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SURING PUBLIC SCHOOL DISTRICT

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SUPPORT SERVICES GOALS

In order to provide support services that are truly supportive of the educational program, the Board established these broad goals:

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff and public.
2. To provide safe transportation for students to and from school and nutritious meals for students.
3. To provide support service resources and assistance with maximum responsiveness in terms of timeliness and degree of fulfillment of the needs of the educational program as they develop.

LEGAL REF.: Wisconsin Statutes Section 120.12
APPROVED: DECEMBER 13, 1995
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

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SAFETY PROGRAM

The School Board believes safety education and accident prevention are important to everyone concerned with the school district. It is the policy of the Board that the physical well being of every student, visitor, and employee be a primary consideration in every school activity. This is to be whether the activity is in the building of a structure, the planning of a function, or the performance of a task.

Further, it is to be an objective of the board and its staff to develop within the student body a positive attitude toward accident prevention, such that it will remain with the individuals and be applicable in their professional and community activities.

It is of prime importance that all supervisory personnel and teachers understand and accept the responsibility for the safety of all persons coming into their areas and of all students under their direction.

It shall be the responsibility of the district administrator to execute this policy in order to have a comprehensive program which will meet the needs of the Suring Public School System.

-The responsibility for developing the total safety program shall be delegated to a competent, professional staff person or persons, who will be directly responsible to the superintendent.

-The practice of safety also will be considered a facet of the instructional program of the district. Instruction in accident prevention, fire prevention, emergency procedures, and highway safety will be provided in appropriate grades and classes.

-The principal(s) will be responsible for the supervision of a safety program for the school, however, the superintendent will have overall responsibility for the safety program of the district. It will be the responsibility of the superintendent to see that staff members are kept informed of pertinent state and local regulations and the recommendations relating to safety in schools.

-The district safety program will be coordinated by the district's safety coordinator/building and grounds director under the direction of the superintendent.

APPROVED: DECEMBER 13, 1995

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REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

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Safe and Healthful Facilities

The School Board requires that all District facilities be properly maintained to protect the health, safety, and welfare of the students, employees, and the public. It is important that all staff members promote safety education and accident prevention whether the activity is the building of a structure, planning of a function, or the performance of a task.

To assist in the fulfillment of this policy, all District facilities shall be in compliance with all applicable local safety and health codes and regulations. In addition, all Federal regulations, State codes, and orders of the Department of Industry, Labor, and Human Relations, and the Department of Health and Social Services will also be followed.

It shall be the responsibility of the District Safety Coordinator to execute this policy and all procedures herein. The District Safety Coordinator is responsible for ensuring that the facilities are in compliance with all applicable regulations, codes, orders, etc. and for coordinating all activities related to safety and health considerations of all facilities for the entire District. The Chemical Hygiene Coordinator shall coordinate the safety activities under the Chemical Hygiene Policy.

The execution of this policy shall include the following.

- A. District facilities shall be inspected annually for potential or demonstrated hazards to health, safety, and welfare. Should hazardous conditions exist, they shall be corrected or necessary arrangements shall be made to provide for safe and healthful facilities.
- B. All employees who have reason to believe that District facilities are not being maintained in accordance to this policy are to report this information to the building principal.
- C. The District Safety Coordinator shall recommend to the Superintendent appropriate procedures to bring the facilities that have been identified as hazardous into compliance with this policy.
- D. Maintenance procedures and custodial services shall be conducted in such a manner that the health, safety, and welfare of persons using the facilities are protected.
- E. All employees shall understand and accept the responsibility for the safety of all persons coming into their areas and of all students under their direction.

APPROVED: DECEMBER 13, 1995
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Safety Coordinator

The role of the safety coordinator is a combination of administrative and coordination tasks concerned with the overall safety aspects of the school system. The safety coordinator works with both the instructional and non-instructional areas of the total safety program. The individual develops and promotes a well-planned total safety program for all students, staff and others as an integral part of the district.

The duties and responsibilities of the safety coordinator are many and varied. As a guide for establishing the position of the safety coordinator, the following representative duties and responsibilities are recommended.

Curriculum and Instruction:

The safety coordinator will:

1. Assist staff involved in developing curriculum goals and standards that encourage continuous safety curriculum improvement.
2. Assist in procurement, distribution and use of curriculum materials and supplemental aids to instruction from all available sources.
3. Maintain professional affiliations to be well informed of new development and innovations in terms of safety and education.
4. Help staff provide essential safety experiences for students.
5. Inform staff on utilization of data from inspections and accidents for prevention and as a basis for curriculum development and improvement.
6. Organize follow-up programs to implement changes where program ineffectiveness is indicated.
7. Create new methodologies and procedures in implementing safety in the school safety program.

APPROVED: DECEMBER 13, 1995

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SURING PUBLIC SCHOOL DISTRICT

722-Rule

Safety Coordinator Job Description

TITLE:

Head Maintenance/Custodian

QUALIFICATIONS:

1. High school diploma, good health and ability to communicate well with people.
2. Demonstrated knowledge of the basic principles of construction, maintenance, and custodial services.
3. At least three year's experience in supervisory capacity in either business, industry, or a governmental agency.
4. At least three year's experience in the area of planning, coordinating, and maintaining physical facilities.
5. Demonstrated knowledge of school district budgetary processes, including planning procedures, requisition procedures, and inventory procedures.
6. Demonstrated ability in handling matters of a personnel nature.
7. Such alternatives to the above qualifications as the Board of Education may find necessary, appropriate and acceptable.

REPORTS TO:

Superintendent of Schools

SUPERVISES:

All maintenance and custodial personnel

JOB GOAL:

To provide all students in the district with a physical learning environment that is safe, clean, attractive, pleasant, and smoothly functioning.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the full-time, part-time, and temporary custodial employees.
2. Supervise and administer custodial and maintenance programs of the district, including the development of job descriptions and work schedules and assignment and evaluation of personnel in accordance with Board of Education policies.
3. Determine and assign daily work schedules of personnel and equipment, with ability to make adjustments on daily basis as needed.
4. Assign priorities for completion of work requests, oversee completion, maintain cost records.
5. Evaluate and instruct staff on effective cleaning methods.
6. Able to work with limited supervision and make accurate, rapid, proper, and independent decisions regarding interpretation of maintenance policy and regulations. High level of common sense and ability to work under pressure during emergency and critical situations.
7. Carry out job duties and responsibilities in a manner which assures the safe and healthful operation of the school.

SURING PUBLIC SCHOOL DISTRICT

722-Rule

Safety Coordinator Job Description cont.

8. Knowledge of technology and computer literate.
9. Conduct and maintain logs of safety and maintenance inspections in compliance with state and federal standards, including playground equipment, snow/ice removal, and fire inspection visits.
10. Perform and supervise daily maintenance of all Suring School properties, duties to include, but not limited to, load delivery trucks, get mail, haul paper and leaves, sweep gym, clean windows and side walls, change lights, repair lockers, replace light switches, wash towels, carry out garbage, clean hallways, cafeteria, storage areas and garages.
11. Assure proper readiness of athletic facilities to include, but not limited to, the football field and gymnasium. Fertilize and seed football field, set up markers and flags for football games, change lights on scoreboard, set up for track, haul garbage from field, insures proper parking of vehicles at athletic events. Line field, inspect readiness and cleanliness of all facilities.
12. Consult and advise the administration as to the physical condition of the school buildings and grounds and budgetary needs for the operation and maintenance of school buildings and grounds. Complete an annual inspection of all facilities.
13. Receive and make recommendations of bids from vendors for major maintenance replacement or repair work that staff is not certified or qualified to complete. Inspect work done by outside contractors and approve payment.
14. Prepare the annual budget in the operational and maintenance areas and monitor those budgets.
15. Order, receive, store, and distribute supplies, materials, and equipment as per OSHA standards.
16. Organize annual sale of nonused district equipment and furniture.
17. Develop, maintain, and complete preventive maintenance schedule for all operating equipment. Perform routine preventive maintenance as required.
18. Capable of completing repair of mechanical items to include, but not limited to, snow removal and lawn maintenance equipment, hand and power tools, small motors, heating facilities, lighting equipment, and water and drainage systems.
19. Maintain heating and cooling, ventilating, electrical and plumbing systems in excellent working order for state inspections and proper functioning.
20. Service and maintain a preventative maintenance program on school cars and trucks.
21. Inspect and complete reports on asbestos. Maintain the district asbestos plan.
22. Oversee the removal of snow and ice from sidewalks, steps, loading areas, and cutting of grass when needed.
23. Insure the security of the school building and grounds at all times.
24. Check school facility on weekends and as needed.
25. Develop and implement a painting schedule.
26. Maintain accurate records.

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722-Rule

Safety Coordinator Job Description cont.

27. Maintain inventory of all equipment and supplies in the Suring Maintenance/Custodial Department. Order all district supplies.
28. Participate in conferences and workshops with the superintendent's prior approval. Recommend and organize training for staff.
29. Oversees the following aspects of the district's safety program.
 - Air quality plus environment of air exchanges and their quality.
 - Annual notice of school problems or work - Asbestos.
 - Annual notice to vendors who work in our school that we have Asbestos.
 - Bleacher inspection - either hire out or twice yearly.
 - Confined Spaces rules and monitoring.
 - Disaster plans and markings for safe areas.
 - Electrical - grounding, ground fault locations, smoke detectors and fire doors.
 - Emergency lighting weekly check.
 - Funnel hood certification - annually.
 - Guarding - machines and loading areas/safety patrols.
 - Hazardous Waste programs - to include disposal.
 - Host asbestos federal inspectors.
 - Host state building inspectors.
 - Host insurance inspectors
 - Implement district job description.
 - Ladder safety and purchase of proper equipment.
 - Material Safety Data Sheets - record keeping and locations - availability.
 - New roofing rules and disposal of material.
 - Pesticide and pesticide certification and safety for employee and student.
 - Recycling and appropriate disposals.
 - Right to Know/Hazard communication rules.
 - Safety of shops and labs - floors, equipment guarding, chemical storage, safety glasses and their use.
 - Structure Integrity - balconies, football light poles, buildings.
 - Underground storage tanks rule interpretation and documentation.
30. Adhere to all policies as adopted by the School Board and local, state, and federal laws pertaining to operation, maintenance, custodial department, and safe and healthful facilities.
31. All other job duties as assigned by the superintendent.

TERMS OF EMPLOYMENT:

Twelve month contract, salary to be determined by the Board of Education.

SURING PUBLIC SCHOOL DISTRICT

722-Rule

Safety Coordinator Job Description cont.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the provisions of the Board of Education policy of evaluation of administrative and auxiliary personnel.

WORKING CONDITIONS:

Some hazards involved when completing work such as grass cutting, snow removal, roof work, and climbing ladders. Must work with conditions that periodically present discomfort from temperature, dust, noise, wetness or the like. Safety precautions must be followed to limit potential of injury to self and others. Lift 50-75 lbs.

DISCLAIMER

"The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of specific responsibilities, duties, and skills required of personnel so classified."

APPROVED: DECEMBER 1998
REVISED: JULY 11, 2001
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

723

Emergency Plans

Advance planning for emergencies and disasters is essential to provide for the safety of students and staff should a threat to safety arise from fire or other causes; it also strengthens the morale of all concerned to know that preparedness plans exist and that students and staff have been trained in carrying them out.

Therefore, the school system will develop and maintain plans that meet the requirements of state law for preparedness in case of fire, civil emergencies, and natural disasters.

The principal will keep records of each drill and annually submit them to the superintendent. Annual reports shall be filed as required by law by the superintendent.

LEGAL REF.: Wisconsin Statutes Section 118.07
CROSS REF.: 722-Rule, Emergency Plans and Procedures (Fire, Bomb Threat, School Closing, Tornado)
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

723-Rule

Emergency Plans and Procedures (Fire, Bomb Threat, School Closing, Tornado)

Fire Drill Procedure

1. Teachers must demonstrate the importance of fire drills to students by an active, interested participation in the fire drills. Members of the local fire department will view, judge, and comment on performance.
2. The first fire drill of the year will be announced to all beforehand and will be conducted as a “get acquainted” effort for the benefit of people new to the school.
3. Teachers are to have fire drill instructions displayed in each of their rooms and are responsible that each class knows the instructions. The teacher should work particularly with students who are most likely to be the first to exit from the room and impress upon them their conduct as leaders in the exit march. Participants should move quickly but without running or confusion. Emphasis is to be placed on order and discipline rather than speed. The teacher of each room shall be in charge of this group. Teachers in an area are requested to check rest rooms to see that everybody is out.
4. Upon exit from the building, students are to move at least 100 feet from the building – leaving driveways clear – and maintain an orderly grouping. Each teacher is to see that his/her group meets this requirement.
5. Students will return to the building only after the all clear signal which consists of a ringing of the class bell, or upon the arm signal of the principal.
6. Students and teachers are not panic proof. Knowledge and training to meet emergencies is the best guarantee against panic. To help guard against panic, fire drills will be held without warning at various times of the day with specific exits sometimes blocked.
7. All staff members are to acquaint themselves with the locations of fire alarm signals and how to operate the signals. Also, locations of fire extinguishers are to be noted.
8. The loudspeaking system will be used as an alternative alarm system.
9. Teachers should talk seriously with their students regarding the importance of fire drills and counsel against turning false alarms. Students are to be notified that the fire chief is pledged to prosecute anyone caught intentionally turning in a false alarm. Setting a false alarm is a Class A misdemeanor (state statute S.942.13). Penalties for a Class A misdemeanor are up to 9 months in jail and a \$10,000.00 fine (state statute S.939.57).

SURING PUBLIC SCHOOL DISTRICT

723-Rule

Emergency Plans and Procedures (Fire, Bomb Threat, School Closing, Tornado) cont.

10. At any suspicion of fire, teachers and all staff members must act immediately – without searching for the principal, without waiting for authorization, without seeking to determine the location or seriousness of a fire. There is no such thing as a “small” fire.
11. In case of actual fire, the following procedure is to be followed:
 - a. Sound the alarm – evacuate the building.
 - b. Notify the fire department.
 - c. Search for exact location of fire. If feasible, fire extinguishers may be utilized by custodial personnel or teachers pending arrival of the fire department.
12. To provide confidence and practice in turning in an alarm, the responsibility will be given to different staff members when drills are conducted.
13. Everyone without exception is to evacuate the building immediately upon the alarm. There must be no stops for wraps or valuables. For students who are scantily clad, such as those in the showers, teachers may well be pre-warned. In event of an actual fire students may be permitted to gather some articles of clothing unless danger is imminent. Then, safety takes precedence over modesty or comfort.
14. Shop students are to be instructed to turn off motors, torches, forges, and other equipment that might create a hazard while they are out of the building. Similar action is to be taken in lavatories, home economics classes and the cafeteria kitchen.
15. All teachers are to take their gradebooks and take attendance at each drill.

SURING PUBLIC SCHOOL DISTRICT

723-Rule

Emergency Plans and Procedures (Fire, Bomb Threat, School Closing, Tornado) cont.

Bomb Threat Procedures

In the event of a call or notice to the effect that a bomb has been placed in the school or any other building or establishment, the following procedures are recommended:

1. Immediate evacuation of the school or buildings.
2. Prior arrangements will have been made for supervision of students and a place to go for shelter is necessary.
3. If a call was not received originally by the Fire and Police Departments, immediate notification is required. Both Departments should respond.
4. A search of the building or premises should be conducted under the direction of the senior officer present from either protective department. All officers, firefighters, and custodians of the building should assist in the search.
5. Circumstances will dictate whether any strange or foreign objects should be removed immediately or left for removal by a qualified person.
6. If a thorough search has been conducted and nothing found, the chief administrative officer of the school or building should be notified by the senior member of the local protective department that re-entry will be permitted.
7. Investigation of the incident should be made by the local police department assisted by the authorities, if requested.

Any decision concerning the dismissal of school students and subsequent action after the above procedures have been followed is the prerogative of the superintendent or the School Board.

SURING PUBLIC SCHOOL DISTRICT

723-Rule

Emergency Plans and Procedures (Fire, Bomb Threat, School Closing, Tornado) cont.

Emergency School Closing

The decision to have no school on a regular school day is one to be announced by the Superintendent. Inclement weather is the most frequent cause to postpone or cancel school. Announcements are made over area radio and television stations as early in the morning as possible, usually around 6:30 a.m.

Occasionally the decision is made to begin school one or two hours late and in this case all regular activities are held. Bus routes begin one or two hours later than usual.

SURING PUBLIC SCHOOL DISTRICT

723-Rule

Emergency Plans and Procedures (Fire, Bomb Threat, School Closing, Tornado) cont.

Tornado Procedures

School plan for action in case of a Tornado Warning.

1. The tornado is a violent weather storm. To save lives and prevent injuries all must know what to do if a tornado occurs during school hours.
2. The school plan for action in case of a tornado will be put into effect by means of the loudspeaking system.
3. All students are to stay indoors – or move indoors if outdoors. Wind driven objects are a great danger to those outside.
4. On signal everyone will move to the inner hallways in an effort to get away from outside windows.
5. People in the gymnasiums, or cafeteria will move out of those larger areas to the inner hallways of the building.
6. All people are to remain clam and quiet. Instructions will be given by means of the loudspeaker. Boisterous conduct will only interfere with the plan of action so all are urged to avoid loud talking. Everyone is to take this action seriously.
7. The school plan for action for tornado survival will remain in effect until the “all clear” is announced by the school office.
8. Remember: Tornado Watch means tornadoes are expected to develop.
Tornado Warning means a tornado has actually been sighted.

LEGAL REF.: Wisconsin Statutes Sections 15.01(10), 121.02(1)(f), 939.51, 941.13
PI8.01(2)(f), Wisconsin Administrative Code

CROSS REF.: SEA Agreement

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

724

Accident Reports

All accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the school office. A written accident report must be filed with the building principal. A copy of the report shall also be forwarded to the district safety coordinator and/or personnel office.

Because of the diversity of operations inherent in the typical school system, there is a real need to take the lead provided by industry in developing effective accident reporting systems. The element which provided the rudder for a safety program lies in an effective accident reporting system. One very important means of accomplishing safety objectives is the establishment of systems, methods and programs to identify causes, costs and/or injuries. Specifically, the systematic accumulation of school and nonschool jurisdictional accident and injury data can provide school administrators (management) information upon 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 any unusual incidents occur.
6. A strong leadership role in community efforts.
7. An assessment of the costs of accidents and injuries and their relationship to the operating expenses of the school system.

While it is generally agreed that no one accident form can satisfy all the needs of every school system, it is important that the form decided upon does contain all of the information required to analyze accidents and injuries for prevention purposes.

APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

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BUILDING AND GROUNDS MANAGEMENT

The care, custody, and safekeeping of all school property shall be the general responsibility of the division of fiscal affairs under the direction of the superintendent. The division shall be responsible for (a) the constant review of school building needs and, when a building program has been approved by the Board, for the supervision of new construction; (b) for maintenance of school property and for the operation of school plants; and (c) for employment and training of maintenance personnel. Within the school, the principal shall be responsible for the care and upkeep of the building and for the supervision of the school custodial services. The buildings and grounds management provided by the district through the division of fiscal affairs and the district's maintenance supervisor shall be considered a supplementary and coordinating service: the school principal shall retain the basic responsibility for overseeing buildings and grounds maintenance and for supervising maintenance employees in his/her building.

It shall be the policy of the Board that the school properties shall be maintained in good physical condition: safe, clean, and sanitary, and as comfortable and convenient as the facilities will permit or the use requires, and that new facilities be provided when found necessary. The facilities office shall be properly staffed and equipped to perform all normal building and grounds maintenance, repair and improvement functions.

LEGAL REF.: Wisconsin Statutes Section 120.12(5)
PI8.01(2)(I), Wisconsin Administrative Code
APPROVED: DECEMBER 13, 1995
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REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

731

Building and Grounds Security

Security means not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The board requires and encourages close cooperation with local police, fire, and sheriff's departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation. Employment of watchmen may be approved in situations where special risks are involved.

CROSS REF.: 731-Rule, Security Guidelines
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

731-Rule

Security Guidelines

Access to Buildings

The front school doors of student attendance centers are unlocked during the regular school day from approximately 7:30 a.m. – 4:00 p.m. Outside of those hours the front entrance doors will be unlocked only for scheduled events such as basketball games, P.T.A., etc. which are open to the public.

1. No teacher or student who may be inside the building after the doors are locked is to admit any unauthorized persons for any reasons.
2. Any authorized group such as FFA, Science Club, 4-H, etc. which has scheduled a particular area of the school for use at a certain time will be admitted only by the advisor at the scheduled time. Scheduling of such events shall be on the district calendar. Any member of such a group is not to enter the building without the advisor being present even though a door may be opened by someone leaving the building.
3. Any group using a particular area of the building is to remain in that area only and not intrude on any other group which may be using another area.
4. Entrance doors locked from the inside are not to be propped open with coat hangers, paper, or by any other means at any time.
5. Any group advisor is not to admit or allow to be admitted by members of his/her group any persons who will not be under the advisor's supervision.
6. Authorized persons using the building outside of school hours are asked to use only those lights which are necessary.
7. After any authorized activity is completed advisors will be responsible for seeing that lights are turned off and doors locked.

Any infractions of these regulations will result in a restriction of the privileges afforded by considerate use of the building.

SURING PUBLIC SCHOOL DISTRICT

731-Rule

Security Guidelines cont.

Key Control

The Suring Public School District has a centralized key control system. Each staff member shall turn into the school office immediately, duplicate keys to files, desks, cabinets and doors. These will be available to you in case of emergency.

On opening day each staff member will be provided what is thought to be the needed keys. If a teacher needs keys other than those initially assigned, see the principal.

Access control cards will be provided to staff members during the regular school year and will be made available when required for summer activities. The building normally will be open from 7:30 a.m. – 4:00 p.m. Monday–Friday during the regular school year with the possibility of adjusted summer scheduled hours, which will be clearly posted. Entrance at other times will be for school purposes only.

Each staff member is to see that his/her classroom door and windows are locked at the end of each day. The security of the building is involved here and excuses are not valid.

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REVISED: JULY 11, 2001
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

731.1

Locker Room Privacy

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

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

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

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

LEGAL REF.: Wisconsin Statutes Sections 118, 942.09
APPROVED: SEPTEMBER 10, 2008

SURING PUBLIC SCHOOL DISTRICT

731.2

Vandalism

Every citizen of the district, students, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the district and the name(s) of the person or persons believed to be responsible. Each employee of the district shall report to the principal of the school every incident of vandalism known to him or her and if known, the names of those responsible.

The superintendent and principal(s) are authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property.

LEGAL REF.: Wisconsin Statutes Sections 120.13(1)(8), 895.035, 895.77(2), 943.017,
943.70
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: DECEMBER 8, 2004
REVISED: SEPTEMBER 10, 2008

SURING PUBLIC SCHOOL DISTRICT

732

Building and Grounds Maintenance

The board and superintendent will develop and execute a continuing program of maintenance of all district-owned buildings and ground. This program of maintenance will be administered in such a manner as to preserve the capital investment of the district in buildings and grounds, and to prevent deterioration due to lack of proper care.

The supervisor of buildings and grounds will carry out the above policy through providing for:

1. Buildings and grounds improvements and additions as established by capital outlay line items approved by the board.
2. An adequate custodial program for the school.
3. Improvement and maintenance of school grounds and fields.
4. Repairs, including repairs of equipment, and painting.
5. Determination of obsolete equipment.

LEGAL REF.: Wisconsin Statutes Section 118.105
APPROVED: DECEMBER 13, 1995
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REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

733

Traffic and Parking Controls

Driving and parking on school property are privileges granted by the board to persons who have reasons to be in the school or on school property.

The assignment of parking areas to staff, students, and visitors to the school will be the responsibility of the school administration.

LEGAL REF.: Wisconsin Statutes Section 118.105

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

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SURING PUBLIC SCHOOL DISTRICT

740

MATERIALS RESOURCE MANAGEMENT

The district shall provide for the central purchasing, receiving, warehousing, distribution of supplies, equipment, and material common to the requirements of the school. A district warehouse shall be operated as an adjunct of the business operations division of the district to store and distribute supplies as requisitioned by the principal(s). All materials needed for instruction, business, and custodial operations of the school shall be ordered from the warehouse when available from that source.

APPROVED: DECEMBER 13, 1995

REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

741

Maintenance and Control of Instructional Materials

The Board will provide textbooks and other instructional materials and equipment which are necessary to meet the curriculum requirements and special instructional needs of students.

The following regulations will govern the issuance of textbooks and supplies:

1. All textbooks will be numbered and marked as the property of the board.
2. Students will be issued textbooks for their course work. A textbook fee and/or deposit may be assessed and will be reviewed annually.
3. Teachers will keep a register of all books and supplies issued to their students. They will see that they are used with care and returned at the appropriate time.
4. Students will be held responsible for any loss or damage to books issued to them.

LEGAL REF.: Wisconsin Statutes Sections 120.10(15), 120.13(5)
APPROVED: DECEMBER 13, 1995
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

742

Use of School Owned Equipment

No school equipment is to be loaned or given to anyone (students, included) except with the permission of the superintendent. This applies to all types of school property, including athletic equipment or old textbooks.

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

750

TRANSPORTATION SERVICES MANAGEMENT

751

Student Transportation Services

It will be the goal of the Suring School Board to provide safe, fast, efficient, and economical transportation for all students eligible for transportation services.

The district is required to provide transportation to and from school for students residing two miles or more from the public school.

Transportation shall be furnished for shorter distances than stated above if, in the opinion of the Board, the road is unusually hazardous relative to the age of the child concerned.

The district will contract for such transportation services as may be necessary to serve all eligible students.

The school district may own a number of buses for special travel such as noon hour kindergarten routes, field trips, late transportation, supplemental regular route trips and extra-curricular transportation. Drivers for these buses will be arranged for by the school authorities.

The transportation program of the district will be under the direction of the superintendent of schools. Each student who rides a bus to school will be expected to behave in a manner which will help make the ride safe and pleasant for passengers and driver and keep the bus on schedule. Specific rules are included in the student handbook.

LEGAL REF.: Wisconsin Statutes Sections 115.76(5), 121.52-121.58
PI 7, Wisconsin Administrative Code
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

751.1

Bus Scheduling and Routing

The superintendent shall conduct studies of bus routes in order to provide the safest, shortest routes which will get all children to school in the most economical way. Routes shall be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses. Arrangements shall provide each child transportation to school within the prescribed time limits. Bus routes shall begin no earlier than one and one-half hours before school opens and children shall not be in transit from school more than one and one-half hours after dismissal.

When practical, safe, timesaving, and economical transfers may be made from one bus to another. Bus routes shall not overlap unless absolutely necessary. When more than one bus travels on an arterial highway, each bus shall be assigned a certain portion of the route and all children within this section shall ride the bus to which they are assigned. Only one bus shall cover one particular road unless overloading occurs.

Annually on June 30, the school district shall provide names and addresses of all students eligible for student transportation to the bus contractor.

Three copies of each official route shall be made within one week of school. One copy shall be sent to the driver, one to the principal of the school. The third copy shall be kept on file in the district office. The official bus route shall not be extended or changed until such proposed change has been reported to the district office, and such a change has been checked to determine whether it meets all rules and regulations pertaining to safety, efficiency, and economy.

Buses shall not go off the main route to pick up children unless the distance is ¼ mile or more. Children shall not be put off the bus until reaching their destination.

LEGAL REF.: Wisconsin Statutes Sections 121.54, 121.56
APPROVED: DECEMBER 13, 1995
REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

751.2

School Bus Safety Program

1. The safety and welfare of student riders will be the first consideration in all matters pertaining to transportation.
2. School buses must be mechanically safe and driven in a safe manner at all times.
3. School buses must be clean. Buses should be cleaned inside at least once per day.
4. School bus drivers will maintain time schedules and designated routes insofar as it is practical barring mechanical trouble and road conditions.
5. Pick up points will be designated on the basis of safety for the greatest number of children to be served.
6. When picking up and unloading children, school buses will always park on the school side of the street, or in designated off street areas.
7. Bus drivers will be neat in appearance and courteous to riders and patrons.
8. The bus driver is in complete charge of the bus and riders. As soon as a pupil enters the bus, he/she falls under the direction of the bus driver.
9. Buses will be used only for transporting students to and from school and for activities authorized by the board. Buses will not be used for private purposes, except during summer months and only if properly licensed.
10. The school bus drivers must follow all state laws and regulations pertaining to school bus operation and any school board, local and bus contractor regulations not in conflict with state statutes.

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

751.3

Extracurricular Transportation

Buses needed for transportation for school events are arranged as follows:

1. Buses for the athletic department are arranged by the Athletic Director.
2. Buses for other departments are arranged by the school office. Forms are available in the school office. Requests should be turned in three days in advance of the field trip or activity.

Bus Procedure for Out-of-Town Games

1. The school office will provide the driver with a roster of fans.
2. Fans board buses at the High School. Students must have names on accompanying roster, before boarding bus, (cheerleaders in uniform accepted). Chaperons are authorized to make exceptions in unusual cases, but notice of this is to be WRITTEN on the ROSTER and given to the principal upon return.
3. Roll Call will be taken twice!
 - a. As fans board the bus to begin the trip
 - b. As fans board the bus to return
4. Students riding the bus to the game are to return to Suring on the bus. With parent/guardian note and signature and upon approval from the coach/advisor the student may ride home from the contest with the parent/guardian.
5. Absentees are to be reported to the principal written on the roster.
6. Misconduct is to be reported to the principal written on the roster.
7. Students picked up at the High School will be returned to the school. The only exception to this will be that rural students may be let out at the driveway of their homes, if this is on the route taken by the bus.
8. Student conduct on these trips is to conform to our school's standard Bus Rider Rules. All faculty are to study these rules as listed in the Student Handbook.

SURING PUBLIC SCHOOL DISTRICT

751.3

Extracurricular Transportation cont.

9. If student conduct does not meet the standards of the rules on the return trip, the chaperon is to stop the bus and give warning (telling students what is wrong). If succeeding conduct fails to meet the standards of the rules, the chaperon is to report the fact to the principal, and the students aboard will be denied fans' bus privileges until the principal deems otherwise.
10. If student conduct does not meet the standard of the rules on the way to the game, the chaperon is to stop the bus and give warning (telling students what is wrong). If succeeding conduct fails to meet the standards of the rules, the chaperon is to have the bus turn around and return to Suring High School at once.
11. Faculty assignments to this duty are voluntary. Chaperonage assignment includes conduct of students while at the game.

APPROVED: DECEMBER 13, 1995

REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

752

Use of Private Vehicles on School Business

The Board recognizes the need for some school employees to use their own private automobiles for school purposes regularly or occasionally. As this may relate to an employee transporting a student or students, the following policies shall be in effect.

1. To use a private vehicle for school purposes, the employee must have the approval of the superintendent or his/her designee.
 - a. This permission may be in the form of a standing permit for employees who use their own cars regularly for school purposes. The permit shall state the particular purpose, and whether it includes transportation of students.
 - b. For all special trips involving students, including field trips, a special permit must be obtained in advance for the specific trip.
2. Employees so authorized to use their cars for school business purposes shall be provided liability coverage by the district.
3. The district shall assume no responsibility for liability in case of an accident unless the employee has the authorization described above.
4. The Board specifically forbids any employees to transport students for school purposes without prior authorization by the superintendent or his or her designee.
5. No student shall be sent on school errands with his or her own automobile, an employee's automobile, or a district-owned automobile.

LEGAL REF.: Wisconsin Statutes Section 121.555
APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

753

Purchase and Use of School-Owned Vehicles

1. The Board recognizes that the superintendent and other staff members may have an automobile for school business purposes. The Board will set price guidelines for such a vehicle and seek bids on specifications according to the needs as determined by the Board and superintendent.
2. All traffic violations incurred through use of the district-owned automobile are the personal and financial responsibility of the driver.

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

760

FOOD SERVICE MANAGEMENT

Students in the School District shall have an opportunity to participate in school lunch and milk programs. These programs shall be administered by the district administrator, or designee, in accordance with established guidelines.

Food service prices shall be established by the Board annually. In accordance with federal guidelines, the district shall offer free and reduced price food services to students who qualify.

The School District shall not discriminate in school-sponsored food service programs on the basis of sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or handicap. Discrimination complaints shall be processed in accordance with established procedures.

LEGAL REF.: Wisconsin Statutes Sections 118.13, 120.10(16), 120.13(6) & (10)
PI 9.03(1) of the Wisconsin Administrative Code

CROSS REF.: Federal Laws: Title VI and Section 504
411-Rule, Discrimination Complaint Procedures

APPROVED: OCTOBER 28, 1987

REVISED: JANUARY 10, 2001

SURING PUBLIC SCHOOL DISTRICT

761

Free and Reduced Price Food Service

The school district shall take part in the National School Lunch program. Each family will receive information and forms necessary for applying for free or reduced price meals. Eligibility for such will be determined according to guidelines established by federal and state authorities.

All other meals received by student or adult will be on a cash, prepaid basis according to prices established annually by the Board.

LEGAL REF.: Wisconsin Statutes Sections 120.10(6), 120.13(6)(10)
Child Nutrition Act of 1966
USDA Regulation 7CFR, Part 210, 220 and 245
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

762

Food Purchasing

All cafeteria food supply items as available shall be purchased in accordance with a foods bid program operated by CESA 8 or by the Board selecting a prime vendor.

Fresh meats, produce and other items not available through the CESA program shall be purchased from local vendors as needed on a rotating basis so that an equitable volume of business is accorded each local vendor who expresses interest in such arrangement and who is able to supply the program satisfactorily unless a prime vendor has been previously selected.

APPROVED: DECEMBER 13, 1995

REVISED: JULY 11, 2001

SURING PUBLIC SCHOOL DISTRICT

770

OFFICE SERVICES MANAGEMENT

Office services will be provided for the two-fold purposes of expediting the ongoing business of the school district and of making the most effective use of staff time.

The Board instructs the superintendent to:

1. Maintain a continuing assessment of office services needs.
2. Seek the maximum coordination of office procedures and systems.
3. Employ flexible staffing patterns to accommodate office needs in the most efficient manner.
4. Conduct periodic studies and prepare recommendations concerning all office staffing and procedures.

APPROVED: DECEMBER 13, 1995

REVISED: DECEMBER 8, 2004

SURING PUBLIC SCHOOL DISTRICT

771

Printing and Duplicating Services

All district personnel are assured that the complete facilities of the district are available to assist them in their educational assignments. These “complete facilities” include machines for the reproduction of the written and spoken work either in single or multiple copies. All personnel, both professional and support, are reminded that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical and are cautioned that violations of the copyright laws may result in criminal or civil suits.

The person requesting reproduction copies is responsible for ascertaining that the action is within the law.

LEGAL REF.: PL 94-553, 1976 Federal Copyright Law
APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

772

Mail and Delivery Services

A mail service system shall be maintained within the district in order that in-district communications and communications from outside sources may be delivered to the intended recipient in the most practicable way.

The use of district mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the district. The superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Policy materials shall not be distributed through district mailboxes or school mail systems unless received through the United States mail.

APPROVED: DECEMBER 13, 1995

SURING PUBLIC SCHOOL DISTRICT

780

INSURANCE MANAGEMENT

The Suring Public School District shall maintain adequate insurance to protect the district and the Board against loss because of fire, damage to school property of all kinds, or general liability resulting as a responsibility of the district and the board while acting in behalf of the school district.

In order to obtain the best insurance at the most economical cost, the board will review coverage and costs annually and will obtain insurance through analysis of comparable coverage and costs from more than one source or may obtain insurance through competitive bids.

LEGAL REF.: Wisconsin Statutes Sections 66.18, 120.10(7), 120.12(6), 120.13(2)
APPROVED: DECEMBER 13, 1995
REVISED: JULY 11, 2001
REVISED: DECEMBER 8, 2004