

SERIES 700: SUPPORT SERVICES

- *710 Support Services Goals

- 720 Safety Program
 - 721 Buildings and Grounds Inspections
 - 722 Accident Reports
 - 723 Emergency Plans
 - 723.1 Emergency School Closings

- *730 Building and Grounds Management
 - 731 Building and Grounds Maintenance
 - 731.1 Monthly Report and Inspection Form

- *740 Materials Resources Management
 - 741 Authorized Use of School Equipment
 - 741.1 Exhibit

- *750 Transportation Services Management
 - 751 Student Transportation Services
 - * 751.1 Bus Safety Program
 - 751.11 Use of Video Cameras on School Buses
 - 751.2 Extracurricular Transportation
 - 751.3 Student Transportation in Private Vehicles
 - 752 District Vehicles Use

- 760 Food Services Management
 - 761 Free and Reduced Price Meals

- *770 Office Services Management

- *780 Insurance Management

SCHOOL DISTRICT OF RIB LAKE

720

SAFETY PROGRAM

The Board has, as one of its primary concerns, the safety, health and physical well being of students, employees and citizens using District facilities. To meet this concern, a school safety program shall be developed and implemented in the District. The safety program shall be designed to:

- Provide a safe and healthful school and work environment for students and employees.
- Protect the students, employees and other persons present on District property or at school-sponsored events to the extent reasonably possible.
- Comply with safety rules and regulations prescribed by state and federal agencies and by local agencies including the police, fire, civil defense and health departments.
- Minimize mechanical hazards and unsafe conditions in school facilities and on school grounds so as to prevent accidents.
- Inform students and employees of acceptable safety procedures and practices.
- Develop an attitude of safety-mindedness among students that will endure through their school experience and extend into their adult lives.
- Develop an attitude of safety-mindedness among staff that will help ensure a safe and healthful school and work environment, appropriate safety instruction, and enforcement of safe practices among students.

The District Administrator shall coordinate all activities related to the safety program. Building principals shall be responsible for supervising the safety program in their assigned buildings and for keeping staff members informed of pertinent state and local regulations and recommendations relating to safety in the schools.

A school safety plan shall be developed and in effect in each District school to provide as safe an environment as possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities.

LEGAL REF.: Sections 118.07 Wisconsin Statutes
118.09
118.10
120.12(5), (26)
121.02(1)(i)

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

CROSS REF.: School Safety Plans and Crisis Management Plan

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

721

BUILDING AND GROUNDS INSPECTIONS

Safety inspections are one of the principal means of determining possible causes of accidents before they cause injury. Inspections should not be limited to search for unsafe physical conditions, but should also include examination to detect unsafe practices.

The school buildings shall be inspected at least annually. The inspection shall be supervised by the District Administrator and Director of Maintenance.

Unsafe conditions are to be identified and corrected as soon as possible. Such conditions and the means taken to correct them shall be reported to the Board.

LEGAL REF.: Sections 115.33 Wisconsin Statutes
 121.02(1)(i)
 PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF.: 731, Building and Grounds Maintenance

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

722

ACCIDENT REPORTS

All injuries incurred at school or during school activities, shall be reported to the appropriate building office as soon as possible following an injury.

The District Administrator's office will maintain accident records and file appropriate insurance claims.

LEGAL REF.: Section 121.02(1)(i) Wisconsin Statutes
PI 9.01(2)(i), Wisconsin Administrative Code

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

723

EMERGENCY PLANS

The Board recognizes its responsibility to provide facilities, equipment and training necessary to minimize the effects of emergency situations. Therefore, the Board directs the administration to develop school emergency plans that will serve as an educational tool and as an emergency measure.

Emergency plans should be developed for evacuating the building during fire and other emergencies and for using the building for shelter in the safest manner possible during extremely inclement weather and civil disasters.

Drills shall be held to implement such plans to allow for order and efficiency in the event of a true emergency.

A record of fire drills shall be reported annually to the Chief of the Rib Lake Fire Department.

LEGAL REF.: Sections 118.07 Wisconsin Statutes
121.02(1)(i)
PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF.: 723.1, Emergency School Closings and Crisis Management Plan

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

723.1

EMERGENCY SCHOOL CLOSINGS

The District Administrator or his/her designee shall have the authority to close the schools in the event of inclement weather or other emergencies that threaten the health or safety of students and staff.

Announcements of emergency school closings, delays and early dismissals will be made over designated radio stations and television stations.

The District Administrator (or designee) shall develop other necessary plans for closing school and early dismissal. Inclement weather days shall be made up according to established procedures.

LEGAL REF.: Sections 115.01(10) Wisconsin Statutes
121.02(1)(f)
PI 8.01(2)(f), Wisconsin Administrative Code

CROSS REF.: 545.1, Non-Instructional Staff Work Schedules
RLEA Agreement

Revised: November 13, 2008

SCHOOL DISTRICT OF RIB LAKE

731

BUILDING AND GROUNDS MAINTENANCE

The Board shall be responsible for the overall care and maintenance of school property.

Maintenance and custodial services shall be provided for in the District's operating budget to keep buildings and grounds clean and safe. Such services shall be conducted in such a manner so that the safety and health of persons using the facilities are protected.

The District Administrator shall report to the Board, when necessary, about the maintenance needs of the District. In cases of emergency, the District Administrator may order repairs without prior Board approval. The Board, however, shall be informed of such repairs as soon as possible.

All maintenance reports shall be made to the District Administrator in writing or discussed at the monthly meeting. . An annual building maintenance schedule shall be developed by the District Administrator and approved by the Board.

LEGAL REF.: Sections 120.12(5) Wisconsin Statutes
121.02(1)(i)
PI 8.01(2)(i), Wisconsin Administrative Code

CROSS REF.: 721, Building and Grounds Inspections
731.1 Monthly Report and Inspection

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

731.1

Monthly Report and Inspection

Custodian _____ Building _____

General Condition of Building _____

Immediate Attention/Repairs _____

Long Range/Future Consideration _____

Please fill out the above portion and return to building Principal by the second Monday of each month.

Results of Monthly Walk-Through (To be filled out after monthly walk-through)

Custodian Signature

Principal Signature

Date

SCHOOL DISTRICT OF RIB LAKE

741

AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

School equipment shall not be loaned for private use off the school premises.

School equipment may be used in conjunction with use of school facilities, in accordance with established procedures.

CROSS REF.: 830, Use of School Facilities
741.1 Equipment Use Form

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

EQUIPMENT USE FORM

It is agreed between the School District of Rib Lake, herein referred to as District, and _____ herein referred to as user, that the District shall allow the User access and the use of equipment as conditioned and described below, subject to all of the policies and procedures of the Board of Education, in consideration of \$ _____ which includes: custodial or other staff costs \$ _____ and other costs (list) \$ _____.

ORGANIZATION REQUESTING USE: _____

EQUIPMENT TO BE USED: _____

DATE OF USE: _____

TIME NEEDED: FROM _____ **TO** _____

PURPOSE OF USE (Type of activity): _____

The undersigned has been given authority to act for and be responsible for the User making application. S/he will see that the equipment is not misused or abused, that there is proper adult supervision at all times, that the equipment is used in conformity with all policies and regulations of the Board and that all other terms of the use agreements are adhered to and followed.

It is further understood that in consideration of the equipment made available to the User, User agrees to indemnify and save the District harmless against all claims, suits, demands, orders, judgements as shall arise out of or by reason of action taken or not taken by the District under this contract including but not limited to damages and costs, for which the District may be found liable as well as reasonable attorneys fees and costs necessary to defend the interest of the District. It is further agreed that this indemnification and hold harmless agreement will apply even if injuries or other damages are caused in whole or in part acts of negligence by agents or servants or employees of the District.

Signed _____
(User Representative)

Date _____

Signed _____
(Building Principal)

Date _____

SCHOOL DISTRICT OF RIB LAKE

751

STUDENT TRANSPORTATION SERVICES

The District shall provide bus transportation for all school children residing within the District who live two or more miles from their school of attendance, or within areas of unusual hazard. Students with a disability shall also be transported in accordance with state law. The Board shall establish the most efficient and feasible bus routes so that children will be required to do a minimum amount of walking.

The Board considers school buses to be an extension of the school facility, therefore, all rules and regulations concerning student conduct shall be enforced. Failure to observe such rules and regulations may result in revocation of transportation privileges.

The District Administrator shall be responsible for the student transportation program.

LEGAL REF.: Sections 115.76(5) Wisconsin Statutes
121.51 - 121.56

CROSS REF.: 441.2, Student Conduct on School Buses

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

751.11

USE OF VIDEO CAMERAS ON SCHOOL BUSES

{NOTE: Board meeting minutes of 1/9/97 indicate that a policy on Use of Video Cameras on School Buses was approved. I did not receive a copy of the policy. Please send it to me and I will prepare it for the policy manual. (WASB - 9/00)}

APPROVED:

SCHOOL DISTRICT OF RIB LAKE

~~DRAFT~~

751.2

EXTRACURRICULAR TRANSPORTATION

In addition to normal school day bus transportation for students, the District may provide bus transportation of students to extracurricular activities.

All participants in school-sponsored activities (e.g. music, athletics, picnics, etc.) must ride the bus, unless prior approval is given by the faculty member in charge, and the administration.

Any student who rides an extracurricular bus to an activity must take the bus home from that activity. Parents/guardians may request that their child ride home with an immediate family member. The request must be made in writing on the designated form, and given to the coach or faculty member in charge prior to the student leaving the event. In such cases, parents/guardians assume the responsibility for the child's transportation. At no time will the District approve students riding home with other students in private vehicles.

LEGAL REF.: Section 121.54(7) Wisconsin Statutes

APPROVED:

NOTE: I included this policy draft as requested by Mr. Boxx at our initial meeting. The last two paragraphs are based on information found in the 97-98 High School Student Handbook. (WASB - 9/00)

SCHOOL DISTRICT OF RIB LAKE

751.3

STUDENT TRANSPORTATION IN PRIVATE VEHICLES

No District employee or other person serving in an official capacity may use a private vehicle to transport any student to or from school or a school activity, unless state law requirements have been met and the individual has been authorized to do so by the administration.

LEGAL REF.: Section 121.555 Wisconsin Statutes

APPROVED:

School District of Rib Lake School
Board Policy

Policy 752

District Vehicle Use

Vehicles owned and operated by the Rib Lake School District are for school use only.
Vehicles cannot be used by private organizations or for personal use.

First Reading: October 12, 2000

Second Reading: November 9, 2000

SCHOOL DISTRICT OF RIB LAKE

761

FREE AND REDUCED PRICE MEALS

The Board will provide free or reduced price meals to needy students provided they complete a written application and meet required guidelines.

Applications for free meals will be sent home with the students at the beginning of the school year, which will state the guidelines established by the U.S. Department of Agriculture and the Wisconsin Department of Public Instruction. Applications may be obtained from building principals at any time during the school year.

The Board may waive the guidelines if there are extenuating circumstances.

LEGAL REF.: Sections 115.34 Wisconsin Statutes
120.10(16)
120.13(6), (10)
Food and Nutrition Act (as amended)
Child Nutrition Act of 1966 (as amended)
USDA Regulations 7CFR Part 210, 220, 245

APPROVED: