

## **SUPPORT SERVICES 700 SERIES**

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## 718 – Free and Reduced Lunch Appeal

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### **1.0 SCOPE:**

- 1.1 The procedure applies to the Hearing Officer's role in approving or denying parents' / guardian formal appeal for free and reduced lunch disputes.

### **2.0 RESPONSIBILITY:**

- 2.1 It is the responsibility of the Hearing Officer to conduct parent / guardian requested appeal hearings for free and reduced meal eligibility disputes.

### **3.0 APPROVAL AUTHORITY:**

- 3.1 The Hearing officer has the authority to approve hearing procedures.

### **4.0 DEFINITIONS:**

- 4.1 Parent / Guardian Appeal – Parents / Guardian Application for Free and Reduced Lunch, Federal Income Eligibility Guidelines, USDA Regulations, School Nutrition decision, Hearing Officer decision and all other relevant documentation.

### **5.0 PROCEDURE:**

- 5.1 Receive parents' / guardians oral or written request for an appeal hearing to contest the school decision.
- 5.2 Request the parents' / guardians completed free and reduced lunch application, accompanying documentation of household income and a copy of the calculations that determined eligibility.
- 5.3 Within five to seven days of receipt of the parents' / guardians file, contact the parents / guardians to schedule a date and time for a hearing.
  - 5.3.1 Inform the parents / guardians of their right to be assisted or represented by an attorney or other person at the hearing.
- 5.4 Conduct the hearing at the scheduled time using standard hearing procedures.
- 5.5 At the conclusion of the hearing, an oral decision to the parent / guardian is rendered if possible or additional information is requested.
  - 5.5.1 Upon receipt and review of additional information – parents / guardians are contacted with a decision.
- 5.6 Follow-up the oral decision with a letter detailing the decision to the parent / guardian.
- 5.7 Fax or send via courier copies of the decision to the school employee who manages the benefits database for Food Service Reporting for the school the parents' / guardians children are attending.
- 5.8 Parent / Guardian appeal and subsequent action are filed in Hearing Officer's office.

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## 718 – Free and Reduced Lunch Appeal

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### 6.0 ASSOCIATED DOCUMENTS:

6.1 Parent / Guardian appeals and supporting documents

### 7.0 RECORD RETENTION TABLE:

<b><u>Identification</u></b>	<b><u>Storage</u></b>	<b><u>Retention</u></b>	<b><u>Disposition</u></b>	<b><u>Protection</u></b>
Parent File	File Cabinet in Hearing Officers Files.	Through current year	Discarded as Directed	Secure File

### 8.0 REVISION HISTORY:

First Reading: 12/19/16

Adopted: 1/23/17

## **719-SCHOOL DISTRICT OF ALGOMA POLICY**

### **SCHOOL NUTRITION AND ACTIVITY**

#### **Introduction:**

This policy supports the mission of the School District of Algoma: Providing the environment that cultivates maximum student potential. Nutrition/activity influences a child's development, health, well-being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This district-wide nutrition/activity policy encourages all members of the school community to create an environment that supports lifelong healthy eating and activity habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages, healthy food choices and encourage active lifestyles.

Health and Wellness will be integrated into all curricular areas as appropriate with special attempts to include good nutrition and activity education at the elementary/middle school levels. On a weekly basis, physical education instruction will stress the importance of an active lifestyle.

The food service staff will display food pyramid posters and other nutrition information in the lunch room and attempt to use whole grains, low fat, and other healthier foods as cost and availability allow. Smaller portions on higher fat/calorie foods will be served and ala carte items will offer healthier selections per the roll-out chart. Education on "enjoying in moderation" will be promoted.

The County/School Nutritionist/Nurse will be invited to school to give presentations on the benefits of healthy eating/activity habits with the goal of seeing every elementary/middle school child at least once during each school year.

#### **Goals of policy are to:**

##### **1. Provide a positive environment and appropriate knowledge regarding food**

- Bi-yearly Wellness Policy review with Food Service, P.E., Health, Nurse, School Board, Wellness Team, MS/HS Student Council Representatives, PTS, Parents Plus, Booster Clubs, and Administration.\*
- Ensure that all students have access to healthy food choices during school and at school functions.
- Provide a pleasant eating environment for students and staff.
- Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated cafeteria area.
- Enable all students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.

## **2. Birthday and Incentives**

When using food as a part of student incentive programs and “Birthday” treats, staff and students are encouraged to utilize healthy, nutritious food choices. Moreover, food will be used minimally as an incentive and non-food items like pencils will be the preferred incentive.

## **3. Nutrition Promotion Goals**

- Curricular-based food experiences are to be designed by staff and students and required to seek out good nutrition choices and teach portion control.
  
- In keeping with contractual obligations to the National School Lunch/Breakfast programs, ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.
  
- Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a four-year plan that focuses on:
  - Reducing access to non-nutritional foods.
  - Educating students about healthy foods.
  - Selective pricing that favors sales of healthy foods.
  - Teaching moderation in portion consumption.

## **4. Encourage student participation in high activity programs.**

- On a weekly basis, physical education instruction will stress the importance of an active lifestyle.
- Physical education classes beyond requirements/life-long activities.
- Involvement in co-curricular and extra-curricular sports/activities.
- Leisure time movement activities like walking, biking, hiking, running, golfing, etc.

## **5. Encourage water consumption as a healthy alternative to carbonated beverages.**

- Provide water all day in bubblers and allowed in classrooms.

## **6. Wellness Committee of Algoma Schools will work with the food service staff, booster clubs, local food establishments, FFA Alumni, classes and other entities involved with the school system to encourage food/beverage offerings that provide healthy choices.**

- Non-food or healthy food sales rather than “candy bar sales”.
- Healthy options being available at all events and at all concession stands.
- Fun contests to reward healthy choices with free or lower prices.
- **SEE DISTRICT NUTRITIONAL STANDARDS BELOW**

## **SCHOOL DISTRICT OF ALGOMA**

### **DISTRICT NUTRITION STANDARDS**

The School District of Algoma strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverages, and candy on school grounds. School sites are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

#### **Food:**

- Any given food item for sale prior to the start of the school day and throughout the instructional day will use 7 grams of fat per serving as goal for maximum fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have a goal of no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits, and vegetables with attempts to minimize high sugar foods as well.

#### **Beverages:**

- Vending sales of soda will be eliminated.
- Vending sales of soda and artificially sweetened drinks by student and non - student groups will be discouraged.
- Size of container (portion) will be lowered as available with vendors.
- Milk, water and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day. Movement will be made to skim and non-sugar enhanced milk to keep caloric content lower.

## **SCHOOL DISTRICT OF ALGOMA SCHOOL NUTRITION**

### **IN-SCHOOL FOCUS**

- Healthy snacks that meet District Nutrition Standards
- Healthy rewards that meet District Nutrition Standards
- Beverage and vending guidelines: 80% of offerings meet District Nutrition Standards
- Selective pricing for healthy choices
- Begin process for setting outside “school fundraising” procedures”

### **OUTSIDE OF SCHOOL FUNDRAISING**

- After school/before school food/beverage sales: 80% of offerings meet District Nutrition Standards
- School supporters (PTO/POPS) food/beverage sales: 80% of offerings meet District Nutrition Standards
- Selective pricing
- Beverage and vending guidelines: 100% of offerings meet District Nutrition Standards

### **SPORTING EVENTS**

- Concession offerings: 100% of offerings meet District Nutrition Standards  
Selective pricing

**All school controlled food served during or outside of school regular day, will follow healthy nutritional guidelines. “Booster” Club groups of various types will get a copy of this policy yearly and be asked to follow guidelines.**

\*Director of Business Services or designee will be “Review Coordinator”. Summary will be published in Wolf Review and on Web Page.

Adopted: March 27, 2006

Revised: June 24, 2013

Revised: April 24, 2017

## 720 – SAFETY PROGRAM

It shall be policy to take every reasonable precaution for the safety of the students, employees, visitors, patrons, and all others having business with the school district.

1. It shall be the responsibility of the Building Principal, who will have experience or training in school safety, to execute this policy.
2. The primary responsibility of the building principal is to develop and keep updated a total safety program.
3. The school district will utilize M3 Consultants, or a government agency with personnel with a high degree of safety expertise, who will give on-site assistance in the recognition of the various hazard categories, Occupational Safety and Health Administration (OSHA) Codes, safety curriculum and follow-up evaluations.
4. It may be necessary for people at the operational level responsible for correcting of hazards to contact the building principal or another resource person for assistance in interpretation of standards or other methods of correction.

Evaluation of the safety system will be on a continuous basis

Adopted: August 27, 2001

Revised: April 24, 2017

LEGAL REF: Sections 118.07      Wisconsin Statutes  
                  118.09  
                  118.10  
                  121.02 (1)  
                  PI 8.01 (2)(I) Wisconsin Administrative Code







## **722 – ACCIDENT PREVENTION**

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, possible expensive legal action, and even death.

The Board of Education believes that safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours, but also in an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

Adopted: September 26, 1988

LEGAL REF: Section 121.02 (1)(g) Wisconsin Statutes  
PI 8.01 (2)(g) Wisconsin Administrative Code

CROSS REF: 722.1 – Accident Reporting

## **722.1 – ACCIDENT REPORTING**

All accidents involving staff and students including first aid injuries must be reported to the individual in charge of safety compliance at each building location. The Safety Coordinator (Building Principal) or designee will be notified of all injuries involving more than first aid treatment. These accidents will personally be investigated by the Safety Coordinator or his designee as soon as possible. The business manager will fill out worker's forms for employees at the time of the accident. Two copies will be made one for the insurance company and one for the administrator in charge.

Adopted: September 26, 1988

Revised: August 27, 2001

LEGAL REF: Section 121.02 (1)(g) Wisconsin Statutes  
PI 8.01 (2)(g) Wisconsin Administrative Code

## **723.1 – FIRE DRILLS**

Drills are conducted throughout the school year based on best practice. Building principals shall inform teachers of the exact plans for each building and shall arrange for as many drills as necessary to insure students being able to leave the buildings quickly and safely.

Each teacher shall be responsible for directing students, who have classes in his/her room, as to the proper evacuation procedures.

The Principals, or designee, shall annually file a report of fire drills with the Department of Industry, Labor and Human Relations and the Chief of the local fire department.

Adopted: August 27, 2001

Revised: April 24, 2017

LEGAL REF: Section 118.07 (2) Wisconsin Statutes

## 723.2 EXHIBIT A - ROOM SEARCH CHECKLIST

Date \_\_\_\_\_ Time Completed \_\_\_\_\_ Description or Room No. \_\_\_\_\_

- \_\_\_\_\_ 1. Open door slowly and carefully
- \_\_\_\_\_ 2. Floors and waste baskets
- \_\_\_\_\_ 3. Chairs, tables, open shelves, cabinet tops, window sills
- \_\_\_\_\_ 4. Interior of cabinets, desks, file cabinets
- \_\_\_\_\_ 5. Closets
- \_\_\_\_\_ 6. Storage rooms
- \_\_\_\_\_ 7. Area above suspended ceiling
- 8. Special areas such as:
  - \_\_\_\_\_ a. behind drapes or curtains
  - \_\_\_\_\_ b. among stored equipment or supplies
  - \_\_\_\_\_ c. under bleachers
  - \_\_\_\_\_ d. inside machinery
  - \_\_\_\_\_ e. in vehicles
  - \_\_\_\_\_ f. in stoves or refrigerators
  - \_\_\_\_\_ g. Computers and electronic devices

Adopted: October 22, 2001

Revised: April 24, 2017

## 723.2 – BOMB THREATS

We must recognize that while most bomb threats are pranks, we must treat each as if a bomb has, in fact, been placed.

The procedure to be followed in each school is as follows:

1. When receiving the call, the individual should attempt to get as much information from the caller as possible, such as:
  - a. location or area the bomb is planted
  - b. at what time is the bomb scheduled to go off
2. Notify the police department.
3. The person in charge of the building should assemble all off-duty teachers and custodians immediately.
4. Divide persons available into teams of 2 each.
5. A careful search of halls and classroom doorways should be made to insure evacuation routes are clear.
6. Evacuate the building according to fire drill procedure. **NO ANNOUNCEMENT SHOULD BE MADE OF THE BOMB THREAT.**
7. Teachers should remain with students and see that they move as far away from the building as possible upon direction from the principal.
8. Systematic search will be coordinated by the building principal in conjunction with police officers. Personnel to be used will be administrators, custodians, and any teachers not responsible for children at that time.
9. If a time has been designated by the caller, search should continue until 5 minutes prior to detonation time. All concerned should then leave the building. Electricity and gas should be shut off at this time. If explosion does not occur on time, 10 minutes should pass before the search is resumed. When search is completed, regular classes should be resumed.
10. If no time has been given by the caller, the search should continue until complete.

The search method is as follows:

- a. The building principal shall assign available personnel in such a way to insure that someone has the responsibility for every part of the building, inside and out. A room checklist (attached) will be used and turned in to the principal upon completion of the search of each room.
- b. The actual search should start by checking everything on the floor, then everything on chairs, tables, bookshelves, in cabinets and desks and then check ceilings and area above false ceilings.
- c. When entering a room, stop and listen very carefully. There is a possibility of hearing a clock-fused bomb.

d. A master key will be used to open and check all lockers.

The most common areas for placing bombs are in restrooms. (7 out of 10 will be placed here)

Other areas of high utilization by bombers are: auditoriums; cafeterias; lobbies; recreation areas; boiler rooms and stairwells.

If a suspicious object is located, the search coordinator should be should be immediately notified. The police will be notified and will determine the procedure for removal.

The only immediate action that should be taken by school authorities is to open all windows and doors in the room and surround or barricade the object with soft material such as pillows, mattresses or gym mats. Nothing should be placed on top. **UNDER NO CIRCUMSTANCES SHOULD BE OBJECT BE TOUCHED OR MOVED.**



### 723.3 – EMERGENCY CLOSINGS

The superintendent or his designee shall have authority to close the district schools in the event of hazardous weather or other emergencies, which threaten the health or safety of students and personnel.

When determining whether or not to close school due to hazardous weather, the superintendent or his designee shall confer by phone with the appropriate authorities. Upon reaching a decision to close the schools, the superintendent or his designee shall notify the local radio stations and TV stations as soon as possible.

When determining whether to dismiss students early due to hazardous weather or other emergency situations, the superintendent or his designee shall notify the radio stations and TV stations at least thirty minutes prior to dismissal, whenever possible.

The superintendent shall develop other necessary plans for the closing of the schools and early dismissal to provide for orderly procedures.

If the parent/guardian chooses to keep their children home due to weather conditions, the absence will be listed as “excused”.

On days when school is dismissed early due to inclement weather, there will be no practices held.

The athletic director is expected to handle cancellation of athletic events.

Revised: December 16, 2002

Adopted: August 27, 2001

LEGAL REF: Section 115.01(10) Wisconsin Statutes  
118.215  
121.02 (1)(f)

#### **723.4 – TORNADO EMERGENCIES**

Tornado drills and emergencies shall be conducted in compliance with the Tornado Plan in Crisis Plan adopted by the School Board

Adopted: October 22, 2001

## **723.5 – EMERGENCIES WITHIN THE COMMUNITY**

The school district will cooperate with the Office of Emergency Government in providing its schools to be used as congregate care centers if needed. Building principals will be in charge of their respective facilities.

Adopted: September 26, 1988

## 732 – BUILDING AND GROUNDS MAINTENANCE

### A. Long-term Program Developed with Regard to Maintenance

1. The Board will endeavor to maintain the repair of existing school buildings constantly as the need arises. Major repairs will be divided over the years so that tax burdens may be leveled.
2. Each building principal shall develop an annual building maintenance plan.

Adopted: September 26, 1988

Revision: August 27, 2001

LEGAL REF: Section 120.12(5)      Wisconsin Statutes  
                  120.44  
                  121.02 (1)(I)  
                  PI 8.01(2)(I)      Wisconsin Administrative Code

## **733 - Facility Energy Management Policy**

### **Policy Statement:**

It is the intention of the School District of Algoma to reduce energy consumption, and improve energy efficiency on the Algoma School District Sites without compromising the educational mission of the District. This is to be accomplished by developing an aggressive and progressive approach for efficient energy use while maintaining compliance with applicable codes and standards. The remainder of this document details the goals, responsibilities, and steps that will be taken to address these issues and reach the energy efficiency goals of the District. This policy will be reviewed and revised periodically as public awareness, management techniques and technologies evolve.

### **Energy Management Goals/Objectives/Principles:**

1. Reduce energy costs, eliminate waste, and conserve energy resources. This will be done by applying efficient operating practices and cost-effective technology.
2. Raise awareness of and obtain the active participation of the district staff in energy conservation.
3. Increase energy efficiency through improved scheduling and proper utilization of spaces.
4. Incorporate energy efficiency into the decision-making process during the design, acquisition, and modification of facilities, equipment and transportation systems.
5. Emphasize the use of renewable energy sources.
6. Increase energy efficiency through improved operations and capital investment.
7. Work with government and outside organizations to obtain technical assistance and to share costs on energy conserving initiatives to the extent possible.
8. Recognize and promote individual and organizational achievements in conserving energy, advancing the district energy policy, and obtaining monetary savings.
9. Provide ongoing education concerning energy saving to staff and students through the energy management committee.

### **Responsibilities Related to Energy Management:**

#### **District Staff Responsibility**

It is the District Staff that uses the energy and it is the responsibility of each district employee and the entire district community to actively participate in conservation efforts in order to be good stewards of the institution's energy resources and , specifically, to reduce energy consumption.

#### **Administrative/Management Responsibility**

The administration of the district has the responsibility for supporting responsible energy management and for communicating and enforcing this policy/procedure.

Approved: July 25, 2011

## **742 – AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT**

Employee use of school-owned equipment must receive prior approval of the building principal. A check out sheet must be filled out before equipment can leave the building.

Adopted: August 27, 2001

## 742.1 USE OF SHOP AREAS

The shop facility and tools have been provided for student instructional purposes and are not intended for personal use. The shop facility and tools may be used for construction or maintenance of other school equipment.

Because of the danger and liability involved, students may never be permitted to work in any shop without supervision by instructors.

Students must adhere to all safety rules and safety glasses must be on at all times.

Tools and equipment shall not be taken from the shop for out of school use at any time. The instructor is responsible for all tools and equipment in the shops, and shall turn in an inventory annually to the school principal.

The shops will be swept, tools put away, and projects stored at the end of each class period.

Exhaust systems and all shop machines and machine guards will be maintained in quality working condition.

Partnerships with local employers will allow employees from the partners access to respective machines used for production.

Adopted: August 27, 2001

Revised: April 24, 2017

LEGAL REFERENCE:                    Sections 255.30 Wis. Statutes

**742 – EXHIBIT – AUTHORIZED USE OF SCHOOL-OWNED  
EQUIPMENT**

**Equipment and/or Tool Check-out Sheet**

Type of Equipment \_\_\_\_\_

Type of Tool \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Serial Number \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Adopted: August 27, 2001

**OFFICE USE:**

Date returned: \_\_\_\_\_ Item returned undamaged: YES NO (Circle one)

If yes explain: \_\_\_\_\_



## 751 - STUDENT TRANSPORTATION SERVICES

Transportation shall be provided in accordance with the Wisconsin School Bus Regulations of the Motor Vehicle Department.

The Administrator or his/her designee shall make such rules and regulations for the operation and control of vehicles, the qualifications and performance of drivers, the conduct of students, etc., as he/she may deem necessary to provide safe, comfortable and efficient transportation, with such rules and regulations subject to approval by the Board. The responsibility of the District in transporting students to and from school is limited to providing services to their legal residence. The District may provide services on occasion which meet the following criteria:

Pickup or discharge of a student at another residence on the same bus route when requested by the parent or guardian in writing as long as the route does not need to be modified to accommodate the request. Requests shall include the name, address, and phone number of the alternate residence of pickup/discharge. Emergency situations will be dealt with accordingly. The District Administrator will decide discrepancies.

Only scheduled bus riders will be allowed to ride the bus. Guests are not allowed on any regular bus routes. Authorized adults with the approval of the District Administrator may ride on a school bus. This would include members of the school staff, school board members, parents, or other adults in connection with any co-curricular activity, field trip, or any other school related activities within the boundaries of the state.

All students, public or private, who live over two miles from school will be transported to and from school. Students living within two miles of school will be transported only if they live at a location that would necessitate their walking a considerable distance on a main traveled street or highway, which has no sidewalks. Such areas would be considered "areas of unusual hazard".

Accommodations for non-resident (public or private) students may be considered if the following two (2) conditions are met:

1. A written request is made to the Board of Education no later than April 1 of the proceeding school year; and
2. The student(s) must be picked up on an existing bus route. No route shall be modified to accommodate the request.

Students living within the city limits but who live at a location that would necessitate their walking a considerable distance on a main traveled street or highway, which has no sidewalks, will be picked up at the Elementary School and be transported to the High School. The decision to transport will be made jointly by the District Administrator and the transportation provider.



## 751.1 – EEN TRANSPORTATION

When transportation is required as a related service for a student with special needs, every attempt will be made to make necessary accommodations as designated in the Individual Education Plan (I.E.P.)

Items to be considered are:

- A. Specifications for I.E.P. where transportation modification may be requested
- B. Need for assistance animal
- C. Use of special equipment
- D. Need for an attendant, student, or medical personnel
- E. Transportation pick-up points

Any resident (EEN student) whose needs can not be met within our District will be provided transportation to and from the school designated and approved in the M-team meeting. The Board will determine the most appropriate transportation and secure all necessary transportation contracts for EEN students.

LEGAL REFERENCE:      Sections      121.54 (3) Wis. Statutes

Adopted: September 26, 1988

Revised: August 27, 2001

## 751.2 CO-CURRICULAR TRANSPORTATION

All co-curricular trips on buses shall be supervised by an adult, preferably a teacher. Students transported on co-curricular trips are to be loaded at the school, and following the trip, discharged at the school, unless authorization from the parent for discharge at another point is received from the parent prior to the trip.

All participants are expected to ride the bus or other school sponsored transportation to and from a co-curricular contest. An participant may ride with their own parents if the parents personally confer with the coach prior to the trip.

A minimum number of 25 students are needed to run a spectator bus to any co-curricular event. Students will be charged to ride the bus based on the distance traveled and the number of students riding to the event.

Adopted: August 27, 2001

Revised: April 22, 2002

LEGAL REFERENCE:        Sections        121.54 (7)

### **751.3 – FIELD TRIP TRANSPORTATION**

Transportation by private carrier for school sponsored trips is not authorized except in approved instances where faculty members are directing a field trip or other activity. Field trip transportation should not be arranged until approved by the principal. In no case, will students be allowed to drive their own vehicles on a school-sponsored field trip.

Adopted: August 27, 2001

LEGAL REF: Sections      120.12 (27) Wisconsin Statutes  
   120.44  
   120.54(7)

## 771 – COPYRIGHT

Today's new technologies have made learning and information gathering more readily available than ever before. The ease with which material can be produced and occupied is of great concern to many. A balance must be achieved to meet the needs of society to have access to information and for proper remuneration to its creators; therefore, a policy to support the copyright laws and an awareness of those laws on the part of the educational community is needed.

The primary purpose of the federal copyright laws is to promote the creation and dissemination of knowledge and ideas. As an educational institution, it is vital that its staff is familiar with and follows those copyright laws and guidelines that have been established. We cannot expect our students to become knowledgeable about copyright laws if the educational institution itself is not knowledgeable about current copyright regulations. It is only fitting that we as an educational institution lead in the proper procedures and policies in the use of copyrighted materials.

Therefore, it is the intention of the School District of Algoma to abide by all current copyright laws established by the federal government. All school district employees shall be inserviced about the intent and scope of the copyright laws and guidelines with reminders issued yearly. The District will also incorporate the teaching of and the ethical use of the copyright laws and guidelines as part of its curriculum.

Notices of copyright restrictions shall be placed at and/or on those devices that could be used for illegal copying. Permission to copy shall be obtained when possible. No school equipment or materials shall be used by school employees or students for illegal copying or usage. Those violating the copyright laws are liable for their own actions.

The policy shall be reviewed and updated as necessary.

Adopted: September 26, 1998

LEGAL REF: 1976 Federal Copyright Law – PL 940553

## 780 – INSURANCE MANAGEMENT

Workmen's Compensation is provided as required by law. The business manager will seek bids every three years for the purchase of liability, fire and boiler insurance. Accident insurance will be provided for all students for the regular school day and during participation in athletics.

1<sup>st</sup> reading of revision: July 23, 2001

Adopted: September 26, 1988

LEGAL REF: Sections      66.18 Wisconsin Statutes  
                                 120.12 (6)  
                                 120.13 (2)  
                                 120.44  
                                 121.53 (1)

CROSS REF: Current Employee Contracts

## **719-SCHOOL DISTRICT OF ALGOMA POLICY**

### **SCHOOL NUTRITION AND ACTIVITY**

#### **Introduction:**

This policy supports the mission of the School District of Algoma: Providing the environment that cultivates maximum student potential. Nutrition/activity influences a child's development, health, well-being and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This district-wide nutrition/activity policy encourages all members of the school community to create an environment that supports lifelong healthy eating and activity habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages, healthy food choices and encourage active lifestyles.

Health and Wellness will be integrated into all curricular areas as appropriate with special attempts to include good nutrition and activity education at the elementary/middle school levels. On a weekly basis, physical education instruction will stress the importance of an active lifestyle.

The food service staff will display food pyramid posters and other nutrition information in the lunch room and attempt to use whole grains, low fat, and other healthier foods as cost and availability allow. Smaller portions on higher fat/calorie foods will be served and ala carte items will offer healthier selections per the roll-out chart. Education on "enjoying in moderation" will be promoted.

The County/School Nutritionist/Nurse will be invited to school to give presentations on the benefits of healthy eating/activity habits with the goal of seeing every elementary/middle school child at least once during each school year.

#### **Goals of policy are to:**

##### **1. Provide a positive environment and appropriate knowledge regarding food**

- Bi-yearly Wellness Policy review with Food Service, P.E., Health, Nurse, School Board, Wellness Team, MS/HS Student Council Representatives, PTS, Parents Plus, Booster Clubs, and Administration.\*
- Ensure that all students have access to healthy food choices during school and at school functions.
- Provide a pleasant eating environment for students and staff.
- Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated cafeteria area.
- Enable all students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.



2. **When using food as a part of student incentive programs and “Birthday” treats, staff and students are encouraged to utilize healthy, nutritious food choices. Moreover, food will be used minimally as an incentive and non-food items like pencils will be the preferred incentive.**
  
3. **Nutrition Promotion Goals**
  - **Curricular-based food experiences are to be designed by staff and students and required to seek out good nutrition choices and teach portion control.**
  
  - In keeping with contractual obligations to the National School Lunch/Breakfast programs, ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.
  
  - Encourage the practice of good nutrition by reducing the sale or distribution of foods of minimal nutritional value through a four-year plan that focuses on:
    - Reducing access to non-nutritional foods.
    - Educating students about healthy foods.
    - Selective pricing that favors sales of healthy foods.
    - Teaching moderation in portion consumption.
  
4. **Encourage student participation in high activity programs.**
  - On a weekly basis, physical education instruction will stress the importance of an active lifestyle.
  - Physical education classes beyond requirements/life-long activities.
  - Involvement in co-curricular and extra-curricular sports/activities.
  - Leisure time movement activities like walking, biking, hiking, running, golfing, etc.
  
5. **Encourage water consumption as a healthy alternative to carbonated beverages.**
  - Provide water all day in bubblers and allowed in classrooms.
  
6. **Wellness Committee of Algoma Schools will work with the food service staff, booster clubs, local food establishments, FFA Alumni, classes and other entities involved with the school system to encourage food/beverage offerings that provide healthy choices.**
  - Non-food or healthy food sales rather than “candy bar sales”.
  - Healthy options being available at all events and at all concession stands.
  - Fun contests to reward healthy choices with free or lower prices.
  - **SEE DISTRICT NUTRITIONAL STANDARDS BELOW**

## **SCHOOL DISTRICT OF ALGOMA**

### **DISTRICT NUTRITION STANDARDS**

The School District of Algoma strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy. In an effort to support the consumption of nutrient dense foods in the school setting the District has adopted the following Nutrition Standards governing the sale of food, beverages, and candy on school grounds. School sites are encouraged to study these standards and develop building policy using the following District Nutrition Standards as minimal guidelines.

#### **Food:**

- Any given food item for sale prior to the start of the school day and throughout the instructional day will use 7 grams of fat per serving as goal for maximum fat.
- Any given food item for sale prior to the start of the school day and throughout the instructional day will have a goal of no more than 10% of its total calories derived from saturated fat.
- Nuts and seeds are exempt from these standards because they are nutrient dense and contain high levels of monounsaturated fat. Foods high in monounsaturated fat help lower “bad” LDL cholesterol and maintain “good” HDL cholesterol.
- It is recognized that there may be rare special occasions when the school principal may allow a school group to deviate from these guidelines.
- Encourage the consumption of nutrient dense foods, i.e., whole grains, fresh fruits, and vegetables with attempts to minimize high sugar foods as well.

#### **Beverages:**

- Vending sales of soda will be eliminated in the 2005-2006 school year.
- Vending sales of soda and artificially sweetened drinks by student and non - student groups will be discouraged.
- Size of container (portion) will be lowered as available with vendors.
- Milk, water and 100% fruit juices may be sold on school grounds both prior to and throughout the instructional day. Movement will be made to skim and non-sugar enhanced milk to keep caloric content lower.

## SCHOOL DISTRICT OF ALGOMA

### SCHOOL NUTRITION IMPLEMENTATION SCHEDULE

<b>School Year 2006 – 07</b>	<b>IN-SCHOOL FOCUS</b> <ul style="list-style-type: none"><li>• Healthy snacks that meet District Nutrition Standards</li><li>• Healthy rewards that meet District Nutrition Standards</li><li>• Beverage and vending guidelines: 80% of offerings meet District Nutrition Standards</li><li>• Selective pricing for healthy choices</li><li>• Begin process for setting outside “school fundraising” procedures”</li></ul>
<b>School Year 2007 – 08</b>	<b>OUTSIDE OF SCHOOL FUNDRAISING</b> <ul style="list-style-type: none"><li>• After school/before school food/beverage sales: 80% of offerings meet District Nutrition Standards</li><li>• School supporters (PTO/POPS) food/beverage sales: 80% of offerings meet District Nutrition Standards</li><li>• Selective pricing</li><li>• Beverage and vending guidelines: 100% of offerings meet District Nutrition Standards</li></ul>
<b>School Year 2008 – 09</b>	<b>SPORTING EVENTS</b> <ul style="list-style-type: none"><li>• Concession offerings: 100% of offerings meet District Nutrition Standards</li><li>• Selective pricing</li></ul>
<b>School Year 2009 – 10</b>	<b>HEALTHY CHOICES AND FOODS THAT MEET DISTRICT NUTRITION STANDARDS SERVED IN SCHOOL, OUTSIDE SCHOOL AND AT SPORTING EVENTS.</b>
<b>2010 and Beyond</b>	All school controlled food served during or outside of school regular day, will follow healthy nutritional guidelines. “Booster” Club groups of various types will get a copy of this policy yearly and be asked to follow guidelines.

\*Business Manager or designee will be “Review Coordinator”. Summary will be published in Wolf Review and on Web Page.

Adopted: March 27, 2006

Revised: June 24, 2013

## 720 – SAFETY PROGRAM

It shall be policy to take every reasonable precaution for the safety of the students, employees, visitors, patrons, and all others having business with the school district.

1. It shall be the responsibility of the safety coordinator (building principal) who will have experience, or training I school safety to execute this policy.
2. The primary responsibility of the safety coordinator is to develop and keep updated, a total safety program.
3. The school district will utilize C.E.S.A., or another government agency with personnel with a high degree of safety expertise, who will give on-site assistance in the recognition of the various hazard categories, OSHA Codes, safety curriculum and follow-up evaluations.
4. It may be necessary for people at the operational level responsible for correcting of hazards to contact the Safety Coordinator or another resource person for assistance in interpretation of standards or other methods of correction.

Evaluation of the safety system will be on a continuous basis

Adopted: August 27, 2001

LEGAL REF: Sections 118.07      Wisconsin Statutes  
                  118.09  
                  118.10  
                  121.02 (1)  
                  PI 8.01 (2)(I) Wisconsin Administrative Code





## **722.1 – ACCIDENT REPORTING**

All accidents involving staff and students including first aid injuries must be reported to the individual in charge of safety compliance at each building location. The Safety Coordinator (Building Principal) or designee will be notified of all injuries involving more than first aid treatment. These accidents will personally be investigated by the Safety Coordinator or his designee as soon as possible. The business manager will fill out worker's forms for employees at the time of the accident. Two copies will be made one for the insurance company and one for the administrator in charge.

Adopted: September 26, 1988

Revised: August 27, 2001

LEGAL REF: Section 121.02 (1)(g) Wisconsin Statutes  
PI 8.01 (2)(g) Wisconsin Administrative Code

## **722 – ACCIDENT PREVENTION**

Accidents are undesirable, unplanned occurrences which can be prevented and which often result in bodily harm, loss of school time, property damage, possible expensive legal action, and even death.

The Board of Education believes that safety education and accident prevention are important to everyone concerned with our schools, not only as a protective measure during school hours, but also in an instructional means of developing an appropriate mode of behavior to minimize accidents at all times.

Adopted: September 26, 1988

LEGAL REF: Section 121.02 (1)(g) Wisconsin Statutes  
PI 8.01 (2)(g) Wisconsin Administrative Code

CROSS REF: 722.1 – Accident Reporting



### **723.1 – FIRE DRILLS**

Fire drills are to be conducted at least once a month throughout the school year. Building principals shall inform teachers of the exact plans for each building and shall arrange for as many drills as necessary to insure students being able to leave the buildings quickly and safely.

Each teacher shall be responsible for directing students, who have classes in his/her room, as to the proper evacuation procedures.

The Principals, or designee, shall annually file a report of fire drills with the Department of Industry, Labor and Human Relations and the Chief of the local fire department.

Adopted: August 27, 2001

LEGAL REF: Section 118.07 (2) Wisconsin Statutes

## 723.2 EXHIBIT A - ROOM SEARCH CHECKLIST

Date \_\_\_\_\_ Time Completed \_\_\_\_\_ Description or Room No. \_\_\_\_\_

- \_\_\_\_\_ 1. Open door slowly and carefully
- \_\_\_\_\_ 2. Floors and waste baskets
- \_\_\_\_\_ 3. Chairs, tables, open shelves, cabinet tops, window sills
- \_\_\_\_\_ 4. Interior of cabinets, desks, file cabinets
- \_\_\_\_\_ 5. Closets
- \_\_\_\_\_ 6. Storage rooms
- \_\_\_\_\_ 7. Area above suspended ceiling
- 8. Special areas such as:
  - \_\_\_\_\_ a. behind drapes or curtains
  - \_\_\_\_\_ b. among stored equipment or supplies
  - \_\_\_\_\_ c. under bleachers
  - \_\_\_\_\_ d. inside machinery
  - \_\_\_\_\_ e. in vehicles
  - \_\_\_\_\_ f. in stoves or refrigerators

Adopted: October 22, 2001

## 723.2 – BOMB THREATS

We must recognize that while most bomb threats are pranks, we must treat each as if a bomb has, in fact, been placed.

The procedure to be followed in each school is as follows:

1. When receiving the call, the individual should attempt to get as much information from the caller as possible, such as:
  - a. location or area the bomb is planted
  - b. at what time is the bomb scheduled to go off
2. Notify the police department.
3. The person in charge of the building should assemble all off-duty teachers and custodians immediately.
4. Divide persons available into teams of 2 each.
5. A careful search of halls and classroom doorways should be made to insure evacuation routes are clear.
6. Evacuate the building according to fire drill procedure. **NO ANNOUNCEMENT SHOULD BE MADE OF THE BOMB THREAT.**
7. Teachers should remain with students and see that they move as far away from the building as possible upon direction from the principal.
8. Systematic search will be coordinated by the building principal in conjunction with police officers. Personnel to be used will be administrators, custodians, and any teachers not responsible for children at that time.
9. If a time has been designated by the caller, search should continue until 5 minutes prior to detonation time. All concerned should then leave the building. Electricity and gas should be shut off at this time. If explosion does not occur on time, 10 minutes should pass before the search is resumed. When search is completed, regular classes should be resumed.
10. If no time has been given by the caller, the search should continue until complete.

The search method is as follows:

- a. The building principal shall assign available personnel in such a way to insure that someone has the responsibility for every part of the building, inside and out. A room checklist (attached) will be used and turned in to the principal upon completion of the search of each room.
- b. The actual search should start by checking everything on the floor, then everything on chairs, tables, bookshelves, in cabinets and desks and then check ceilings and area above false ceilings.
- c. When entering a room, stop and listen very carefully. There is a possibility of hearing a clock-fused bomb.

d. A master key will be used to open and check all lockers.

The most common areas for placing bombs are in restrooms. (7 out of 10 will be placed here)

Other areas of high utilization by bombers are: auditoriums; cafeterias; lobbies; recreation areas; boiler rooms and stairwells.

If a suspicious object is located, the search coordinator should be should be immediately notified. The police will be notified and will determine the procedure for removal.

The only immediate action that should be taken by school authorities is to open all windows and doors in the room and surround or barricade the object with soft material such as pillows, mattresses or gym mats. Nothing should be placed on top. **UNDER NO CIRCUMSTANCES SHOULD BE OBJECT BE TOUCHED OR MOVED.**



### 723.3 – EMERGENCY CLOSINGS

The superintendent or his designee shall have authority to close the district schools in the event of hazardous weather or other emergencies, which threaten the health or safety of students and personnel.

When determining whether or not to close school due to hazardous weather, the superintendent or his designee shall confer by phone with the appropriate authorities. Upon reaching a decision to close the schools, the superintendent or his designee shall notify the local radio stations and TV stations as soon as possible.

When determining whether to dismiss students early due to hazardous weather or other emergency situations, the superintendent or his designee shall notify the radio stations and TV stations at least thirty minutes prior to dismissal, whenever possible.

The superintendent shall develop other necessary plans for the closing of the schools and early dismissal to provide for orderly procedures.

If the parent/guardian chooses to keep their children home due to weather conditions, the absence will be listed as “excused”.

On days when school is dismissed early due to inclement weather, there will be no practices held.

The athletic director is expected to handle cancellation of athletic events.

Revised: December 16, 2002

Adopted: August 27, 2001

LEGAL REF: Section 115.01(10) Wisconsin Statutes  
118.215  
121.02 (1)(f)

#### **723.4 – TORNADO EMERGENCIES**

Tornado drills and emergencies shall be conducted in compliance with the Tornado Plan in Crisis Plan adopted by the School Board

Adopted: October 22, 2001

## **723.5 – EMERGENCIES WITHIN THE COMMUNITY**

The school district will cooperate with the Office of Emergency Government in providing its schools to be used as congregate care centers if needed. Building principals will be in charge of their respective facilities.

Adopted: September 26, 1988



## 732 – BUILDING AND GROUNDS MAINTENANCE

### A. Long-term Program Developed with Regard to Maintenance

1. The Board will endeavor to maintain the repair of existing school buildings constantly as the need arises. Major repairs will be divided over the years so that tax burdens may be leveled.
2. Each building principal shall develop an annual building maintenance plan.

Adopted: September 26, 1988

Revision: August 27, 2001

LEGAL REF: Section 120.12(5)      Wisconsin Statutes  
                  120.44  
                  121.02 (1)(I)  
PI 8.01(2)(I)      Wisconsin Administrative Code

## **733 - Facility Energy Management Policy**

### **Policy Statement:**

It is the intention of the School District of Algoma to reduce energy consumption, and improve energy efficiency on the Algoma School District Sites without compromising the educational mission of the District. This is to be accomplished by developing an aggressive and progressive approach for efficient energy use while maintaining compliance with applicable codes and standards. The remainder of this document details the goals, responsibilities, and steps that will be taken to address these issues and reach the energy efficiency goals of the District. This policy will be reviewed and revised periodically as public awareness, management techniques and technologies evolve.

### **Energy Management Goals/Objectives/Principles:**

1. Reduce energy costs, eliminate waste, and conserve energy resources. This will be done by applying efficient operating practices and cost-effective technology.
2. Raise awareness of and obtain the active participation of the district staff in energy conservation.
3. Increase energy efficiency through improved scheduling and proper utilization of spaces.
4. Incorporate energy efficiency into the decision-making process during the design, acquisition, and modification of facilities, equipment and transportation systems.
5. Emphasize the use of renewable energy sources.
6. Increase energy efficiency through improved operations and capital investment.
7. Work with government and outside organizations to obtain technical assistance and to share costs on energy conserving initiatives to the extent possible.
8. Recognize and promote individual and organizational achievements in conserving energy, advancing the district energy policy, and obtaining monetary savings.
9. Provide ongoing education concerning energy saving to staff and students through the energy management committee.

### **Responsibilities Related to Energy Management:**

#### **District Staff Responsibility**

It is the District Staff that uses the energy and it is the responsibility of each district employee and the entire district community to actively participate in conservation efforts in order to be good stewards of the institution's energy resources and , specifically, to reduce energy consumption.

#### **Administrative/Management Responsibility**

The administration of the district has the responsibility for supporting responsible energy management and for communicating and enforcing this policy/procedure.

Approved: July 25, 2011

## 742.1 USE OF SHOP AREAS

The shop facility and tools have been provided for student instructional purposes and are not intended for personal use. The shop facility and tools may be used for construction or maintenance of other school equipment.

Because of the danger and liability involved, students may never be permitted to work in any shop without supervision by instructors.

Students must adhere to all safety rules and safety glasses must be on at all times.

Tools and equipment shall not be taken from the shop for out of school use at any time. The instructor is responsible for all tools and equipment in the shops, and shall turn in an inventory annually to the school principal.

The shops will be swept, tools put away, and projects stored at the end of each class period.

The shops will not be used for storage of anything except shop instructional materials.

Exhaust systems and all shop machines and machine guards will be maintained in quality working condition.

Adopted: August 27, 2001

LEGAL REFERENCE:                    Sections 255.30 Wis. Statutes

## **742 – AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT**

Employee use of school-owned equipment must receive prior approval of the building principal. A check out sheet must be filled out before equipment can leave the building.

Adopted: August 27, 2001

**742 – EXHIBIT – AUTHORIZED USE OF SCHOOL-OWNED  
EQUIPMENT**

**Equipment and/or Tool Check-out Sheet**

Type of Equipment \_\_\_\_\_

Type of Tool \_\_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Serial Number \_\_\_\_\_

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Principal Signature: \_\_\_\_\_

Adopted: August 27, 2001

**OFFICE USE:**

Date returned: \_\_\_\_\_ Item returned undamaged: YES NO (Circle one)

If yes explain: \_\_\_\_\_

## 751.1 – EEN TRANSPORTATION

When transportation is required as a related service for a student with special needs, every attempt will be made to make necessary accommodations as designated in the Individual Education Plan (I.E.P.)

Items to be considered are:

- A. Specifications for I.E.P. where transportation modification may be requested
- B. Need for assistance animal
- C. Use of special equipment
- D. Need for an attendant, student, or medical personnel
- E. Transportation pick-up points

Any resident (EEN student) whose needs can not be met within our District will be provided transportation to and from the school designated and approved in the M-team meeting. The Board will determine the most appropriate transportation and secure all necessary transportation contracts for EEN students.

LEGAL REFERENCE:      Sections      121.54 (3) Wis. Statutes

Adopted: September 26, 1988

Revised: August 27, 2001

## 751.2 CO-CURRICULAR TRANSPORTATION

All co-curricular trips on buses shall be supervised by an adult, preferably a teacher. Students transported on co-curricular trips are to be loaded at the school, and following the trip, discharged at the school, unless authorization from the parent for discharge at another point is received from the parent prior to the trip.

All participants are expected to ride the bus or other school sponsored transportation to and from a co-curricular contest. An participant may ride with their own parents if the parents personally confer with the coach prior to the trip.

A minimum number of 25 students are needed to run a spectator bus to any co-curricular event. Students will be charged to ride the bus based on the distance traveled and the number of students riding to the event.

Adopted: August 27, 2001

Revised: April 22, 2002

LEGAL REFERENCE:        Sections        121.54 (7)

### **751.3 – FIELD TRIP TRANSPORTATION**

Transportation by private carrier for school sponsored trips is not authorized except in approved instances where faculty members are directing a field trip or other activity. Field trip transportation should not be arranged until approved by the principal. In no case, will students be allowed to drive their own vehicles on a school-sponsored field trip.

Adopted: August 27, 2001

LEGAL REF: Sections      120.12 (27) Wisconsin Statutes  
                                 120.44  
                                 120.54(7)



## 751 - STUDENT TRANSPORTATION SERVICES

Transportation shall be provided in accordance with the Wisconsin School Bus Regulations of the Motor Vehicle Department.

The Administrator or his/her designee shall make such rules and regulations for the operation and control of vehicles, the qualifications and performance of drivers, the conduct of students, etc., as he/she may deem necessary to provide safe, comfortable and efficient transportation, with such rules and regulations subject to approval by the Board. The responsibility of the District in transporting students to and from school is limited to providing services to their legal residence. The District may provide services on occasion which meet the following criteria:

Pickup or discharge of a student at another residence on the same bus route when requested by the parent or guardian in writing as long as the route does not need to be modified to accommodate the request. Requests shall include the name, address, and phone number of the alternate residence of pickup/discharge. Emergency situations will be dealt with accordingly. The District Administrator will decide discrepancies.

Only scheduled bus riders will be allowed to ride the bus. Guests are not allowed on any regular bus routes. Authorized adults with the approval of the District Administrator may ride on a school bus. This would include members of the school staff, school board members, parents, or other adults in connection with any co-curricular activity, field trip, or any other school related activities within the boundaries of the state.

All students, public or private, who live over two miles from school will be transported to and from school. Students living within two miles of school will be transported only if they live at a location that would necessitate their walking a considerable distance on a main traveled street or highway, which has no sidewalks. Such areas would be considered "areas of unusual hazard".

Accommodations for non-resident (public or private) students may be considered if the following two (2) conditions are met:

1. A written request is made to the Board of Education no later than April 1 of the proceeding school year; and
2. The student(s) must be picked up on an existing bus route. No route shall be modified to accommodate the request.

Students living within the city limits but who live at a location that would necessitate their walking a considerable distance on a main traveled street or highway, which has no sidewalks, will be picked up at the Elementary School and be transported to the High School. The decision to transport will be made jointly by the District Administrator and the transportation provider.



## 771 – COPYRIGHT

Today's new technologies have made learning and information gathering more readily available than ever before. The ease with which material can be produced and occupied is of great concern to many. A balance must be achieved to meet the needs of society to have access to information and for proper remuneration to its creators; therefore, a policy to support the copyright laws and an awareness of those laws on the part of the educational community is needed.

The primary purpose of the federal copyright laws is to promote the creation and dissemination of knowledge and ideas. As an educational institution, it is vital that its staff is familiar with and follows those copyright laws and guidelines that have been established. We cannot expect our students to become knowledgeable about copyright laws if the educational institution itself is not knowledgeable about current copyright regulations. It is only fitting that we as an educational institution lead in the proper procedures and policies in the use of copyrighted materials.

Therefore, it is the intention of the School District of Algoma to abide by all current copyright laws established by the federal government. All school district employees shall be inserviced about the intent and scope of the copyright laws and guidelines with reminders issued yearly. The District will also incorporate the teaching of and the ethical use of the copyright laws and guidelines as part of its curriculum.

Notices of copyright restrictions shall be placed at and/or on those devices that could be used for illegal copying. Permission to copy shall be obtained when possible. No school equipment or materials shall be used by school employees or students for illegal copying or usage. Those violating the copyright laws are liable for their own actions.

The policy shall be reviewed and updated as necessary.

Adopted: September 26, 1998

LEGAL REF: 1976 Federal Copyright Law – PL 940553

## 780 – INSURANCE MANAGEMENT

Workmen's Compensation is provided as required by law. The business manager will seek bids every three years for the purchase of liability, fire and boiler insurance. Accident insurance will be provided for all students for the regular school day and during participation in athletics.

1<sup>st</sup> reading of revision: July 23, 2001

Adopted: September 26, 1988

LEGAL REF: Sections      66.18 Wisconsin Statutes  
                                 120.12 (6)  
                                 120.13 (2)  
                                 120.44  
                                 121.53 (1)

CROSS REF: Current Employee Contracts