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## SUPPORT SERVICES GOALS

Support services are essential to the successful operation of the School District of Fall Creek. Management of auxiliary operations shall, therefore, be considered an important responsibility of the administration. It should be remembered, however, that education is the district's primary function and that all support services shall be provided, guided and evaluated by this commitment.

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

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff and the public.
2. To provide for safe transportation of students to and from school.
3. To provide support services that fulfill the needs of the educational program.

LEGAL REF.: Section 120.12 Wisconsin Statutes

APPROVED: February 3, 1992

## SAFETY PROGRAM

Every reasonable precaution shall be taken for the safety of students, employes, visitors and others having business with the district. The Board believes that safety education and accident prevention are important to everyone concerned with the School District of Fall Creek.

The district administrator or his/her designee shall be responsible for coordinating all activities related to the safe and healthful facilities program. The program shall meet all regulations, state codes and orders of the Department of Industry, Labor and Human relations, the Department of Health and Social Services, the Department of Public Instruction and all applicable local safety and health codes and regulations.

School facilities shall be inspected annually for safety by the district administrator, or his/her designee, and a standard first aid kit shall be available in each school building in the district.

LEGAL REF.: Sections 118.07                   Wisconsin Statutes  
                  118.09  
                  118.10  
                  121.01(1)(i)

APPROVED:       February 3, 1992

## BUILDING AND GROUNDS INSPECTIONS

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

The school buildings shall be inspected at least annually. The inspection shall be supervised by the district administrator.

Unsafe conditions are to be identified and corrected as soon as possible.

LEGAL REF.: Sections 115.33 Wisconsin Statutes  
120.12(12)

CROSS REF.: 721-Rule, Guidelines for Inspections  
732, Building and Grounds Maintenance

APPROVED: February 3, 1992

GUIDELINES FOR INSPECTIONS

1. Maintenance supervisor will perform the following:
  - a. provide a monthly report to the district administrator;
  - b. complete and turn in an inspection sheet such as that provided by the Occupational Safety and Health Administration (OSHA) to the district administrator on a monthly basis;
  - c. evaluate all buildings as to cleanliness and upkeep; and
  - d. accompany health inspectors and report all findings to the district administrator.
2. The head maintenance person assigned to each building will annually inspect the following major areas:
  - a. roofs
  - b. heating and ventilating systems
  - c. sidewalks and parking lots
  - d. exterior brick and facings
  - e. any other areas that could be a major repair item for the school district

APPROVED: February 3, 1992

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  - b. Complete and turn in an inspection sheet such as that provided by the Occupational Safety and Health Administration (OSHA) to the district administrator on a monthly basis;
  - c. Evaluate all buildings as to cleanliness and upkeep; and
  - d. Accompany health inspectors and report all findings to the district administrator.
  
2. The head maintenance person assigned to each building will annually inspect the following major areas:
  - a. Roofs
  - b. Heating and Ventilating systems
  - c. Sidewalks and parking lots
  - d. Exterior brick and facings
  - e. Any other areas that could be a major repair item for the school district

APPROVED: February 3, 1992

722.2

BOMB THREATS

Being responsible for the safety of a large number of students, teachers and other staff personnel, it is incumbent upon school administrators to do all that is prudent and possible in the event of imminent danger.

When the school day is interrupted due to an emergency created by some threat to the safety of the school and its inhabitants, the district administrator, or his/her designee, shall make an immediate decision for safeguarding the welfare of the school's population.

Evacuation procedures shall be developed by the administration. Any school time missed because of the interruption shall be made up. The board shall determine the nature of how the lost time will be made up.

LEGAL REF.:

CROSS REF.:

APPROVED:      October 16, 1995

ADMINISTRATIVE RULE

It is anticipated that any possible bomb threats will be received by telephone. Anyone receiving such a phone call is asked to attempt to find out, if possible, the following specific information:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

After a bomb threat call has been received, the following procedure will be followed:

1. The building administrator will be alerted to implement procedures.
2. Person receiving the bomb threat should complete the data sheet.
3. The local police and fire department will be alerted and told that the building is being evacuated because of a bomb threat.
4. The district administrator will be alerted.

The following PA announcement will be made:

"It is necessary to evacuate the building. At the conclusion of this announcement, please go to (see below). The building must be cleared completely, do not stop at your lockers (during inclement weather students should get jackets and hats only from lockers). Evacuate the building at this time."

Teachers should take grade book or current classroom roster with them upon leaving classroom.

Secretaries should take school district employee roster, student emergency information sheets.



When students go outside they will be asked to walk to the designated areas below:

Inclement Weather

Elementary School - - - - - St. John's Church  
Middle School - - - - - St. Paul's Church  
High School - - - - - St. Paul's Church

Mild Weather

Elementary School - - - - - Football Field  
Middle School - - - - - Football Field  
High School - - - - - Football Field

Key for St. John's Catholic Church can be obtained from Jerry Dietsche.

Teachers should stay with class of students and provide necessary supervision in transit and while waiting.

All use of pagers or walkie-talkies shall be eliminated during this time and shall be collected by Wally (in his absence, Andy).

Volunteers to assist the fire department in conducting the search of the facilities will be needed to confirm the safety of the facility.

These are likely to be people who are very familiar with areas of the facility.

Threat Received

Recipient notifies building principal

- \* Building principal begin procedure
- \* Recipient completes data sheet

District administrator, principals, law enforcement and fire officials determine if building or areas of building need to be evacuated

Evacuation	Partial Evacuation	No Evacuation
P.A. announcement to evacuate entire building		School continues unchanged
Inclement weather evacuation	Mild weather evacuation	P.A. announcement for students to move to appropriate area of building
Determine security of building		Determine security of building
Call buses transport students home	School resumes	Call buses transport students home School resumes

BOMB THREAT DATA SHEET

DO NOT HANG UP TELEPHONE RECEIVER EVEN AFTER CALLER HANGS UP.  
KEEP PHONE OFF HAND SET!

Date \_\_\_\_\_ Time \_\_\_\_\_

Your name \_\_\_\_\_

Exact Words of the Person Placing the Call \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Questions to Ask:

1. When is the bomb going to explode? \_\_\_\_\_

2. Where is the bomb right now? \_\_\_\_\_

3. What kind of a bomb is it? \_\_\_\_\_

4. What does it look like? \_\_\_\_\_

5. Why did you place the bomb? \_\_\_\_\_

Additional information:

Did caller sound like anyone you know? \_\_\_\_\_

Who? \_\_\_\_\_

Were any background noises audible? \_\_\_\_\_

What did it sound like? \_\_\_\_\_

## BOMB THREATS ADMINISTRATIVE RULE

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2. Where is it right now?
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4. What kind of bomb is it?
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7. Why?
8. What is your address?
9. What is your name?

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1. The building administrator will be alerted to implement procedures.
2. Person receiving the bomb threat should complete the data sheet.
3. The local police and fire department will be alerted and told that the building is being evacuated because of a bomb threat.
4. The district administrator will be alerted.

The following PA announcement will be made:

“It is necessary to evacuate the building. At the conclusion of this announcement, please to go (see below). The building must be cleared completely, do not stop at your lockers (during inclement weather students should get jackets and hats only from lockers). Evacuate the building at this time.”

Teachers should take grade book or current classroom roster with them upon leaving classroom.

Secretaries should take school district employee roster, student emergency information sheets.

When students go outside they will be asked to walk to the designated areas below:

Inclement Weather

Elementary School-----See Crisis Response Guide

Middle School----- See Crisis Response Guide

High School----- See Crisis Response Guide

Mild Weather

Elementary School-----Football Field

Middle School-----Football Field

High School-----Football Field

Teachers should stay with class of students and provide necessary supervision in transit and while waiting.

Volunteers to assist the fire department in conducting the search of the facilities will be needed to confirm the safety of the facility. These are likely to be people who are very familiar with areas of the facility.

BOMB THREAT DATA SHEET

---

DO NOT HANG UP TELEPHONE RECEIVER AFTER CALLER HANGS UP.  
KEEP PHONE OFF HAND SET!

---

Date \_\_\_\_\_ Time \_\_\_\_\_

Your name \_\_\_\_\_

Exact words of the Person placing the call \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Questions to Ask:

1. When is the bomb going to explode?
2. Where is the bomb right now?
3. What kind of bomb is it?
4. What does it look like?
5. Why did you place the bomb?

Additional information:

Did caller sound like anyone you know? \_\_\_\_\_

Who? \_\_\_\_\_

Were any background noises audible? \_\_\_\_\_

What did it sound like? \_\_\_\_\_

EMERGENCY PLANS 723

The Board recognizes its responsibility to provide facilities, equipment, and training necessary to minimize the effects of disasters. It is the responsibility of the administration to develop a school disaster plan which will serve as an educational tool and an emergency measure. The school disaster plan should provide as much protection as possible for children while at school and on their way to and from school, and should provide adequate instruction so that the school emergency plan may be carried out with the greatest possible speed and safety.

The district administrator, or designee, shall be directed to develop emergency plans for evacuating the buildings during fire and other emergencies and for using the buildings for shelter in the safest manner possible during extremely inclement weather.

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

LEGAL REF.:           Section 118.07           Wisconsin Statutes

CROSS REF.:           723.1, Fire Drills  
                              723.2, Bomb Threats  
                              723.3, Emergency School Closings

APPROVED:           February 3, 1992

## FIRE DRILLS

Fire drills shall be conducted at least once each month throughout the school year. The district administrator, or his/her designee, shall inform teachers of the exact evacuation plan for the building and shall keep a record of the dates and times of all evacuation drills. It is of utmost importance that fire drills be carefully organized and properly supervised to assure effective and efficient operation.

The district administrator, or designee, shall annually file a report of all district fire drills with the Department of Industry, Labor and Human Relations and the chief of the local fire department.

LEGAL REF.: Section 118.07(2) Wisconsin Statutes

APPROVED: February 3, 1992



## SCHOOL SAFETY PLANS 723.1

The District is committed to providing as safe of 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, a school safety plan shall be developed for the District.

School safety plans shall be developed with involvement from Board members, administrators, staff, law enforcement and other community agencies, students, parents and other interested parties as deemed appropriate and necessary.

Each school safety plan shall be developed consistent with District policies and legal requirements, and shall include the following:

- Measures to prevent violence, disruptions and unsafe conditions;
- Intervention strategies to help maintain a safe environment, keep problems isolated and deter them from reoccurring; and
- A crisis management plan.

School safety plans shall be reviewed and updated on a regular basis. A current copy of each school safety plan shall be filed in the school and District Office. District employees shall receive a copy of the school safety plan. Staff in-service training may also be provided.

The District Administrator or designee shall provide regular reports to the Board regarding school safety plans, needs and issues. Students, staff, parents and the public should be made aware of school safety efforts being taken in the District so as to enhance their confidence in the safety of the schools.

LEGAL REF.:

CROSS REF.:

APPROVED: March 27, 2000

BOMB THREATS

Being responsible for the safety of a large number of students, teachers and other staff members, it is incumbent upon school administration to do all that is prudent and possible in the event of imminent danger.

The district administrator, or his/her designee, shall make an immediate decision for safeguarding the welfare of the school's population in the event of bomb threat. Evacuation procedures shall be developed by the administration. Any school time missed because of the interruption shall be made up as directed by the Board.

Any student found guilty of turning in a bomb threat shall be disciplined according to established procedures.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes  
947.015

APPROVED: February 3, 1992

## FIRE DRILLS 723.2

Fire drills shall be conducted at least once each month throughout the school year. The district administrator, or his/her designee, shall inform teachers of the exact evacuation plan for the building and shall keep a record of the dates and times of all evacuation drills. It is of utmost importance that fire drills be carefully organized and properly supervised to assure effective and efficient operation.

The district administrator, or designee, shall annually file a report of all district fire drills with the Department of Industry, Labor and Human Relations and the chief of the local fire department.

LEGAL REF.:           Section 118.07 (2)    Wisconsin Statutes

APPROVED:            February 3, 1992

## EMERGENCY SCHOOL CLOSINGS

The district administrator shall have the authority to close the schools in the event of inclement weather or other emergencies which threaten the health or safety of students and staff.

When determining whether or not to close school due to inclement weather, the district administrator shall consult with the transportation supervisor. In addition, the highway department, police department and other appropriate agencies may be consulted. Announcements of emergency school closings will be made over area radio and TV stations.

The district administrator shall develop other necessary plans for closing school and early dismissal to provide for orderly procedures. Inclement weather days shall be made up according to established procedures.

LEGAL REF.: Sections 115.01(10) Wisconsin Statutes  
118.215

CROSS REF.: FCEA Contact, Article VII - D

APPROVED: February 3, 1992

BOMB THREATS 723.3

Being responsible for the safety of a large number of students, teachers and other staff members, it is incumbent upon school administration to do all that is prudent and possible in the event of imminent danger.

The district administrator, or his/her designee, shall make an immediate decision for safeguarding the welfare of the school's population in the event of bomb threat. Evacuation procedures shall be developed by the administration. Any school time missed because of the interruption shall be made up as directed by the Board.

Any student found guilty of turning in a bomb threat shall be disciplined according to established procedures.

LEGAL REF.:           Sections 120.13 (1)   Wisconsin Statutes  
  947.015

APPROVED:           February 3, 1992

## EMERGENCY SCHOOL CLOSINGS 723.4

The district administrator shall have the authority to close the schools in the event of inclement weather or other emergencies that threaten the health or safety of students and staff.

When determining whether or not to close school due to inclement weather, the district administrator shall consult with the transportation supervisor. In addition, the highway department, police department and other appropriate agencies may be consulted. Announcements of emergency school closings will be made over area radio and TV stations.

The district administrator shall develop other necessary plans for closing school and early dismissal to provide for orderly procedures. Inclement weather days shall be made up according to established procedures.

LEGAL REF.:            Sections 115.01 (10)            Wisconsin Statutes  
    118.215

CROSS REF.:           FCEA Contact, Article VII – D

APPROVED:            February 3, 1992

BUILDING AND GROUNDS MANAGEMENT

The School District of Fall Creek will evaluate district facilities annually to determine:

1. needs for expanding or eliminating school buildings, and
2. accessibility of school buildings to handicapped individuals.

CROSS REF.: 730-Rule, Facilities Evaluation

APPROVED: February 3, 1992

## FACILITIES EVALUATION

Handicapped Accessibility

The Board will annually evaluate school facilities to determine their accessibility to handicapped individuals. The following areas will be examined:

1. Building entrances
2. Hall corridors and aisles
3. Drinking fountains
4. Telephones
5. Washrooms
6. Parking and passenger loading zones

Any modifications and corrections will be made immediately, if necessary to accommodate any handicapped individual desiring access to the facilities. Remaining modifications or corrections will be made on an ongoing basis during the summer maintenance work schedule.

Interim arrangements may be made by the district to accommodate handicapped students prior to completion of modifications or corrections.

Building Evaluation

The Board will annually evaluate the need for expansion or elimination of school buildings based on student enrollments and building capacity.

APPROVED: February 3, 1992



## BUILDING AND GROUNDS SECURITY

The principal shall supervise the security of his/her school building. Key distribution and management shall be his/her responsibility. Employees shall be provided with such keys as are necessary for the fulfillment of their duties and responsibilities. Outside door keys and master keys shall be issued on a need basis only and shall be strictly controlled.

Students should never be allowed to use the employees' keys, unless under special circumstances. When a key is lost, the building principal should be notified immediately so that necessary precautions may be taken.

APPROVED: February 3, 1992

### **Video Surveillance Cameras**

The maintenance of the health, welfare, and safety of the student, staff, while on district property, and the protection of the district property are important functions of the Board. Video cameras may be used to supplement proactive staff supervision. While community use of public school facilities is encouraged, regular supervision of these activities, which occur seven days per week and at non-school hours, is difficult. The monitoring of individuals who enter upon the school ground or school property is a significant factor in maintaining order and discipline and in protecting students, staff, visitors, and property. This Board recognizes the value of video surveillance systems and monitoring the maintenance of order and discipline within the school setting. Therefore, the Board authorizes the use of video surveillance practices in accordance with the guidelines established in the Administrative Rule 731.1 Video Surveillance Cameras Guidelines and Procedures.

Adopted: August 16, 2010

Revised: November 15, 2010

## **Video Surveillance Cameras Guidelines and Procedures**

### Guidelines and Procedures

1. Signs shall be posted advising that video monitoring is in place, but that the equipment may or may not be monitored at any time.
2. Video monitoring systems may be used on school property, including school buses, or on school grounds.
3. Video monitoring shall not be used to monitor areas where the public has a reasonable expectation of privacy. (examples: Bathroom stalls, Locker Rooms)
4. Recordings shall not be disclosed except in accordance with this policy. Disclosure of video records shall be on a need basis in order to comply with the Board's policy objectives.
5. The Board will review the effectiveness of the video monitoring on a periodic basis.
6. Students and staff shall be informed at the beginning of each year and as necessary during the school year that video surveillance will be used.
7. Only individuals authorized by the school superintendent shall have access to the video information collected. If anyone other than Administration views video, documentation of this will occur and be forwarded to the District Office.
8. The Superintendent/designate shall be responsible to review the use and security of monitoring cameras, including monitors and video recordings.
9. A video recording of actions by individual(s) may be used by the administrators as evidence in any disciplinary action brought against any individual arising out of conduct in or about district property or with regard to student transportation.
10. Video monitoring may be used to detect or deter criminal offenses which occur in view of the cameras. They may also be used for inquiries and proceedings relating to law enforcement, research, and deterrence and student discipline.
11. Video monitoring may be used as a reason to deny future facility use to particular community service group(s).
12. All recordings shall be disposed of in a secure manner.
13. Recordings should be viewed on a need-to-know basis only and in such a manner as to avoid public viewing. Monitors should be in controlled access areas.
14. Video electronic data will be recorded over on a cycle determined by the equipment capability. Video used as evidence may be kept longer.

Adopted: November 15, 2010

## BUILDING AND GROUNDS MAINTENANCE

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

The district administrator shall report to the Board annually on all buildings being used by the district. The report will be based on information gathered from the maintenance director.

Recommendations for major repairs will be given to the Board by the district administrator and/or maintenance director.

CROSS REF.: 721, Building and Grounds Inspections

APPROVED: February 3, 1992

## ENERGY CONSERVATION

The Board shall encourage and support an energy conservation and education program in the School District of Fall Creek to substantially lower consumption of electricity, natural gas, oil and water. It shall be the responsibility of each district employe and student to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state and federal guidelines.

The school district may participate in energy conservation programs approved by the Board. It shall be the responsibility of the district administrator to implement, direct, monitor, evaluate and report district energy conservation efforts to the Board.

APPROVED: February 3, 1992

## MATERIAL RESOURCE MANAGEMENT

The district administrator shall establish such management procedures to assure the orderly procurement, storage, distribution and maintenance of equipment and supplies. A system of equipment and supplies record-keeping and fixed asset accounting shall also be developed to meet district and state reporting requirements.

APPROVED: February 3, 1992

## MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

Instructional materials and equipment of the district shall be classified and catalogued according to an acceptable system. Textbooks shall be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child, and so that every teacher can meet both the planned curriculum sequence of the district and the special instructional needs of the children.

All books, courses of study, materials and equipment issued to teachers remain the property of the school district. The building principal shall be responsible for textbooks, equipment and materials assigned to teachers and for an inventory of all such materials at the end of the school year. Each teacher shall be responsible for keeping an accurate record of books issued to students.

LEGAL REF.: Sections 120.10(15) Wisconsin Statutes  
120.13(5)

APPROVED: February 3, 1992

USE OF SCHOOL-OWNED EQUIPMENT/PROPERTY

School district equipment/property may be available for loan or rental. Permission to use school district equipment/property must be granted by the district administrator or his/her designee.

LEGAL REF.:

CROSS REF.: 742- Rule, 742-Exhibit

APPROVED: November 13, 1995

REVISED: September 17, 2012



## USE OF SCHOOL OWNED EQUIPMENT/PROPERTY

In permitting the use of school owned equipment/property the District Administrator and/or its designee will use the following guidelines:

A. Request for Use

A written request for the use of school owned equipment/property must be made to the District Administrator or its designee on the School District Equipment/Property Loan Agreement Form.( See 742- Exhibit) Permission for such use will be based on the following:

1. There is no conflict between the use of the equipment/property and a school event needing that equipment/property.
2. The equipment/property will be used as it was designed to be used.
3. The person making the request resides within the boundaries of the school district.
4. Local organizations wishing to use the equipment/property on a regular basis will present a request to the District Administrator or designee one month prior to the commencement of the first loan.

B. Fees and Deposits for Use of Equipment/property

The District Administrator shall be responsible for assessing and collecting any fees and/or deposits. These monies are to be deposited in the district general fund, and under no circumstances are they to be paid directly to any other employee.

C. Terms and Conditions

1. The Requester must make arrangements with the Maintenance Supervisor or his/her designee for the pickup and return of equipment/property.
2. The Requester shall return all items of equipment/property requested at the end of the loan period or upon demand of the School District of Fall Creek.
3. Equipment/property must be returned in the same condition as it was when picked up.
4. The Returned Equipment/Property Receipt must be completed at the time of equipment/property return. (see 742- Exhibit page 2)
5. If any item of equipment/property is damaged, destroyed or lost, regardless of fault, the requester shall pay for necessary repairs or replacement costs of such item(s) to the School District of Fall Creek.
6. The district shall be held harmless for any injury, accident or mishap relating to the use or misuse of loaned equipment/property.

APPROVED: September 17, 2012

CROSS REF: 742-Exhibit

SCHOOL DISTRICT OF FALL CREEK  
EQUIPMENT/PROPERTY LOAN AGREEMENT

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

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (Cell) \_\_\_\_\_ (W) \_\_\_\_\_

Email: \_\_\_\_\_

Loan Period : \_\_\_\_\_  
Day(s)/Week(s)

Item Description and Quantities: \_\_\_\_\_  
\_\_\_\_\_

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

Special Stipulation or Fee: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*If approved contact the Maintenance Supervisor at 715-877-2123 extension 225 to make arrangements for pick up and return of equipment/property.*

I acknowledge receipt of the above item(s) in good condition, and agree to be bound by the terms and conditions below:

1. Return all items of equipment/property concerned by this agreement at the end of the loan period or upon demand of the School District of Fall Creek.
2. If any item of equipment/property is damaged, destroyed or lost, regardless of fault, the borrower shall pay for necessary repairs or replacement costs of such item(s) to the School District of Fall Creek.
3. The district shall be held harmless for any injury, accident or mishap relating to the use or misuse of loaned equipment/property.

\_\_\_\_\_  
Borrower's Signature

\_\_\_\_\_  
Date

Official Use Only:	
Approved _____	Not Approved _____
_____ Signature of Administrator	_____ Date

RETURNED EQUIPMENT/PROPERTY RECEIPT

The item(s) listed above have been returned and the borrower is relieved of any claim for damages.

The item(s) listed above have been returned in a damaged condition. The cost arising for the repair shall be the responsibility of the borrower.

Description of damage: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Administrator Authorizing Return and/or Damage

\_\_\_\_\_  
Date

\_\_\_\_\_  
Borrower

\_\_\_\_\_  
Date

## STUDENT TRANSPORTATION SERVICES 751

The School District of Fall Creek shall provide bus transportation for all school children living outside the village limits or within areas of unusual hazard. Students with exceptional educational needs shall also be transported in accordance with state statutes.

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

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

The district administrator shall be responsible for the student transportation program. The district administrator shall continually appraise the student transportation program and make recommendations for its improvement in terms of maximum service, safety, economy and efficiency.

LEGAL REF.:           Sections 115.76 (3)           Wisconsin Statutes  
  121.51 – 121.56

CROSS REF.:           751.1, Bus Routing and Scheduling  
                             751.1 – Rule, Routing Guidelines  
                             751.2, Bus Safety Program  
                             443.2, Student Conduct on School Buses

APPROVED:           October 16, 1995

751.1

BUS ROUTING AND SCHEDULING

The district administrator, or designee, shall establish bus routes for the school district. Routes shall be arranged in such a way as to equalize, as nearly as possible, the length of routes and size of loads to provide for efficient utilization of buses.

CROSS REF.: 751.1-Rule, Routing Guidelines

APPROVED: March 2, 1992

## SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation. Students should be made aware of procedures to follow in bus emergency situations.

All vehicles used to transport children shall be maintained in such condition so as to provide safe and efficient transportation service with a minimum of delays and disruptions of such service due to mechanical or equipment failure.

LEGAL REF.: Sections 121.51(1) Wisconsin Statutes  
121.54(9)

APPROVED: March 2, 1992

## BUS DRIVER ALCOHOL AND DRUG TESTING

School bus drivers shall be subject to the alcohol and other drug prohibitions included in the District's drug-free workplace policy as they relate to possession, sale, intent to sell, transfer and manufacture of drugs, alcohol or drug paraphernalia. In addition, bus drivers shall be subject to the following specific prohibitions regarding use or being under the influence of alcohol or drugs:

- (1) Drivers shall be prohibited from any alcohol misuse that could affect performance of a safety-sensitive function, including use on the job, use during the four hours before driving, having prohibited concentrations of alcohol in their systems while driving, and use immediately following an accident.
- (2) No driver shall report for duty or remain on duty requiring the performance of a safety-sensitive function when he/she uses any controlled drug, except when the use is pursuant to the instructions of a physician who has advised the driver that the drug does not adversely affect his/her ability to safely operate a motor vehicle.

The District shall implement a drug and alcohol testing program for school bus drivers in accordance with federal law and regulations.

The purpose of the testing program shall be to help prevent accidents and injuries resulting from the misuse of alcohol and drugs by bus drivers. The testing program shall be administered by a party specified by the board.

Bus drivers shall be subject to alcohol and drug testing pursuant to procedures set out in the federal regulations. An employee covered by the federal regulations may not refuse to take a required drug or alcohol test. If the testing confirms prohibited alcohol concentration levels or the presence of a controlled drug, the employee shall be removed immediately from safety-sensitive functions.

The Board retains the authority consistent with state and federal law to discipline or discharge any employee whose use of alcohol or controlled drugs affects the employee's qualifications for and performance of his/her job. The District is not required under the federal law requiring drug or alcohol testing to provide rehabilitation or pay for substance abuse treatment, or to reinstate the employee.

Bus drivers shall be informed of this policy and its implementing procedures.

LEGAL REF.: Omnibus Transportation Employee Testing Act of 1991  
49 C.F.R. Part 40  
49 C.F.R. Part 382  
49 C.F.r. Part 391

CROSS REF.: Bus Driver Drug and Alcohol Testing Procedures-Rule  
Drug-Free Workplace Policy  
Bus Driver (Job Description)  
Bus Safety Program Policy  
Employee Assistance Program Policy

APPROVED: January 15, 1996



BUS DRIVER DRUG AND ALCOHOL TESTING PROCEDURES

School employees who operate a motor vehicle requiring a commercial driver's license (bus drivers) are subject to a drug and alcohol testing program that fulfills the requirements of federal regulations.

These District procedures reflect several requirements of the federal regulations but are not intended in any way to modify or limit the procedures for drug and alcohol testing specifically addressed in the federal regulations. District personnel will adhere to the detailed provisions of federal regulations in administering the District's drug and alcohol testing program.

A. DEFINITIONS

1. The term "tests" as used in these procedures refers to both drug and alcohol tests unless the context specifies otherwise. An evidential breath testing device is to be used for alcohol testing. For drug testing, urine specimen collection and testing by a laboratory certified by the U.S. Department of Health and Human Services shall be required.
2. "Drugs" refer to marijuana, cocaine, opiates, phencyclidine (PCP) and amphetamines (including methamphetamine).

B. TYPES OF TESTING

1. Pre-Employment Drug Tests

Pre-employment drug testing shall be administered to an applicant offered a position in the District prior to the first time the driver performs any safety-sensitive function for the District. The drug tests will be required of an applicant only after he/she has been offered the position. Employment with the District is conditional upon the applicant receiving a negative drug test result.

An employee also may be exempt from the pre-employment drug test if: (a) he/she has participated in a drug testing program within 30 days prior to the application for employment, AND (b) while participating in that program, he/she either was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, AND (c) the District has been able to make all verifications required by law.

## 2. Post-Accident Alcohol and Drug Tests

Tests will be conducted as soon after an accident as practicable on any driver who:

- a. Was performing a safety-sensitive function with respect to the vehicle and the accident involved loss of human life, one or more persons requiring medical treatment away from the accident scene and/or one of the vehicles being towed from the scene.
- b. Received a citation under state law or local ordinance for a moving traffic violation arising from the accident.

No driver involved in an accident may use alcohol for eight hours after the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.

If an alcohol test is not administered within two hours, or if a drug test is not administered within 32 hours after the accident, the District will prepare and maintain records explaining why the test was not conducted.

Tests conducted by authorized federal, state or local officials will fulfill post-accident testing requirements provided they conform to applicable legal requirements and are obtained by the District. Breath tests will validate only the alcohol test and cannot be used to fulfill drug testing obligations.

## 3. Random Alcohol and Drug Tests

The District will conduct tests on a random basis at unannounced times throughout the year. Random alcohol testing shall be limited to the time period surrounding the performance of safety-sensitive functions which includes just before or just after the bus driver performs the safety-sensitive function. Random tests for drugs do not have to be conducted in the immediate time proximity to performing safety-sensitive functions. Once notified of selection for testing, a driver must proceed immediately to a designated collection site to provide a urine and/or breath specimen.

Drivers will be selected by a scientifically valid random process, and each driver will have an equal chance of being tested each time selections are made. The number of bus drivers selected for random testing will be in accordance with federal regulations.

#### 4. Reasonable Suspicion Alcohol and Drug Tests

Tests must be conducted when a supervisor or administrator who has been trained to recognize signs or symptoms of drug or alcohol use has reasonable suspicion that the driver has violated the District's alcohol or drug use prohibitions. This reasonable suspicion must be based on specific, contemporaneous observations concerning the driver's appearance, behavior, speech or body odors. The observations may include indications of chronic and withdrawal effects of drugs.

Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the work day when the driver must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight hours. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

A supervisor or District official who makes a finding of reasonable suspicion also must make a written record of his/her observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

#### 5. Return-to-Duty Alcohol and Drug Tests

A test will be conducted when a bus driver who has violated the District's drug or alcohol use prohibition returns to performing safety-sensitive duties.

Bus drivers whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Bus drivers whose conduct involved misuse of alcohol may not return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified negative result that meets federal and District standards.

## 6. Follow-Up Alcohol and Drug Tests

A bus driver who violates the District's drug or alcohol use prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with the law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

### C. RECORD KEEPING

Upon receiving the bus driver's required consent, the District will obtain any of the information concerned drug and alcohol testing from the driver's previous employer. A driver shall be entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or drugs, including information pertaining to alcohol or drug tests.

Bus driver drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Records will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the bus driver.

### D. NOTIFICATIONS

The District shall take steps to ensure that employees receive the notifications required by federal regulations.

1. Driver Notification of Requirements - Each bus driver will receive materials that explain the federal alcohol and drug testing requirements (49 C.F.R. Part 382), together with a copy of the District's policy and procedures for meeting these requirements. The District will inform drivers of this information before drug and alcohol tests are performed. Each driver must sign a statement certifying that he/she has received a copy of the District's policy and procedures.

2. Driver Notification of Drug Test Results - The District

will notify a bus driver of the results of a pre-employment drug test if the driver requests such results within 60 calendar days of being notified of the disposition of his/her employment application.

The District will notify a bus driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The District also will inform the driver which drugs were verified as positive.

3. Transportation Supervisor Notification of Prescription Drug Use - A bus driver will inform the Transportation Supervisor if at any time he/she is using a drug which his/her physician has prescribed for therapeutic purposes. Such a drug may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

E. ENFORCEMENT

Any bus driver who refuses to submit to post-accident, random, reasonable suspicion or follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions (e.g., transporting students to and from school).

A driver who in any other way violates District prohibitions related to drug or alcohol use will be referred to the Employee Assistance Program. The driver will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

Before a driver is returned to safety-sensitive functions, if at all, the District must ensure that the driver:

1. Has been evaluated by a substance abuse professional;
2. Has complied with any recommended treatment;
3. Has taken a return-to-duty test (alcohol tests must indicate an alcohol concentration level of less than 0.02); and
4. Is subject to unannounced follow-up tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the bus driver's return to duty.

A driver who is prohibited from performing safety-sensitive

functions may be assigned to non-safety-sensitive functions until such time as the driver complies with the requirements for returning to duty.

F. STAFF TRAINING

The District shall take steps to insure that supervisors receive proper training to administer the bus driver drug and alcohol testing program. The training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and drug use.

LEGAL REF.:

CROSS REF.:

APPROVED: January 15, 1996



## BUS DRIVER DRUG & ALCOHOL TESTING PROCEDURES

School employees who operate a motor vehicle requiring a commercial driver's license (bus drivers) are subject to a drug and alcohol testing program that fulfills the requirements of federal regulations.

These District procedures reflect several requirements of the federal regulations but are not intended in any way to modify or limit the procedures for drug and alcohol testing specifically addressed in the federal regulations. District personnel will adhere to the detailed provisions of federal regulations in administering the District's drug and alcohol testing program.

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An employee also may be exempt from the pre-employment drug test if: (a) he/she has participated in a drug testing program within 30 days prior to the application for employment, AND (b) while participating in that program, he/she either was tested for drugs within the last six months (from the date of application) or participated in a random drug testing program in the previous 12 months, AND (c) the District has been able to make all verifications required by law.

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- b. Received a citation under state law or local ordinance for a moving traffic violation arising from the accident.

No driver involved in an accident may use alcohol for eight hours after the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first.

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Alcohol tests will be authorized for reasonable suspicion only if the required observations are made during, just before or just after the period of the workday when the driver must comply with alcohol prohibitions. If an alcohol test is not administered within two hours of a determination of reasonable suspicion, the District will prepare and maintain a record explaining why this was not done. Attempts to conduct alcohol tests will terminate after eight hours. An alcohol test may not be conducted by the person who determines that reasonable suspicion exists to conduct such a test.

A supervisor or District official who makes a finding of reasonable suspicion also must make a written record of his/her observations leading to a reasonable suspicion drug test within 24 hours of the observed behavior or before the results of the drug test are released, whichever is earlier.

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A test will be conducted when a bus driver who has violated the District's drug or alcohol use prohibition returns to performing safety-sensitive duties.

Bus drivers whose conduct involved misuse of drugs may not return to duty in a safety-sensitive function until the return-to-duty drug test produces a verified negative result.

Bus drivers whose conduct involved misuse of alcohol may not return to duty in a safety-sensitive function until the return-to-duty alcohol test produces a verified negative result that meets federal and District standards.

#### 6. Follow-Up Alcohol and Drug Tests

A bus driver who violates the District's drug or alcohol use prohibition and is subsequently identified by a substance abuse professional as needing assistance in resolving a drug or alcohol problem will be subject to unannounced follow-up testing as directed by the substance abuse professional in accordance with the law. Follow-up alcohol testing will be conducted just before, during or just after the time when the driver is performing safety-sensitive functions.

### C. RECORD KEEPING

Upon receiving the bus driver's required consent, the District will obtain any of the information concerned drug and alcohol testing from the driver's previous employer. A driver shall be entitled, upon written request, to obtain copies of any records pertaining to the driver's use of alcohol or drugs, including information pertaining to alcohol or drug tests.

Bus driver drug and alcohol test results and records will be maintained under strict confidentiality and released only in accordance with law. Records will be made available to a subsequent employer or other identified persons only as expressly requested in writing by the bus driver.

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The District will notify a bus driver of the results of random, reasonable suspicion and post-accident drug tests if the test results are verified positive. The District also will inform the driver which drugs were verified as positive.

3. Transportation Supervisor Notification of Prescription Drug Use – A bus driver will inform the Transportation Supervisor if at any time he/she is using a drug which his/her physician has prescribed for therapeutic purposes. Such a drug may be used only if the physician has advised the driver that it will not adversely affect his/her ability to safely operate a commercial motor vehicle.

E. ENFORCEMENT

Any bus driver who refuses to submit to post-accident, random, reasonable suspicion or follow-up tests will not be allowed to perform or continue to perform safety-sensitive functions (e.g., transporting students to and from school).

A driver who in any other way violates District prohibitions related to drug or alcohol use will be referred to the Employee Assistance Program. The driver will be evaluated by a substance abuse professional who will determine what help, if any, the driver needs in resolving such a problem.

Before a driver is returned to safety-sensitive functions, if at all, the District must ensure that the driver:

1. Has been evaluated by a substance abuse professional;
2. Has complied with any recommended treatment;
3. Has taken a return-to-duty test (alcohol tests must indicate an alcohol concentration level of less than 0.02); and
4. Is subject to unannounced follow-up tests. The number and frequency of such follow-up testing will be as directed by the substance abuse professional and consist of at least six tests in the first 12 months following the bus driver's return to duty.

A driver who is prohibited from performing safety-sensitive functions may be assigned to non-safety-sensitive functions until such time as the driver complies with the requirements for returning to duty.

F. STAFF TRAINING

The District shall take steps to insure that supervisors receive proper training to administer the bus driver drug and alcohol-testing program. The training shall cover the physical, behavioral, speech and performance indicators of probable alcohol misuse and drug use.

LEGAL REF.:

CROSS REF.:

APPROVED: January 15, 1996

SCHOOL DISTRICT OF FALL CREEK

Acknowledgement and Acceptance of Bus Driver Drug and Alcohol Testing Policy for School  
District Personnel Responsible for Transportation of Students

I \_\_\_\_\_ have received, read, and understand the Fall Creek School District Policy Statement and Administrative Rules regarding the Federally Mandated Bus Driver Drug and Alcohol testing requirement. I hereby agree to abide by those terms, and fully comply to the drug and alcohol testing as specified in the policy and rules. I understand that compliance with this policy is a condition of my continued employment with the District.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
Date received in district office

PARENT CONTRACTS FOR  
STUDENT TRANSPORTATION SERVICES

Transportation to and from school will be provided for all district students consistent with board policy. Transportation shall also be provided to private school students and students with exceptional educational needs (EEN) in accordance with state and/or federal law and established procedures. When appropriate, parent contracts shall be issued to satisfy the district's obligation to transport students.

Under specific circumstances, it may be necessary or desirable to contract with parents or their designees to transport children to or from educational programs which are required or provided by the district. Generally, these programs relate to specific individual educational needs identified by the district.

In such cases, the district may enter into a contract with the parents or their designee to provide transportation. The contract will outline the specific provisions of the agreement and specify that the parents agree to the arrangement in lieu of other transportation alternatives.

Transportation is a privilege offered to all eligible students. Failure to abide by the established rules may result in the loss of this privilege.

In addition to students, only employees of the district or the transportation contractor, board members or persons requested by the school shall be allowed to ride school district transportation.

Payments to parents shall be consistent with board policy and the contract document shall include clear indemnification language for the district. Such contract will be issued as provided by applicable state and/or federal law, Department of Public Instruction and the Wisconsin Motor Vehicle Department rules and regulations.

LEGAL REF.:

APPROVED: October 20, 1997

PARENT TRANSPORTATION CONTRACT

It is hereby agreed between School District of Fall Creek, Wisconsin, hereinafter referred to as "District", and

\_\_\_\_\_ hereinafter referred to as "Parent",  
(Parents' or Guardians' Name)

that said parent of the following named pupil(s):

\_\_\_\_\_  
\_\_\_\_\_

residing at \_\_\_\_\_ is to transport or  
Pupil(s) Address  
cause to be transported said pupil(s) at his/her own risk safely,  
regularly and promptly to and from: \_\_\_\_\_ School  
for the \_\_\_\_\_ year.

In consideration of District entering into this contract, Parent agrees that he/she will at all times indemnify and hold and save District harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage or expense of any kind whatsoever including attorneys' fees, which District may incur or sustain by reason of the transportation of said pupil or pupils as provided for in this contract, or which District may sustain or incur in connection with any litigation, investigation or other expenditures incident to such transportation, including any suit to enforce this indemnity agreement, regardless of the nature or basis of such claims, expenses or losses or who is entitled to assert the same or who is ultimately liable for the satisfaction thereof.

District agrees to reimburse Parent at the rate currently board approved per mile for each day of actual attendance of pupil(s) during the \_\_\_\_\_ school year, with payments to be made for each quarter or semester within 30 days after the close thereof. The attendance records of the school shall constitute conclusive evidence of the number of days of attendance of each pupil.

It is further agreed that District may cancel this contract unilaterally with reasonable notice to Parent.

This contract must be signed and returned to the school district no later than 7 days after issuance.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

Signed: \_\_\_\_\_  
District Administrator Date

\_\_\_\_\_  
Parent Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone



PARENT TRANSPORTATION CONTRACT

It is hereby agreed between the School District of Fall Creek, Fall Creek, Wisconsin, hereinafter referred to as "District", and

\_\_\_\_\_, hereinafter referred to as "Parent", that said  
(Parent(s) or Guardian(s) Name)

Parent of the following named pupil(s): \_\_\_\_\_,  
residing at \_\_\_\_\_ is to transport or cause to  
be transported said pupil(s) at his/her own risk safely, regularly, and promptly to and from:  
\_\_\_\_\_ for the \_\_\_\_\_ school year.

In consideration of District entering into this contract, Parent agrees that he/she will at all times indemnify and hold and save District harmless from and against any and all actions or causes of action, claims, demands, liabilities, loss, damage or expense of any kind whatsoever including attorney's fees, which District may incur or sustain by reason of the transportation of said pupil(s) as provided for in this contract, or which District may sustain or incur in connection with any litigation, investigation, or other expenditures incident to such transportation, including any suit to enforce this indemnity agreement, regardless of the nature or basis of such claims, expenses or losses or who is entitled to assert the same or who is ultimately liable for the satisfaction thereof.

District agrees to reimburse Parent at the rate currently board approved per mile for each day of actual attendance of pupil(s) during the \_\_\_\_\_ school year, with payments to be made for each quarter or semester within 30 days after the close thereof. The attendance records of the school shall constitute conclusive evidence of the number of days of attendance of each pupil.

It is further agreed that District may cancel this contract unilaterally with reasonable notice to Parent.

This contract must be signed and returned to the school district no later than 7 days after issuance.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed: \_\_\_\_\_  
District Administrator Date  
\_\_\_\_\_  
Parent Date  
\_\_\_\_\_  
Address Telephone #

APPROVED BY BOARD ACTION \_\_\_\_\_:

5.3 miles one way: 10.6 miles round trip (AM)  
5.3 miles one way: 10.6 miles round trip (PM)

Total 21.2 miles per day @ \_\_\_\_\_ /mile = \$ \_\_\_\_\_ per day

## FOOD SERVICE MANAGEMENT

The School District of Fall Creek shall provide lunches through participation in the National School Lunch Program. The district administrator shall enter into an agreement with the Department of Public Instruction and the federal government for participation in such child nutrition program.

As required for participation in the National School Lunch Program, the school district agrees to the following:

- I. That the Fall Creek School District recognizes the parent/guardian's responsibility to provide lunch for their children. Proper nutritional intake is essential for adequate learning to occur.
- II. That a school lunch meeting federal regulation be made available for all students.
- III. That the Fall Creek School District will establish Family Food Service Accounts against which meals and other food items may be purchased.
- IV. That free and reduced price lunches be offered to eligible students who apply and who meet the federal income guidelines.

The director of food services shall be responsible for the management of the school lunch program, including the purchase of food and supplies, under the supervision of the district administrator.

Food service prices shall be established annually by the Board.

Food service and District Administration will establish guidelines for managing Family Food Service Accounts. (760-R)

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### USDA NONDISCRIMINATION STATEMENT

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In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's

TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. mail:  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. fax:  
(833) 256-1665 or (202) 690-7442; or
3. email:  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

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

CROSS REF.:            411-Rule, Complaint Procedures  
   (Nondiscrimination)  
                                 761, Free and Reduced Price Meals

Approved: March 2, 1992  
Revised: January 22, 2007  
Revised: June 22, 2023

## FOOD SERVICE MANAGEMENT Procedures

- I. All eligible families are encouraged to apply for free or reduced meals.
- II. All families who have students that attend the FCSD and all district staff shall have a family meal account.
  - a. Payments may be made at a child's school office.
  - b. Payments sent to school should be in an envelope which is labeled with the student name and the amount of payment.
  - c. Families and staff are expected to prepay and have sufficient funds in their account to cover the cost of meal or additional foods purchased.
  - d. There will be a \$20 fee for each check returned to the district for non-sufficient funds. The fee covers the cost of time and materials spent on collecting for the NSF check.
  - e. Account balance information is available by contacting the Food Service Financial Contact (Elementary Secretary) at 715-877-3331 x1021 or by accessing family account number via website.
- III. Automatic phone calls will be made via our School Messenger system starting at \$5 and continuing as necessary.
  - a. If you would like a detailed statement reflecting the total payments and purchases, or have any questions on accessing account balances online and online payments, please contact the Director of Dining Services at 715-877-2123 x1006.
  - b. If balance is low or negative, a payment must be made to purchase future meals or additional food items.
- IV. No ala Carte purchases will be permitted from the family account when the account is negative \$10.00. Type A meals may be charged until the family account reaches a negative \$30. No Meals or food items may be charged to the family account once the balance has reached negative \$30. (Type A meals are regular meals for which the district receives federal reimbursement.)

- V. Whenever a family account has a negative balance, FCSD will follow the procedure below. In addition, If a family account is negative \$25.00 or more, the following will occur:
1. Students of the family will be notified by the office and a call will be made to the family.
  2. If on the third day there is still no payment, or arrangements have not been made, the family account will be suspended and no additional charges to the account will occur. The students will be notified in the school office before lunch.

As soon as payment is made into a family meal account that has been suspended, the child(ren) that are in the family account may once again receive a school meal.

- VI. Students who are eligible for free meals must be allowed to receive one free lunch and breakfast daily. These students can purchase additional meals for food items only if they have money in their family account.
- VII. District Staff who have a negative balance shall receive a call or a statement indicating the amount overdrawn and requesting payment be made in a timely manner.
- VIII. All negative balances must be paid by the final day of student and/or staff attendance in the current school year.
- IX. The balance of a family meal account shall be carried over at the end of the current school year to the following school year.
- X. Upon request of a family or district staff member who leaves the school district during or at the end of a school year, negative accounts would be expected to be paid in full and the FCSD shall refund account balances upon written request to the District Office.

Adopted: August 25, 2008  
Amended: August 18, 2014

FREE AND REDUCED PRICE FOOD SERVICES

The School District of Fall Creek shall take part as feasible in the National School Lunch Program to assure that all children in the district receive proper nourishment. In accordance with the guidelines for participation in these programs, no child who a teacher believes is improperly nourished shall be denied a free lunch, or other food, simply because proper application has not been received from his/her parents or guardian.

Eligibility Criteria and Selection of Children. In selecting children to receive free and reduced price meals, consideration will be given to children from families (a) with income below that established yearly by the state; (b) eligible to receive any form of public assistance or certified to participate in the government donated commodities or food stamp programs; and/or (c) unable to pay the full price in the judgment of officials to determine eligibility.

In making individual determinations and in providing the free or reduced price meals, every effort shall be made to avoid overt identification to the peers of children receiving such meals.

No child shall be required to work for a free or reduced price meal.

Application forms shall be available to parents or guardians of children who may request free or reduced price meals, and a file of applications and/or authorizations shall be maintained.

The building principal shall maintain a system of collecting payments from paying children and accounting for free and reduced price meals in a manner which will protect the anonymity of children receiving free or reduced price meals.

Appeal. Any appeal from the decision of the approving officer(s) shall be referred to the district administrator, or designee.

LEGAL REF.:       Sections 115.34               Wisconsin Statutes  
                                   120.10 (16)  
                                   120.13 (6) & (10)

CROSS REF.:                               761-Rule,  
 Free and Reduced Price Meal  
 Verification Procedures

APPROVED:        March 2, 1992

## FREE AND REDUCED PRICE MEAL VERIFICATION PROCEDURES

The School District of Fall Creek will accept applications for free and reduced-price meals at any time during the school year. Applications can be obtained at the school office during normal working hours. A completed application is a condition of eligibility for free or reduced-price meals.

1. Along with the completed application form, one of the following must be submitted as documentation of income:
  - a. Copy of most recent federal income tax form.
  - b. Copy of most recent state income tax form.
2. If income tax forms are not available, one of the following forms of documentation would be acceptable:
  - a. Copy of food stamp verification card
  - b. Copy of welfare eligibility paper(s)
  - c. Written statement from applicant's employer(s) indicating weekly, biweekly, monthly or annual income.

The building principals have the right to waive temporarily any requirements on an emergency or limited basis (maximum of one monthly) if they believe a child is in need of free food and cannot pay for it.

By making an application, parents automatically give the school district the right to verify, with the applicant's employers and other reasonable sources, the accuracy of income reported.

If applicants do not agree with the building principal's decision on eligibility, they have the due process right to a conference within one month with the district administrator before the free or reduced-price lunches are denied.

APPROVED:            March 2, 1992

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APPROVED: March 2, 1992



## VENDING MACHINES

Vending machines may be available in the schools for use before and after school and during extracurricular activities.

The building principal shall develop guidelines to be used by students in the operation of the vending machines. Abuses in the use of vending machines may cause them to be removed from school.

APPROVED: March 2, 1992

OFFICE SERVICES MANAGEMENT

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

The Board instructs the district administrator, or his/her designee, to:

maintain a continuous assessment of office services needs at all school locations;

seek the maximum standardization and coordination of office procedures and systems;

employ flexible staffing patterns to accommodate office needs in the most efficient but economical manner; and

conduct periodic studies and prepare periodic recommendations concerning such matters as office machine utilization.

APPROVED: March 2, 1992

## PRINTED AND DUPLICATING SERVICES

The Board will make available the equipment necessary for staff to carry out their assignments. This equipment will include machines for the reproduction of materials in either single or multiple copies.

It shall be the policy of the School District of Fall Creek to observe all copyright laws. Copyrighted materials shall not be duplicated by district employees, or on school district equipment, in violation of the exclusive rights of the holders of the copyright on such materials.

Copyrighted materials may be duplicated only with the prior written permission of the copyright holder, or when the duplication constitutes a "fair use" of the materials as defined by law. The school district shall assume no liability for infringement of copyright by individual employees.

Specific guidelines shall be developed to assist school staff in duplicating copyrighted materials. Such guidelines shall be distributed widely throughout the district and shall be strictly observed and adhered to by everyone involved in duplicating materials for school use.

LEGAL REF.: PL 94-553, Federal Copyright Law

CROSS REF.: FCEA Contract, Article XIV

APPROVED: March 2, 1992

ADMINISTRATIVE RULE  
FALL CREEK SCHOOLS COPYRIGHT POLICY

TELEVISION/VIDEO PROGRAMS:

Instructional Television (ITV) programs provided for use in the Fall Creek Schools have more liberal school off-air recording rights than any other source of video programming. The annual Parade of Programs clearly states the rights to each of these programs.

All other video programs, from commercial TV, cable TV, public TV, video stores, etc. carry special, individual restrictions. Many absolutely prohibit recording and use, even in schools.

Fair Use Guidelines have been written into the Congressional Record and will provide support in cases of lawsuit for misuse. These guidelines apply to all televised programs, except ITV.

In order to adhere to copyright laws, it is deemed essential that employees of the Fall Creek Schools abide by the following regulations:

1. A television program may not be recorded at home from either broadcast or cable transmission and used at school. Home taping must be for home use only.
2. A videotape rented from a video store and marked "For Home Use Only" may not be shown at school.
3. A purchased videotape may be used in the school only for face-to-face instruction by an individual teacher, not for entertainment, unless a public performance license has been obtained.
4. Off-air recordings within schools are permissible only at the written request of an individual teacher for classroom instructional purposes. The tape cannot be used by other teachers. This applies only to those programs that are provided to the general public at no charge.
5. Under Fair Use Guidelines, the above recording may be shown to students no more than one time within 10 school days of the broadcast date. After this allowable use, the tape must be erased.
6. Students are not allowed to record programs at home and bring them to school for viewing in the classroom.

COMPUTER SOFTWARE:

1. Fall Creek Schools equipment must not be used for making illegal copies of software.
2. The use of illegally copied software in schools or offices is prohibited.

3. Software licensing agreements of copyright holders must be observed.
4. Multiple loading of software is prohibited unless written permission has been obtained.
5. Use of computer software on a networked computer system is prohibited unless written permission is obtained.
6. All software obtained from district site licensing is for classroom/office use only.

PRINT/GRAPHICS:

1. The copyright law, specifically prohibits the reproduction of copyrighted, consumable materials such as workbooks, activity sheets, etc. (Not even one page of a purchased ditto master may be copied when the ditto ink is depleted.)
2. One copy only may be made for a transparency for classroom instructional use.
3. Teachers or students may not make multiple copies of copyrighted materials from a library or other reference including out-of-print text.
4. Copying from printed publications such as a poem, a chapter from a book and/or a short article from a periodical is limited to a single copy for research use.
5. Any copyrighted, syndicated comic strip or cartoon characters may not be reproduced or altered for bulletin boards, hallways, or cafeteria walls.

MUSIC:

1. Music recordings may not be reproduced from album to cassette.
2. Music for use as background music of a slide presentation is permitted only if the presentation is required for instructional purposes, and not for entertainment.
3. Sheet music may not be copied unless the music is on direct order and has not yet been received by the teacher. A purchase order must have been issued. Any copies must be destroyed once the purchased materials are received.
4. Recordings of music must not be transferred from a radio broadcast to tape.

REMEMBER FALL CREEK SHOOLS EQUIPMENT CANNOT BE USED  
TO DUPLICATE OR RUN ILLEGAL MATERIALS

LEGAL REF.:

CROSS REF.:

APPROVED:

October 2, 1996

## INSURANCE MANAGEMENT

The Board has the responsibility to maintain an adequate insurance program to protect the property of the district against fire, vandalism and theft; to protect the Board members and employes against general liability resulting from the discharge of their duties; to protect the school district against bus transportation liability; and to offer protection against injury for all employes while acting in behalf of the school. The Board may also authorize and participate in an insurance program of hospitalization and medical insurances for students and employes.

The school district will make every effort to obtain insurance at the most economical cost, consistent with required service, by obtaining quotations or by negotiation. The responsibility for administering the total insurance program shall be delegated to the district administrator.

LEGAL REF.:      Sections    66.18            Wisconsin Statutes  
   118.10  
   120.10(7)  
   120.12(6)  
   120.13(2)  
   121.53(1)

CROSS REF.:      Agreement  
                                 451, Student Insurance Program  
                                 532.3, Professional Staff Fringe Benefits  
                                 542.2, Support Staff Fringe Benefits

APPROVED:        March 2, 1992