  
**EMERGENCY PLAN PROCEDURES**

**West De Pere High School**  
**Unconscious/Unresponsive Victim**  
**(After School Hours)**

Step 1: Assess the Scene for Rescuer Safety

Step 2: Assess the victim and situation

- Is the victim responsive – NO
- Airway – Yes/No
- Breathing – Yes/No
- Circulation – Yes/No

Step 3: Have another teacher, coach, student, or other person call 911 (Emergency Medical Service)

- Dial 9-911 from internal phone system
- Give the following information
  1. Your name
  2. Location you are calling from: West De Pere High School at **665** Grant Street
  3. Name and age of victim (if known) or general description of victim (*ex: middle-aged male, maybe around 45*)
  4. Exact location of victim - Class room number and location (*Room 132 on West wing past main office*) (*Gymnasium, far right corner if entering from commons entrance*)
  5. Condition of victim (*Victim was unresponsive and did not appear to be breathing*)
  6. An AED is on the scene
- Stay on the line until the operator hangs up
- Return to the scene to verify that EMS has been called and to offer any assistance

Step 4:

- \* Leaving one person with the victim, go and retrieve the AED from the wall outside the Field House (in the Commons).
- \* Send one person to the front door of the Commons/Field House entrance to meet the EMS personnel.
- \* Have another teacher, coach, or student, keep students clear of the emergency care area, preferably out of the immediate room.

Step 5: Have another teacher, coach or student notify the following contacts by phone.

Dial: 336-3482 – High School Principal  
265-8433 – Student Activities Director  
983-1149 – High School Associate Principal

983-8

107 – Superintendent

- Notify them of the following information
  1. Emergency situation.
  2. Name of victim if known
    - a. Exact location of victim - Class room number and location (*Room 132 on West wing past main office*) (*Gymnasium, far right corner if entering from commons entrance*)
    - b. EMS has already been notified from classroom



**COMMUNICABLE DISEASES IN SCHOOL**

The School District of West De Pere adheres to health policies and disease control procedures for the purpose of protecting the health and safety of all students and employees. These procedures will be maintained in cooperation with the city and/or county health departments and in accordance with the districts Bloodborne Pathogens Exposure Control Plans for both staff and students. If students with communicable diseases are excluded from school for a significant period of time, they may be provided alternative educational services. The School District of West De Pere will be in compliance with the Wisconsin Immunization Law requirements for all students.

**District Goals:**

1. Maintain a healthful and safe school environment;
2. Promote the good health of students and staff;
3. Educate students and staff to observe good health practices, and
4. Help students and staff develop a sense of responsibility for personal and community health.
5. All students will be in compliance with the Wisconsin Immunization Law.

**Reportable/Non-Reportable Exclusion**

The school board recognizes its responsibility to inform the appropriate staff and to outline responsibilities of various professions when dealing with life-threatening/communicable diseases. School districts are responsible for reporting communicable diseases to a local public health agency. Students or staff suspected of having communicable disease may be sent home by the principal/designee or school nurse (with appropriate consultation) until diagnosis and/or adequate treatment has occurred. If the student has any of these symptoms of communicable disease, the student will be kept at school until the parent/guardian or the designated emergency contact person is notified.

If the student's or staff member's ability to perform is impaired, or if the health and well-being of the students or other individuals are impacted, the individual will be temporarily excluded from attendance. The school will attempt to provide home-based instruction for students during their absence.

Students or staff presenting with symptoms should be symptom free before returning to school.

**Reporting**

The appropriate health department will be notified about reportable communicable diseases with defined timelines (24-72 hours) by the school nurse, principal/designee, or parent, when it is known or suspected that a student may have a communicable disease that is reportable as identified by the Department of Health and Social Services. Guidelines established by the agency for the prevention and control of communicable disease as well as the district's Bloodborne Pathogens Exposure Control Plan will be observed in the schools of the School

District of West De Pere.

Only information needed for the purpose of investigation, control or prevention of reportable communicable diseases shall be reported to appropriate health agencies. Information and subsequent reporting regarding Hepatitis B and HIV will be the responsibility of the physician completing such an evaluation. All information will be kept in strict confidence in accordance with state and federal laws and regulations.

**COMMUNICABLE DISEASES IN SCHOOL**

Guidelines and protocol for blood and body fluid exposure will be addressed in the districts Bloodborne Pathogens Exposure Control Plan.

**Resources**

The school nurse serves as a resource for the dissemination of current information regarding communicable disease, including annual education of employees relative to universal precautions and bloodborne pathogens. The list of *Reportable Diseases and Conditions* will be posted in each building's school office.

**Supplies**

Supplies and equipment appropriate to reducing the risk of transmission of communicable diseases are provided at each school. Procedures and universal precautions need to be carried out in all school settings for the appropriate handling of all blood/body fluid spills. Handling and cleanup of any bodily fluid will be done by an adult employee who has received training in Bloodborne Pathogens/Universal Precautions.

**Liaison**

The principal and the school nurse function as School District of West De Pere liaison with students, employees, parents, physicians, public health officials and the community-at-large concerning communicable disease issues in the school.

**Confidentiality**

Only information needed for the purpose of investigation, control of prevention of reportable communicable diseases shall be reported to appropriate health agencies. Information and subsequent reporting regarding Hepatitis and HIV will be the responsibility of the physician completing the evaluation. Any part of a student health care record or employee (personnel) record that concerns the results of a test for the presence of HIV or antibody to HIV (the virus which causes acquired immune deficiency syndrome-AIDS) shall be confidential and may be disclosed only with informed **written** consent of the test subject.

All information will be kept in strict confidence in accordance with State and Federal laws and regulations.

**LEGAL: WISCONSIN STATUTES**

- 118.125(2m)(b)-Confidentiality of Pupil Health Records
- 118.13 Pupil Discrimination Prohibited
- 143.12(1) and (6) Communicable diseases; schools, duties of teachers, parents, officers
- 103.15 Restriction on use of a test HIV or an anti-body to HIV
- 252.01 Definitions-Communicable Diseases
- 252.05 Report of Cases
- 252.15 Restrictions of use of a test-HIV
- 252.19 Communicable diseases; suspected cases; protection of the public
- 252.21 Communicable diseases; schools; duties of teacher, parents, officers WISCONSIN ADMINISTRATIVE CODE
- HSS 145, PI9.04

CROSS REFERENCE: 4111.5 - EMPLOYEE LIFE-THREATENING/COMMUNICABLE DISEASE  
Bloodborne Pathogens Exposure Control Plan

FIRST READING: 11/18/09

ADOPTED: 2/16/09

REVIEWED: 12/11/19

READOPTED: 1/27/2020

## TRANSPORTATION

The school district shall provide transportation for students, residing within the school district boundaries, under provisions of Wisconsin laws and regulations and as set forth in this transportation policy.

### Section I - General Organizational Flow of Authority

The responsibility for the daily operation, enforcement and administration of the student transportation system shall be delegated from the Board of Education, through the Superintendent of Schools, to the School Business Manager. This person shall also act as liaison between the administrative staff, bus contractor, and citizens of this district in resolving transportation problems that might arise in the implementation of these transportation policies.

This person will take into consideration the safety, documented verbal or written threats to the rider, documented parental/custodial issues, or economy of operation when implementing these transportation policies.

Parents having concerns or complaints shall contact school building administration.

The principal of a school is delegated the responsibility for the safety and discipline of the students while on the bus. They are also responsible for such other areas as outlined within this policy.

The bus contractor is responsible for the insuring that vehicles and drivers used in transporting students follow the rules and regulations adopted by the Federal Government, the Wisconsin Motor Vehicle Department, and the School Board, and that such vehicles are well maintained. The responsibility of the principal for the safety and discipline of students shall be delegated to the bus contractor, and subsequently the bus driver, when students are in transit unless the students are accompanied by a chaperone or other competent adult in charge.

The bus contractor will receive a copy of the district's transportation policy and disciplinary policy on an annual basis.

The responsibility of students using school buses rests with the parents or guardian until the students actually board the bus for school and after the child gets off the bus on a return trip.

### Section II - General Operations

#### A. Who may be transported

1. All students living two miles or more from the school they are required to attend will be transported.
2. Students living less than two miles from the school they are required to attend will be transported if they are subjected to an "unusual hazard" area while walking to school. All students between 4K and 6<sup>th</sup> grade will be considered for bussing if they live in an area considered an "unusual hazard". Such "unusual hazard" must be consistent with School Board Policy 3541(R). These hazardous areas will be re-evaluated every five (5) years. Affected families will be advised in writing of any bussing change that is a result of this re-evaluation.
3. Parents of students not eligible for district funded transportation may contract for such directly with the bus contractor.
4. Beginning the 2017-2018 school year, all resident 4K students will be offered transportation to and from the school they attend.

4. Disabled Students

- (a) Pursuant to Wisconsin Statutes, transportation shall be provided to those students who reside within the school district and the students' IEP determines transportation to be a related service.
- (b) Disabled students will be transported on the regular buses if they are able to get on and off the bus with little or no assistance and do not require any special care while on the bus.
- (c) The district will provide the necessary transportation for disabled students who cannot ride the regular school bus.
- (d) Every occupant shall be secured to the wheelchair while being transported. The securement shall be separate and in addition to securing the wheelchair to the bus. Belts securing the occupant to the wheelchair shall be the responsibility of the owner of the wheelchair, parent or guardian.

5. Disabled Students Under Physicians Care

- (a) The Board of Education may authorize transportation for disabled students that are under a physician's care and who cannot make other satisfactory arrangements to get to school. A letter from a physician stating the reasons necessary for special transportation must be on file in the transportation office prior to transportation being provided. This letter must be renewed yearly if continued transportation is to be provided.

B. Routes and Schedules

- 1. All school bus routes and schedules will be approved by the Superintendent of Schools or designee. Route information will be posted at the schools two weeks prior to the start of the school year. Route information will be on file at each school office throughout the school year.
- 2. Should permanent changes in routes or scheduling become necessary during the school year, parents of students affected will be notified before the change is placed into effect. Generally the length of time any one child would be required to remain on the bus, proximity of bus stops to students' residences, safe practice in bus operation, school schedules and other factors ensuring safety and reasonableness of operation shall figure in determining the routing of each bus and the location of pick-up and discharge points.
- 3. Students shall not ride on a bus longer than one hour and fifteen minutes under normal conditions.
- 4. Schedules should be established which will cause the students to be picked up at a set time and arrive at school before the start of the first class. All buses should depart school within thirty minutes after the close of the last normally scheduled class. Deviation from departure time must be approved by administration.
- 5. In so far as practicable, school buses shall not turn around on public highways or private property and in no case shall a bus be turned around unless the driver has an unobstructed view in both directions of at least 500 yards.
- 6. School buses will not go into private driveways for the specific purpose of picking up students.

7. Where practicable, buses will transport high school students separately from elementary students. Any deviation from this must be approved by administration. Middle school students will be scheduled on either routes.

**C. Loading and Unloading**

1. Riders may be required to board the bus up to and including one mile of roadway from the point of intersection of their home driveway and the public road. The general guidelines that will be followed will be up to 1/2 mile for middle school and high school students and up to 1/4 mile for elementary students. Loading and unloading safety, documented verbal or written threats to the rider, documented parental/custodial issues, or economies of operation may dictate pick-up points that exceed these general guidelines. In areas with subdivisions, students are expected to group together at corners/common loading zones as designated by the bus contractor. There shall be no guarantee that students will be picked up at their own driveway.
2. At school, students will be picked up and discharged at a point not requiring the crossing of any street between the bus and school. If a student is to be picked up or dropped off at a place other than their residence, such should be discussed directly with the bus contractor in advance to determine if the accommodation can be made. Eligible students may ride other buses providing written notice is given the bus driver and the driver approves such request.

**Section III - The Bus Rider**

- A. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
- B. Riders are expected to obey the bus driver promptly. Refusal to obey the bus driver shall be sufficient reason for being denied transportation services.
- C. Riders/parents/guardians are expected to pay for any damage to the seats or other bus equipment done by the rider.
- D. A bus rider causing physical injury to another child which requires medical attention will be held accountable for restitution through riders parents or guardian.
- E. Riders shall remain seated while the bus is in motion unless they are going to a door before stopping or to their seat immediately after loading.
- F. Riders shall not extend head or limbs out of a window at anytime or throw anything out of the windows.
- G. Riders are expected to be on time at the designated bus stop. The bus will come to a full stop, but will not wait for students.
- H. Riders will not be permitted horseplay around or on the bus.
- I. Riders will not use profanity or indecent language/acts while on the bus.
- J. Riders may be assigned designated seats by the driver or school district designee.

- K. Riders may not have animals or pets on the bus.
- L. Riders may not eat or drink on the bus.
- M. Riders may not possess, use, or distribute tobacco products, illicit drugs, alcohol, or weapons.
- N. Riders are expected to provide an absolute quiet environment when approaching a railroad crossing stop.
- O. Riders shall not use emergency doors except in cases of emergency or safety drills.

**Section IV - Discipline Procedures**

- A. To handle cases of misconduct as outlined in Section III "The Bus Rider," the following procedures will be followed:
  - 1. The driver will fill out a misconduct report. This report must be given to the school office within 48 hours of the offense. The misconduct report shall at least state the date of the offense, the student's name, offense committed and driver's signature and route number.
  - 2. The following action will follow the issue of a misconduct report:
    - (a) First offense - The school official will inform the parent or guardian of the offense and discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.
    - (b) Second offense - The school official will inform the parent of the offense and the student will be denied transportation for five days.
    - (c) Third offense - The school official will inform the parent of the offense and the student may be denied transportation for thirty days.
    - (d) Fourth offense - The school official will inform the parent of the offense and the student may be denied transportation for the balance of the school year.
- B. Parents/guardians and students will be made aware of the right of due process by the principals.
- C. Drivers may refuse to transport students only if an immediate report of circumstances is made to the school principal on the next trip to the school. No student shall be put off the school bus except at school or at their home. The driver may not put students off the bus at school unless authorized by the building principal.
- D. In extreme cases the driver will two-way communicate to the bus contractor's base and the base may notify the police or sheriff and have a student removed from the bus. The bus contractor must notify the school district of police or sheriff contact.
- E. A school administrator, teacher, chaperone, or bus driver has the authority to assign riders to designated seats.
- F. The above discipline steps may be modified by appropriate district staff (typically building administration, Director of Student Services, and the student's special education teacher) for students in special education programs.

**Section V - The Vehicle**

The vehicle shall meet the requirements of the State Department of Public Instruction and of the Motor Vehicle Department as per statute.

Section VI - The School Bus Driver

- A. The school bus driver shall meet the requirement for school bus drivers as set forth by the Wisconsin Motor Vehicle Department.
- B. The bus driver shall keep the safety and health of the bus riders as first consideration at all times. In addition to the requirements of the Motor Vehicle Department, the bus driver shall;
  - 1. Remain with the bus until all students have been discharged.
  - 2. Allow only authorized personnel to ride the bus.
- C. The bus driver shall be interested in the well being of children, and shall be an example of dignified personal behavior and cleanliness to the riders using the bus.
- D. The bus driver shall be responsible for maintaining order among the students when they are being transported between their homes and the schools.
  - 1. The driver shall:
    - (a) Stop the bus to discipline riders.
    - (b) Report any disciplinary cases to the student's principal or designee, who shall inform the respective parent or guardian of such misconduct.
  - 2. The driver shall not:
    - (a) Administer corporal punishment to riders on the bus.
    - (b) Put a rider off the bus to walk home, nor, to walk to school.
    - (c) Refuse an authorized student rider to board the bus.
    - (d) Be required to notify a student that one is not authorized to ride the bus. This will be the responsibility of the administration to notify the student and the parents.
- E. In extreme cases the driver will two-way communicate to the bus contractor's base and the base may notify the police or sheriff and have a student removed from the bus. The bus contractor must notify the school district of police or sheriff contact.
- F. The driver involved in an accident shall report an accident as soon as possible to the bus terminal and the bus contractor will immediately contact the school district.
- G. The bus driver shall be responsible to use school district video equipment while riders are on the bus.

Section VII - Bus Company Administration

When developing contracts with transportation companies, all contracts shall be required to...

- A. Maintain an extensive bus driver applicant screen process to include the following:
  - 1. Driving record check.
  - 2. Physical examination.
  - 3. Personal interview.
  - 4. Criminal record/background check.
- B. Provide driver pre-service and in-service training programs.
- C. Provide each driver with the School District's Transportation Policy and Disciplinary Policy annually.
- D. Insure that each driver completes all training programs and thoroughly understands the district's transportation policy.

- E. Insure that each driver understands and follows the safety procedures and rules of the company and school district.
- F. Provide each driver with the proper route sheets with student's names and addresses.
- G. Maintain an extensive equipment preventive maintenance program.
- H. Continue to develop and improve safety equipment on buses.
- I. Carry Public Liability Insurance, Property Damage Insurance, and Passenger Medical Insurance in excess of the Wisconsin Statutes requirements.
- J. Communicate with school authorities on student safety violations.
- K. Provide route sheets which specify the stops, drivers' names, school related details, students' names and addresses to the District Office.
- L. In the event of a bus delay, breakdown or accident, the bus contractor shall immediately notify the District Office. The District Office shall notify appropriate radio stations when necessary.
- M. Continue to cooperate with the school officials in maintaining a safe, adequate, efficient and economical transportation service.
- N. Bus contractor may charge and provide transportation for students who are unauthorized to ride provided there is a seat for every authorized rider and no additional pick-up points are added or varying of the approved routes.
- O. Provide each bus with a radio or equivalent communication equipment.
- P. Provide each bus with the capability of video use and ensure that drivers are required to use it.

Section VIII Safety Drills

Safety drills, including the use of the emergency door of the bus shall be conducted at least twice each year. At least two bus aides or driver's helpers should be selected for each bus to assist the driver in case of emergencies. They should be instructed regarding the proper placement of flares, flags and fuses, location of first aid kit, emergency equipment, etc.

Section IX Students Attending Private Schools

Pursuant to Wisconsin Statutes, transportation shall be provided to students attending private schools on the same basis as set forth above for students attending public school.

Section X Alternative Transportation

The use of alternative methods of providing transportation as permitted by Section 121.555 of the Wisconsin Statutes is authorized provided such use is in accordance with Section 121.555 and in compliance with the following.

- A. Use of motor vehicle to transport nine (9) or less passengers in addition to the operator.
  - 1. Insurance:
    - a. When the vehicle being used is owned or leased by the school or school bus contractor, then the vehicle must be insured as required by Sec. 121.53, Wis. Stat., School Bus Insurance.



- b. When the vehicle being used is not owned or leased by the school or school bus contractor, evidence of at least the minimum insurance coverages according to Section 121.555 (2)(a), Wis. Stat. is required.

2. Supervision:

If the vehicle is to be used for the transportation of passengers to extracurricular activities it shall be under the immediate supervision of a competent adult (See Section 121.54 (7)(a)(1), Wis. Stats.)

B. Use of motor vehicle to transport ten (10) or more passengers in addition to the operator.

1. Vehicle:

A motor vehicle, not a school bus, may be used to transport ten (10) or more passengers in addition to the operator only on a temporary basis to provide transportation for purposes set forth under Section 340.01 (56)(a) of the Wisconsin Statutes. However, in all cases of the transporting of ten (10) or more passengers for such purposes it will be necessary for the School Board to request and receive written authorization from the Secretary of Transportation, such authorization to specify the purpose and need for the emergency transportation service. (See Section 121.555 (1)(b) Wis. Stat.)

2. Insurance:

Regardless of the ownership or the identity of the lessee of such vehicles, before a vehicle intended to transport ten (10) or more passengers may be used as a method of alternative transportation, it must have insurance sufficient to satisfy the insurance requirement of Section 121.53, Wis. Stats. School Bus Insurance.

C. Additional Requirements Applicable to Operation of all Alternative Method Vehicles

1. Inspection:

A vehicle to be used for alternative transportation must have been inspected annually and have been found to be in compliance with Section 110.075, Wis. Stats., Chapter 347, Wis. Stats., and the Rules of the Department of Transportation.

2. Operator Requirements (See Sec 121.555 (2)(c) Wis. Stats.):

- a. Shall possess a valid Wisconsin operator's license or a valid operator's license issued by another jurisdiction, as defined in Sec. 340.01 (41m), Wis. Stats.
- b. Shall be at least 18 years of age.
- c. Has submitted, in the form requested by the Board, at least every three (3) years, a medical opinion that he/she is not afflicted or suffering from any medical or physical disabilities or disease which could prevent the operator from exercising reasonable control of the vehicle.
- d. Has not been convicted of reckless driving, operating a motor vehicle while under the influence of an intoxicant, or a controlled substance or any other offenses which may result in the mandatory revocation of the individual's operator license within the last two (2) years or a person convicted within a five-year period of crimes against life and bodily security. (See Sec. 340.01, 346.62, 346.63 (1), 343.31 (1), 940, Wis. Stat.)

3. Seating Requirement:

The vehicle shall not transport more passengers than can be seated on the permanently mounted forward facing seats without interfering with the operator. All passengers must be provided, and use, seat belts.

Before a vehicle can be used for purposes of alternative methods of transportation, and before an operator may operate such a vehicle, the Superintendent and/or his designee must establish that the above stated criteria and requirements have been completely satisfied. Absent such a showing, alternative methods of transportation pursuant to Section 121.555 Wis. Stat., may not be utilized.

Section XI Special Transportation Contracts

Recognizing that student needs sometimes require alternative programs and transportation, and that state statutes prescribes such alternative transportation in great detail, the Board of Education supports the arrangement of such transportation at the discretion of the School Business Manager.

In making a decision to provide special transportation, the School Business Manager shall confer with the staff members involved in the situation, and strive to meet student needs in a fiscally prudent and safe manner. In every case, all legal provisions shall be met.

LEGAL REFERENCE: Wis Statutes 115

120  
121  
340.01  
346  
940

CROSS REFERENCE: 1118 - PUBLIC COMPLAINTS  
3541.1(R) - HAZARDOUS TRANSPORTATION  
3545 - USE OF VIDEO SYSTEMS  
5346 - FIELD TRIPS  
5348 - CO-CURRICULAR TRIPS  
5008 - PUBLIC SCHOOL OPEN ENROLLMENT  
5135 - WEAPONS  
5144 - DISCIPLINE/PUNISHMENT  
5144.1 - STUDENT EXPULSION  
Bus Discipline Letter

ADOPTED: 12/9/69

REVISED: 2/16/77, 1/14/81, 6/20/91, 7/19/95, 11/18/99

REVISED: 5/17/01, 2/21/02, 5/17/04, 7/19/04

REVISED: 12/21/16

READOPTED: 1/25/17

**HAZARDOUS TRANSPORTATION AREAS**

**Transportation in Areas of Unusual Hazards  
State Statute 121.54(9)**

It is recognized that all traffic situations present some degree of hazard for all pedestrians and motorists. When such hazards reach a level, which is deemed unacceptable by the school district, the area may be identified as "unusually hazardous," and transportation may be provided. The unusually hazardous designation may be rescinded when conditions change.

Request to declare an area as unusually hazardous shall be directed to the District Administrator, or his/her designee who shall meet with the transportation contractor and may request the assistance of the sheriff's department in the investigation and study of the existing conditions of the area under consideration. The District Administrator will report the finding of the investigation to the School Board.

In making a recommendation the District Administrator shall do a thorough investigation of the present conditions warranting the request, and take into consideration the following criteria:

- A. Significant changes in the area within the past six (6) months which would warrant it becoming a hazardous area.
- B. An excessive traffic rate during the times children walk to or from school along a road or highway on which the student must walk without benefit of:
  - 1. a regular sidewalk on at least one side of the street;
  - 2. at least 3.5 feet of walking space outside of a curbed roadway on both sides of the roadway;
  - or
  - 3. at least five (5) feet of shoulder on each side of the road on a two (2) lane or four (4) lane road.
- C. An excessive traffic rate during the time children walk to or from school through the crosswalk at an uncontrolled intersection, when the crossing exceeds forty (40) feet in width.
- D. A unique traffic situation demanding extra consideration such as peak traffic hours due to industrial work shift changes or heavy truck traffic.
- E. Hazards such as construction projects, street repairs, excavations, and similar activities which invite problems of safety for children walking to and from school.
- F. Railroad crossings, where moving trains as well as trains stopped at crossings present hazards to young people.
- G. Age of Children: While certain conditions present a degree of hazard to people of all ages, older children can be expected to accept more responsibility and exercise better judgement than younger children.  
Lack of law enforcement or inadequate pedestrian safeguard, (i.e.: posted speed limits are often ignored unless adequate enforcement is provided), or unique area(s) which present an extremely dangerous situation for children in these areas.

**HAZARDOUS TRANSPORTATION AREAS**

H. Actions taken, or planned by the local municipality(ies) which would reduce the hazard in question.

Persons aggrieved by the Board of Education's decision not to designate an area as unusually hazardous will follow the procedures of Wisconsin Statute 121.54(9).

An area considered for unusually hazardous status but failing to be so identified shall not be considered again for a minimum of one (1) year or unless there has been a significant change in the area to warrant consideration before the one-year period expires.

Approved: 1/8/2001

REVISED: 12/21/16

READOPTED: 1/25/17

MEAL CHARGE POLICY

Meal accounts for the School District are set up on a per student basis. Each student and staff meal account is expected to maintain a positive balance.

Any student with a meal balance that falls below -\$25.00 will no longer be allowed charges to his/her meal account. Students are allowed to charge a reimbursable breakfast and lunch up to -\$25.00, with no limitations on the meal.

The following steps will be taken when meal account balances become low:

- Emails and phone calls will be sent home to alert families of a low or negative balance, informing the family that a payment must be made or the account will be frozen.
- Payment plans may be worked out with the Food Service Department in order to repay delinquent debt.
- Letters will be sent home to parents when student accounts reach a -\$15.00 balance.
- When the student reaches -\$25.00, charges are no longer allowable.
- Families that fail to repay the debt must provide cash at the time of meal service or a meal from home; no further charges may be made to the account.
- Alternate meals will be provided after the student has reached a -\$25.00 balance if a student does not have cash or a lunch from home. The meals will be provided in a sack lunch bag. Students will be informed by the administration that no further charges may be made to the account prior to lunch service on the date they are found to be delinquent. The sack bag will be provided by the school office.
- If a student starts the school year with a -\$25.00 balance, the account will not be activated until the balance is paid, repayment plan is in place, or the student qualifies for free or reduced meals.

Students will be provided free and/or reduced price school meals in accordance with state and federal guidelines upon eligibility. Families may apply for free or reduced meals by filling out a paper application which is available in the school office, sent home on the first day of school, or may be picked up at the district office. Families may also apply online (please check the district website for a link to the online application). For assistance in filling out an application, please contact the Food Service Secretary. Once a student is eligible for free or reduced meals, outstanding balances may be waived **one time only**. Families must submit an application for free or reduced meals each school year. Students who qualify for free or reduced meals will not be denied a meal nor given a sack lunch, as this would violate the National School Lunch Program rules.

Debt collection efforts will be monitored by the Food Service Nutrition Coordinator and the Business Manager. If debt is considered to be uncollectible, funds from the General Fund will be transferred at the end of the school year.

LEGAL REFERENCE: Wisconsin Statutes 115.34, 115.347, 120.10 (16), 120.13 (10)  
USDA Code of Federal Regulations (CFR)

ADOPTED: 3/21/84

REVISED: 3/18/99, 4/15/99, 6/21/17, 9/13/17

REVISED: 5/9/18

READOPTED: 6/6/18

**USE OF VIDEO MONITORING SYSTEMS ABOARD SCHOOL BUSES**

In an attempt to better regulate student behavior aboard contracted school buses, the district is utilizing equipment in the form of video monitoring devices on some of the buses.

All monitoring devices or cameras shall be installed, operated, and information gleaned from their operation, shall be used in strict accordance with the following policy guidelines:

1. The contractor shall secure permission on the initial installation of the equipment in to units and further use will be covered by the existence of the transportation contract.
2. All cameras shall be installed in accordance with all applicable state and federal regulations.
3. Cameras shall be on buses as per availability and on a needs basis and in complete confidentiality.
4. Riders shall be made aware that they may be monitored by placing notices in the buses and via an annual notice in the district newsletter.
5. The decision to view a recording for any reason rests with either the Superintendent, School Business Manager, respective building Principal, Director of Student Services, Police Liaison Officer, Contractor or an Operations Manager. Under no circumstances is any other individual, staff member or non-staff member permitted to view a surveillance recording except with the express permission of one of these individuals. The administrator granting such permission shall assume all responsibility for its proper use.
6. Any disciplinary action arising as a result of administrative review of the surveillance tape shall be in accordance with school policy and state statutes.
7. Tape used for disciplinary purposes may have information taken from them for documentation and kept under the control of the disciplinarian.
8. Any release of the aforementioned tapes to any individual or organization/agency shall be handled by the School Business Manager or designated representative of the school district.
9. If any part of this policy is held to be invalid by law or future court action, that part shall be immediately altered to reflect such a decision and operating procedure shall also reflect that change.
10. If there are no bus problems pertaining to the date a video was recorded, the recording may be erased or reused after ten\_school days.

ADOPTED: 11/17/94  
REVISED: 4/15/99  
REVISED: 11/20/13  
READOPTED: 12/18/13