

**SERIES 700 – SUPPORT SERVICES
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700 SUPPORT SERVICES

720 SAFE AND HEALTHFUL FACILITIES POLICY¹

- I. It shall be the policy of the East Troy Board of Education to take every reasonable precaution to establish and maintain safe and healthful facilities for the benefit of the students, employees, visitors, patrons and all others having business with the School District.
- II. The schools shall comply with all regulations, federal codes, state codes, applicable orders from all Federal, State and Local Governments and were applicable all applicable health codes and regulations.

¹ Legal Reference: Wis. Statutes Sections 118.07, 120.12, 121.02(1), PI 8.01(2)(I), Wis. Adm. Code
Approved: 10/28/74
Revised: 10/26/98, 1/14/2013

720 RULE SAFETY PROGRAM RESPONSIBILITIES²

- I. It shall be the responsibility of the District Administrator or designee to execute this policy.
- II. In order to have a comprehensive and long-range program which shall meet the needs of the school and community, the following procedures shall be followed:
 - A. The development of the total safety program shall be the responsibility of the District Administrator or designee and shall be provided with adequate staff, time, and budget.
 - B. The District Administrator or designee, acting in an advisory capacity to the administrator of Business services, Director of Buildings and Grounds, principals and all heads of the buildings and departments within the District, shall be responsible for the promotion and development of safe and healthful facilities that includes but is not limited to the following areas of safety:
 1. Formulate, administer, evaluate and prepare appropriate adjustments to our safety/health program.
 2. Request reports on a quarterly basis regarding safety program progress, including plans to reduce incident frequency and severity.
 3. Maintain incident record system, investigate incidents and make sure that timely corrective action is taken. Create a mechanism that provides for informed progress of corrections and achievements.
 4. Oversee training of all employees in safety and health matters. Maintain records of new employees related to safety orientation and ongoing training.
 5. Perform hazard surveillance and oversee supervision of safety inspections and surveys created by the safety committee.
 6. Make sure that federal (i.e., OSHA, EPA, DOT, etc.) state and local laws or codes are brought within compliance.
 7. Initiate and maintain the accountability of employee safety.
 8. Work with safety committee to help them understand their role and responsibilities.
 9. Coordinate the Loss prevention consulting activity and support provided by the Loss Prevention Services and claim departments.
 10. Coordinate prompt claims reporting and return to work activities with our insurance carrier and our physicians. Oversee the disability management plan for return to work and transitional duty task design to help manage injuries.
 - C. Other responsibilities for safe and healthful facilities will be assigned to the following individuals:
 1. Teacher

² Approved: 10/28/74
Revised: 11/13/00, 1/14/13

- a. The teachers shall cooperate with the school routine by assuming a shared responsibility for the supervision of student behavior on school property and making necessary records and reports to the school office, concerning such things as accidents, removable hazards, repeated infractions of rules or sound practices, and improvements in existing regulations. Participating in fire drills is a requirement of the teacher. Teachers shall monitor all purchases for their department or classroom to ensure that non-hazardous or the least hazardous materials are purchased. It is the responsibility of the teacher to ensure that no chemicals are put into use without the MSDS on file and posted to the districts MSDS manager.
 - b. Tech Ed and Science staff shall keep copies of training materials and documentation of student understanding of safety procedures. Such records shall be kept until the student is no longer using those facilities, labs or machines. Tech staff are responsible for maintaining proper machine guarding, safety zones and security of machines, tools, chemicals and general safety conditions in their labs.
 - c. Tech Ed and Science staff are responsible for the proper use and storage of materials in their labs. Each department owns the chemicals they purchase, to include any associated disposal costs of the chemicals they purchased.
2. Librarian
 - a. The librarian needs information about the school safety program and also information about the kinds of safety education materials that will be most helpful for teachers and for pupils.
 3. Director of Food Service
 - a. The Director of Food Service needs information about the school safety program and special instruction about the safety of children who help in the lunchroom, regarding such dangers as sharp knives, hot liquids and electrical appliances. The Director of Food Service is responsible for the monitoring of all Homeland Security directives for food safety and their implementation.
 4. Special Education Personnel
 - a. The teachers of students with disabilities, the psychologist, and visiting teachers all need information about the school safety program, especially emergency drill and safety procedures.
 5. Director of Buildings and Grounds
 - a. The Director of Buildings & Grounds shall work with the District Administrator, Administrator of Building Services and principals, to help enforce, where applicable, Federal, State, Department of Homeland Security, OSHA, NFPA, NEC and other applicable industry standards throughout the district.

- i. Shall stay informed of applicable federal, state and industry codes and as needed implement necessary changes in facilities or staff training to comply.
- ii. Develop and maintain safety trainings for building & grounds department in conjunction with district safety consultant.
- iii. Be responsible for the District's AHERA management plan and maintain all documentation related to the districts AHERA plan.
- iv. Work with other administrators and supervisors to ensure the District's MSDS files are up date and required with any chemical purchase in the district.
- v. Work with administrators, supervisors and staff to ensure that NFPA fire codes, as they relate to classroom areas, are enforced.
- vi. Work with administrators, supervisors and staff to ensure that all egress systems are maintained clear and operational.
- vii. Work with administrators, supervisors and staff to ensure that loss prevention information is reviewed and corrective action is taken.
- viii. Develop or enforce the districts IEQ program.
- ix. Work with contractors, administrators, supervisors and staff to ensure compliance with DNR 151.
- x. Maintain and enforce the District's pest management policies and plan to include documentation and record keeping.
- xi. Develop and/or maintain the District's Green Cleaning program to remove allergens, reduce cleaning chemical use and provide healthy environments for learning.
- xii. Work with contractors, administrators, supervisors, and staff to ensure secure entrances are maintained, to provide secure and safe buildings.
- xiii. Work with the District safety coordinator and safety committee to maintain safe spaces throughout the district.

6. Custodians

- a. The custodians shall monitor and shall report all potential factors relating to the conditions and use of building and grounds, and shall be responsible to the school building administrator or designee for the following:
 - i. Building handrails in stairways are properly and securely fastened.

- ii. Ice, snow, and obstructions are kept from hallways and all doorways.
- iii. Fire extinguishers are checked at regular intervals.
- iv. Fire-resistant partitions enclose stairways and other vertical openings in the buildings.
- v. In the event the electric alarm system fails, a substitute method for a fire alarm should be available to manually provide a fire alarm. The fire alarm system is to be checked each month.
- vi. Fire extinguishers should be properly placed in the building.
- vii. Fire exit drill directions are posted in each room of each building. (Inform principal if any are missing.)
- viii. Flammable materials are stored in fireproof containers.
- ix. Floors are clear of obstacles and not slippery.
- x. The power supply is controlled from a single panel and is kept locked.
- xi. All power tools and electrical appliances are properly grounded.
- xii. Switches, plugs, and electrical cords contain no defects.
- xiii. Compliance with the State of Wisconsin and District IPM (Integrated Pest Management) as it regards to building areas.
- xiv. Compliance with the State of Wisconsin and District Lead Paint Plan as it relates to areas of the District that have the requisite student aged population and presence of lead paint. Currently only the Doubek building meets both prerequisites.

7. Grounds Personnel

- a. To provide safe participation in each activity, recreational areas are assigned with safety consideration in mind.
- b. Precautions are taken to prevent sidewalk surfaces from becoming slippery.
- c. Safety designed recreational equipment is used on school grounds.
- d. Dangerous drop-offs are fenced or guarded.
- e. Trees on the school grounds are kept from hazards or low-hanging branches.
- f. Compliance with the State of Wisconsin and District IPM (Integrated Pest Management) as it regards to grounds areas.

723 EMERGENCY PLANS³

- I. The East Troy Community School District is committed to providing as safe of an environment as reasonably possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities. With this goal in mind the district has developed a school safety plan for the entire district and for each school in the district.
- II. A committee comprised of Board members, administrators, law enforcement, parents and other service agencies developed the school safety plans. Student input was used in developing these plans.
- III. Each school safety plan utilizes the district's Safe School Crisis Plan with modifications for each school building as necessary. Each school plan includes the following Safe School components:
 - A. Crisis Management Plans
 - B. Prevention and Intervention Strategies
 - C. Partnership Between the School and Law Enforcement
 - D. Environmental Design and School Security
 - E. Training for School Personnel
- IV. School safety plans will be reviewed yearly and updated on a regular basis. A copy of the district Safe Schools Plan and building plans shall be filed in each building office and the District Office.
- V. The District Administrator will provide the Board with regular reports on school safety plans, training, and implementation issues.
- VI. It shall be the policy of the East Troy Board of Education to take every reasonable precaution to establish and maintain safe and healthful facilities for the benefit of the students, employees, visitors, patrons and all others having business with the School District.
- VII. The schools shall comply with all regulations, state codes, and orders for the Department of Workforce Development and Human Services and all applicable local safety and health codes and regulations.

³ Legal Reference: Section 120.12 (26), 118.13 Wisconsin Statutes
Cross Reference: East Troy Community School District -Safe Schools Plan
Emergency Procedures for Fire, Tornado, Evacuation, Lock Down, Lock-Down and Take Cover
Approved: 10/28/74
Revised: 10/26/98, 4/17/00

723 RULE EMERGENCY PLAN⁴

I. The District School Safety Plan consists of a district-wide Crisis Management Plan, individual school building crisis plans, prevention, intervention strategies and programs. Each school building has developed a committee to work on the development of their safety plan and school design and security measures. The District School Safety Team and building safe school committees have developed training procedures to ensure the safety of its students, staff and visitors. Efforts have been made to link with local law enforcement, emergency government, fire and emergency medical treatment personnel to develop procedures that are reasonable and practical. The following exhibit outlines the components of the building plans:

A. Crisis Management

1. Weather
2. Medical Problem or Campus Accident
3. Death or Homicide
4. Illicit Drug Overdose
5. Verbal or Written Threats or Suicide
6. Suicide Attempt in Progress
7. Food Poisoning
8. Bus Accident
9. Neck Injuries
10. Violent Actions
11. Armed Student or Hostage
12. Sexual Assault
13. Intruders
14. Riot, Racial Conflict or Gang Altercation
15. Vandalism or Graffiti
16. Illicit Drug Selling or Use
17. Substance Abuse - Alcohol or Tobacco
18. Drive - By Shooting
19. Shelter in Place
20. Evacuation
21. Major Fire or Explosion
22. Small Fire
23. Hazardous Material Release
24. Utility Failure

⁴ Approved: April 17, 2000

25. Bomb Threat
 26. Asbestos Release
 27. Student Welfare - Missing or Runaway
 28. Unauthorized Removal of Students
 29. Suspected Child Abuse
 30. Student Walkout
- B. Each school building will post in the instructional classroom procedures for the following:
1. Tornado Drill
 2. Fire Drill
 3. Evacuation Procedures
 4. Lock Down Procedures
 5. Lock Down and Take Cover Procedures
- C. Prevention and Intervention Strategies and Programs
1. Elementary
 - a. Hooked on Fishing Not Drugs - Grades 3, 4, 5
 - b. Get Real About Violence - Grades 1-5
 - c. POPS (Pillars of Positive Students) Program - Grades K – 5
 - d. Child Abuse Prevention Lessons - Grades K-5
 - e. Student Assistantship Program Groups - Grades K-5
 - f. Play Fair - Grades 3-5
 - g. Equity Lessons - Grades 3-5
 - h. Police Liaison Officer - K – 5
 - i. Code of Conduct/Discipline Policies
 - j. Character Counts Program K-5
 2. Middle School
 - a. Asset Building
 - i. Give Me Five Program
 - ii. Careers Achievement - Trio-ing Activity
 - iii. Family and Consumer Education curriculum
 - iv. Investigation of Hietzinger Survey
 - v. Family and Consumer Education self protection lessons
 - vi. Family and Consumer Education assertiveness lessons
 - b. Bullying and Harassment
 - i. 6th, 7th, 8th grade guidance unit each year

- ii. Peer mediation
 - iii. District Wide Harassment Policy
 - iv. Family and Consumer Education sexual harassment lessons
 - c. Citizenship
 - i. Social Studies curriculum (7th , 8th grades)
 - ii. Student of the Week - 7th grade
 - iii. Student Council
 - iv. Trojan Pride Postcards
 - v. Intramural Activities
 - vi. Extracurricular athletics
 - d. Positive Relationships
 - i. Peer refusal skills
 - ii. Family and Consumer Education communication skills lessons
 - iii. Family and Consumer Education dealing with peer pressure lessons
 - iv. Family and Consumer Education relationship lessons
 - v. Intramural activities
 - vi. Extracurricular activities
 - e. Classroom Management
 - i. Code of Conduct
 - ii. School Discipline Plan
 - iii. Classroom Discipline Plans
- 3. High School
 - a. Individual and Group Counseling
 - b. Health/Wellness Curriculum
 - c. Athletic Code
 - d. Student Council Opportunities
 - e. Student Leadership Group Opportunities
 - f. Issue and Concern Meetings
 - g. Student Health Services
 - h. Pupil Services for Students At Risk
 - i. Student Assessment Services for Special Needs, Testing, Talented and Gifted
 - j. Alternative Education Programs

- k. First Class Program
- l. Student Assembly Programs
- m. Safety Drills
- n. Code of Conduct
- o. School Discipline Plan
- p. Police Liaison Officer
- q. Security Cameras
- r. Canine Searches

D. Partnership between the School and Law Enforcement

- 1. Law enforcement and school officials have worked together to ensure the safety of the school environment. The following law enforcement and school personnel have been instrumental in the development of the school safety plan and remain active members in the implementation of SAFE SCHOOLS for the East Troy Community School District:
 - a. Police Liaison Officer
 - b. Walworth County Sheriff's Department
 - c. Chief of Police for Town of East Troy
 - d. Chief of Police - Village of East Troy Police Department
 - e. Walworth County Emergency Government
 - f. East Troy Community School District - Board Member
 - g. East Troy Community School District Nurse
 - h. East Troy Community School District - Director of Transportation
 - i. East Troy Community School District- Dir. of Buildings and Grounds
 - j. East Troy Community School District - Pupil Services
 - k. East Troy Community School District Assistant Elementary Principal
 - l. East Troy Community School District Middle School Principal
 - m. East Troy High School Guidance Counselor
 - n. East Troy Community School District Psychologist
 - o. Clergy
 - p. East Troy Community School District Administrator

E. The Safe Schools Committee will conduct an annual safety assessment of the school facility. A detailed diagram of the facility will be provided to all emergency personnel.

- 1. Environmental Design and School Security

- a. The following environmental and security measures are in place or being used to ensure that students have a safe environment:
 - i. Single entry doors are used during the school day
 - ii. Visitors must sign-in and use passes
 - iii. Security cameras at the high school building and parking lot
 - iv. Bus cameras
 - v. Glass doorways for viewing
 - vi. Lockers in supervised hallways
 - vii. Safety lighting inside and outside
 - viii. Outside building night lighting
 - ix. Parking lot lighting
 - x. Crossing Guards at Busy Intersections
 - xi. Safe interior spaces
 - xii. Safety Glass
 - xiii. Asbestos plan for abatement
 - xiv. Sprinkler system in high school gym
 - xv. Fire doors
 - xvi. Double Door Entries
 - xvii. Fire Alarm System
 - xviii. Telephone in every classroom district wide
 - xix. Intercom system
 - xx. Radio's used for supervisory personnel
 - xxi. Cell phones on buses
 - xxii. Flashing probes on buses

2. Public Presence in School Buildings

- a. The Board recognizes that school buildings and access to school buildings are valuable for the education of students and for a variety of school district and other public activities. The Board also recognizes that it has a responsibility to make reasonable efforts to: provide for the general safety of students, employees and other individuals authorized to be in school buildings; enable educational and other activities to be carried on effectively and without interruption; and, preserve and safeguard the buildings, equipment and other property.
- b. To address these responsibilities, the Board has identified individuals who have the authority to enter and remain in school buildings. The authority is only for the indicated purposes and may be limited by law or other school directives, rules, or

policies. The following individuals are authorized to enter and remain in a school district building, or portion of a building as appropriate:

- i. Any student participating in his/her educational program or school activities.
 - ii. Any student's parent, guardian or legal custodian who has arranged with the student's teacher or principal to visit or meet at the school or who is attending a school open house or other similar school activity.
 - iii. Any school district employee, officer, agent or volunteer conducting school district business.
 - iv. Any individual attending or participating in a meeting, activity or event open to the general public.
 - v. Any individual with the express permission of the building principal, district administrator or school board.
 - vi. Any individual authorized to enter and remain pursuant to law or school district policy, contract or agreement to the extent and of the purpose provided in the law, policy, contract or agreement.
- c. The building principal or designee shall be responsible for determining whether an individual has the authority to enter and remain in the building. The principal may require any individual to identify him/herself and sign in when entering or remaining in the building or portion of the building. The principal may establish any other procedures needed to make this determination. Any individual in violation of this policy may be referred to law enforcement officials for prosecution under applicable state law(s).

3. Training for School Personnel

- a. Annual in-service training is provided to staff. The following specialized training is provided to school personnel relating to school safety:
 - i. Fire Drill Procedures and Practice
 - ii. Tornado Drill Procedures and Practice
 - iii. Lock-Down Procedures and Simulations
 - iv. Lock-Down and Take Cover Procedures
 - v. Evacuation Procedures
 - vi. Personnel Review of School Safety Plans Annually
 - vii. Development of Building Response Teams
 - viii. Procedures for Bomb Threats or Prank Calls
 - ix. Violence Prevention Training

- x. New Teacher In-service - Procedures and Policies,
Classroom Management, Weapons Policy
- xi. New Teacher Mentoring
- xii. Teacher Induction Program
- xiii. Tornado Awareness Week Activities
- xiv. National Fire Prevention Week

723.3 EMERGENCY SCHOOL CLOSINGS⁵

- I. The decision to close schools, start later than normal, and dismiss early because of inclement weather and road conditions shall be made by the District Administrator and/or designee and Director of Transportation. When it becomes necessary to close school due to inclement weather or poor road conditions, the following shall occur:
 - A. The District Administrator will notify the building principals, district office secretary and the Administrator of Business Services. Each will begin the calling tree for designated school personnel, private schools and crossing guards. The District Administrator and/or designees shall call local radio and television stations as to the cancellation or delay or early dismissal of school or school events.
 - B. The Director of Transportation will notify the bus drivers. The Director of Food Service will notify the cooks. All other employees will be notified by the building principals or central office administration.
 - C. School sponsored activities and practices are canceled on the day when school is closed due to inclement weather. When school is dismissed early, all school activities for the rest of the day are also canceled. Exceptions to this policy may be made by the district administrator in consultation with the athletic director and principal with respect to practices, scheduled contests and performances.
 - D. Athletic contests or events scheduled within the Southern Lakes Conference or outside the conference are cancelled if one of the schools closes for inclement weather. If school was in session for the day and it is questionable that an evening event can take place, the home school will be in charge of making the decision if the event will be held.
 - E. The Collective Bargaining Agreements for professional staff and support professionals will be followed regarding reporting to work and building coverage due to emergency school closing.

⁵ Cross Reference: 542.32, Inclement Weather School Closings
ETEPA and ETESPA Collective Bargaining Agreements
Approved: 6/26/95
Revised: 6/9/97, 11/13/00, 2/28/05

740 MATERIALS RESOURCES MANAGEMENT

742 AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT⁶

- I. The East Troy Community School District authorizes the use of school-owned equipment to responsible staff members, businesses and non-profit community groups for educational, civic or charitable purposes when the following conditions are met:
 - A. The group using the equipment agrees to accept responsibility for repair and replacement of any equipment that is damaged or lost while in its possession.
 - B. The person obtaining the equipment completes appropriate forms and obtains permission from the building principal/designee or director of buildings and grounds prior to use of said equipment.
 - C. The group provides a qualified operator for any equipment used or uses the equipment under the direction of district staff member who is trained in its operation.
 - D. The following school-owned equipment is restricted for staff and community use as follows:
 1. Shop Equipment
 - a. All shop equipment may only be used on school grounds by trained school staff and community members or under the direction of a trained staff member.
 - b. No shop equipment may be removed from school grounds
 2. Car Ports
 - a. No one may use the bus garage, agriculture area or shop facilities for the purpose of changing oil, repair, or washing personal vehicle.
 3. Audio Visual Equipment
 - a. Use of audiovisual equipment may be authorized to staff and community members for educational, charitable, or community purposes only. Appropriate forms, check out cards and approval must be obtained prior to the use of such equipment. Any person, business and organization is responsible for damages or lost equipment.
 4. Computer
 - a. District staff may be authorized to use computer equipment with prior approval. Appropriate forms or check out sheets must be completed prior to the use of computer equipment. No computer equipment may be used for personal reasons. Only district employees are authorized to use the computer equipment.
 5. Furniture
 - a. Tables, chairs, risers, portable stage, bleachers and such other district owned furniture may be loaned to businesses and non-

⁶ Approved: 2/8/99

profit organizations if not needed for school purposes.
Individual staff members may not use school furniture for non-educational purposes.

- b. Use of school furniture requires completion of the equipment use form.

6. Office Equipment

- a. Copy machines may be used at a per copy fee set by the district.
- b. FAX machines may be used at a per copy fee set by the district.
- c. Other office equipment may only be used with administrative approval.

7. Athletic Equipment

- a. Use of all moveable athletic equipment must be pre-approved. This can be done in conjunction with the Facilities Use form if listed as OTHER. Permission may also be requested using the authorized use of school equipment form at the time the equipment is obtained by the non-profit group, business, or staff member. No athletic equipment may be used without prior approval.
- b. Failure to follow the outlined district policies for school-owned equipment may result in forfeiture of the privilege for future use of said equipment by the individual or group.

742 EXHIBIT A – PERMISSION TO USE SCHOOL OWNED EQUIPMENT



EAST TROY
COMMUNITY SCHOOL DISTRICT

Submit by Email

Print Form

PERMISSION TO USE SCHOOL-OWNED EQUIPMENT

Name: _____ Organization: _____

Address: _____ Phone: _____

School-Owned Equipment Borrowed: _____

Name of Person Obtaining Equipment: _____ Date to Borrow: _____

Length of Time Requesting Equipment From: _____ To: _____

I have read the policy (BP 742) for use of school equipment and understand that damage, loss, or misuse of school property that results in repair or replacement of equipment is my responsibility.

Signature: _____ Date: _____

Administrator's Signature: _____ Date: _____

750 TRANSPORTATION SERVICES MANAGEMENT⁷

- I. In such areas where the laws of the State of Wisconsin or the regulations of the Wisconsin Motor Vehicle Department, or the State Department of Public Instruction prescribe policy and establish regulations, such policy and regulations shall become a part of Board Policy.
- II. Except as otherwise provided by Board Policy and in accordance with state law, the East Troy Community School District shall provide transportation for all pupils who reside in the District two miles or more from the nearest public school they are entitled to attend.
- III. Supervision
 - A. The Board of Education shall delegate the responsibility of pupil transportation to the Administrator of Business Services and/or designee and the Director of Transportation. Included in this responsibility shall be the filing of all reports required by the State or any subdivision thereof relating to pupil transportation, routing and scheduling of transportation for field trips and extra-curricular activities, supervising and evaluating the transportation service, and recommending changes when such change would result in an improvement to the service.

⁷ Legal Reference: Chapter 121, Subchapter IV Wisconsin Statutes
Approved: 6/26/95
Revised: 6/9/97, 11/13/00, 2/25/13

751 STUDENT TRANSPORTATION SERVICES⁸

- I. Within Village Limits
 - A. Transportation within the village limits shall not be provided except in unusually hazardous walking areas as defined in Wisconsin State Statutes Section 121.54. These areas are:
 - 1. Quail Run Subdivision and areas north of Highway 20 including Lyndale Subdivision.
 - 2. Townline Road linking highway ES and 20 where no sidewalks exist.
 - 3. Trailer park of Skyview Terrace and the portion of School St just to the west.
 - 4. South St and Austin St where no sidewalks exist.
 - 5. In addition, Prairie View School students residing east of West St. shall be transported based on the location of the new school construction.
- II. Village Children to Babysitters
 - A. Transportation from school to a babysitter's residence will be provided to village children if the babysitter's residence is in an area where children are eligible for transportation. All requests for such transportation must be in writing and riding must be on a regular basis.
- III. Outside the Village Limits
 - A. A distance of more than three-fourths of a mile between the student's residence and the school they attend will constitute reason for transportation as well as unusually hazardous walking areas within a lesser distance as in accordance state law. Booth Lake Heights has been determined to be unusually hazardous.
 - B. Bus riders may be expected to walk up to one-half mile to meet the bus, such distance to be measured from the end of their driveway to the bus stop. This one-half mile limit may be modified to one-quarter mile for Kindergarten students riding the mid-day kindergarten bus. (Exceptions may be students who live on roads indicated below where the distance may be longer.)
- IV. Buses will not travel on roads that are:
 - A. private roads
 - B. gravel roads
 - C. roads less than 18 feet wide which is the width that will accommodate two passing vehicles without one having to drive on the shoulder. This will take effect in August of 1995 for roads that are less than the minimum width and are presently receiving service. Current exceptions to this require yearly review to determine if conditions would change to warrant assigning a common pick up point. These exceptions are: South Shore Drive, Lake Road/Romadka Park Road and Wilmer's Grove Road
- V. The parent or guardian of a pupil who is not eligible for transportation pursuant to this

⁸ Legal Reference: 115.76(5), 115.787, 118.51, 121.54, 121.545, 121.56 121.84(4), Wisconsin Statutes
Approved: 6/26/95
Revised: 6/9/97, 3/13/06, 12/15/11, 2/25/13

Policy may request an exception to the Policy. Such requests shall be made in writing to the East Troy Community School Board. The Board will consider each request on a case-by-case basis and the Board's decision to grant or deny a particular request shall not establish precedence for any other request. The Board may charge the parent or guardian a fee for the cost of providing transportation under this provision.

VI. Open Enrollment and Private School-Non-Residents

A. Transportation may be provided to:

1. Non-resident pupils entering the East Troy Community School District under Open Enrollment.
2. Resident pupils attending a non-resident school district under open enrollment.
3. Non-resident private school students under the following conditions:
 - a. The Board may provide transportation to a non-resident pupil attending under Open Enrollment (118.51 or 121.84(4)) from a district that approves or has a policy allowing transportation from a non-resident district within its boundaries. The Board shall approve these requests on a case by case basis. A fee may be charged to the parent for such transportation.
 - b. The child has a disability and transportation of the pupil is required within the individualized education program under 115.787(2).

B. Should the district not provide transportation to a non-resident pupil, the students may be picked up and dropped off within the school district. The pick-up/drop off will be at a residence or an established bus stop in these cases:

1. The non-resident parent will notify the district in writing who will be responsible for the student following discharge.
2. In the event no one is at the bus stop to accept the student, the student shall remain on the bus and be taken back to the student's school.

VII. Contracts

- A. It is the policy of the Board of Education to contract with a private bus contractor for the transportation of students with disabilities who are transported to special schools. The provisions of the contract shall become part of Board policy and regulations.

VIII. Transportation of Private School Students

- A. In accordance with state law, the Board shall provide transportation to all private school students and parochial students attending private schools within the district boundaries or students who attend private schools within (5) miles outside the District boundaries or offer a contract for transportation with the parent of such student in accordance with state law.

751.2 EMERGENCY BUS EVACUATION DRILLS⁹

- I. Evacuation drills shall be conducted twice yearly, once in fall and once during the spring before May 15th.

⁹ Approved: 6/26/95
Revised: 6/9/97, 11/13/00

751.21 USE OF VIDEO CAMERA ON THE SCHOOL BUS¹⁰

- I. The East Troy Community School District approves the use of video cameras on the school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus, providing for safer transportation for our students.
- II. Parents shall be notified once a year that video cameras are being used on the buses.
- III. The Administrator of Business Services, or designee, shall determine which bus a video camera shall be located; and maintain a log, to include the date, bus number and driver. Bus drivers do not need to be informed as to which bus a video camera is operating. Individual drivers and principals may request that the video camera be on a specific bus on designated dates. Parents may contact the Administrator of Business Services or designee and request that a video camera be utilized on a specific bus.
- IV. Only the Administrator of Business Services, Director of Transportation, bus drivers, principals, and District Administrator shall be authorized to view the video tape for the purpose of documenting a problem, and determining which student(s) may be involved. Disciplinary action may be taken with students based on video documentation. A student being disciplined based on the viewing of a video tape recording, and/or their parents(s), may view that isolated segment of the videotape that documents the incident for which they are being disciplined. The Administrator of Business Services, Director of Transportation or building principal(s), shall view the videotape with the student and/or parent(s) and document the date and the names of all individuals viewing the tape.
- V. The videotapes shall not be available for viewing by the public in general, employees in general, media, or other individuals. The principals, District Administrator, or Administrator of Business Services, may authorize other individuals, such as the guidance counselor, school psychologist or social worker, to view segments of a specific video tape, if such individuals are working with the student on the video tape because of a behavior, emotional, or learning problem, and viewing the video tape is beneficial to their role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

¹⁰ Legal Reference: Wisconsin Stats. Sections 118.25, 120.13(1), 121.52(2)
Approved: 1/24/94
Revised: 11/13/00

751.3 FIELD TRIP AND EXTRA CURRICULAR TRANSPORTATION¹¹

- I. Field Trips
 - A. Requests for transportation for field trips shall be submitted to the Director of Transportation at least two weeks in advance of the proposed trip. Teachers must secure signed parent permission slips from all students going on the field trip.
- II. Spectator Buses
 - A. Spectator buses will be provided when a sufficient number of requests are made for such service for High School students, staff, and parents of High School students. There shall be a charge with the adult fee of twice the amount of the student fee.

¹¹ Legal Reference: Wisconsin Stats. Section 121.54(7)
Approved: 6/26/95
Revised: 6/9/97, 11/13/00

753 SCHOOL ¹²ANTI-IDLING POLICY

- I. The East Troy Community School District will conform with the State of Wisconsin Indoor Environmental Quality Requirements for an Anti-Idling Policy.

753 RULE

- I. Warm up at Bus Garage
 - A. Drivers are to arrive 15 minutes before their route time. Buses may be started 10 minutes before route time and put on Hi Idle.
 - B. Buses will be plugged in below 30 degrees to aide in starting and warm up. Buses will be started earlier when weather conditions warrant it. (ie: Ice, heavy frost, or ambient temperature below 10 degrees)
- II. AM Routes
 - A. All routes are set to minimize time idling at each school building. Shuttles must idle while accepting transfers due to the child reminder systems on the bus. (A driver may not remove the key in the ignition without walking to the rear of the bus to turn off the child reminder system; a driver may not leave the seat with the key in the ignition with children on the bus in order to disable the child reminder system.)
- III. PM Routes
 - A. All buses will shut engines down prior to the first student loaded. All buses will restart engines when students are loaded. Buses will not shut down when performing load and go due to the child reminder system.
 - B. If raining, snowing, or other weather conditions warrant wiper or defroster use, or low ambient temperatures require heater use, engines will stay running due to the draw on electrical systems.
- IV. Trip Buses
 - A. Buses are to be shut down while waiting or loading all Field trip and Extracurricular activities or other events where students are transported off school grounds. In colder weather, if warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The warmed bus is to enter the school zone as close to pick up time as possible to maintain warmth and then shut down while loading.
- V. Wheelchair Bus
 - A. This bus must be left running while the wheelchair lift is in use, per operating instructions.

¹² Adopted: 1/28/13

760 FOOD SERVICE¹³

- I. Students who attend the East Troy Community School District shall have an opportunity to participate in school lunch or milk programs. These programs shall be administered by the District Administrator or designee, in accordance with established guidelines.
- II. 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.
- III. The East Troy Community School District shall not discriminate in school-sponsored food service programs on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

¹³ Legal Reference: Wisconsin State Statutes, Sections 118.13, 120.10(16), 120.13(6), (10)
Cross Reference: 411 Rule, Student Discrimination Complaint Procedures
Approved: 2/92
Revised: 11/13/00

770 OFFICE SERVICES MANAGEMENT

771 PRINTING AND DUPLICATING SERVICES

771.1 DISTRICT SOFTWARE COPYRIGHT POLICY¹⁴

I. District Intent

- A. It is the intent of the East Troy Community School District administration, staff and students to adhere to the provisions of the copyright laws and any license agreements which are in effect.

II. License Agreements

- A. License agreements vary from publisher to publisher and from individual product to product. In general, software products are licensed to be used on one computer at a time. In order to use a single copy of a program on more than one computer at a time (stand alone or network), specific permission in the license agreement is necessary. Also, more than one computer may not use a program over a network unless this is permitted by the manufacturer's agreement.

¹⁴ Reference: School District Computer Guidelines - Teacher Handbook
Approved: 11/13/00