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SUPPORT SERVICES GOALS

Support services are essential to the successful function of a school system. Management of auxiliary operations is therefore an important responsibility of the district administration. It should be remembered, however, that education is the district's central function, and all support services shall be provided, guided, and evaluated by this requirement.

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

To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public.

To provide safe transportation for students to and from school and while participating in school activities.

To provide nutritious meals for students.

To provide supplies, equipment and personnel so that needs of the educational program can be responded to in a timely and appropriate manner.

FIRE DRILLS

A fire drill will be held at least once a month in each school building in the district except during periods of prolonged severe weather.

Each building principal will prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills will be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

Principals will see that all legal requirements are complied with in their buildings. They will keep a record of all fire drills held in their schools, stating the drill was held and the time required for evacuation of the building. They will furnish such reports to the superintendent as may from time to time be required.

LEGAL REF: Wis. Stat. 118.07

EMERGENCY CLOSINGS

The superintendent may close the schools or dismiss them early in the event of hazardous weather or other emergencies. In making the decision to close schools, the superintendent will consider many factors including the following:

Failure of buses to serve all parts of the school district.

Inability to furnish adequate heat in the school building or buildings to bring temperature of classrooms to a comfortable standard.

Blizzard conditions which include snow and high winds making it difficult to walk extended distances to and from school buildings.

Wind chill factor.

The superintendent will take action to close schools only after consultation with traffic and weather authorities.

School closing information due to severe weather or emergency conditions will be given on radio stations to include WTDY and WIBA.

LEGAL REFS.: Wis. Stat. 118.215
121.17 (4)

BUILDINGS AND GROUNDS MANAGEMENT

The school board of the Deerfield Community School District shall maintain the school property in good physical condition: safe, clean, and sanitary, and as comfortable and convenient as the facilities will permit or the use requires. New facilities will be provided when found necessary. The district shall pursue a policy of preventative maintenance for all aspects of facilities maintenance. Service contracts shall be employed for mechanical building components. Specific repair contracts shall be entered into for work which is either not sufficiently repetitive in nature to justify additional employment of specialized staff or equipment, or which requires a skilled tradesman to accomplish with proficiency.

BUILDINGS AND GROUNDS SECURITY

The District Administrator is responsible for building and grounds security which shall encompass maintenance, elimination of fire hazards and faulty equipment, locked doors, proper supervision, electronic devices, and a safe place for records and funds. The Board requires and encourages close cooperation with local police, fire, and sheriff's departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to authorized personnel. An adequate key control system shall be established by the building principal which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to building by keys in the hands of unauthorized persons. Records and funds shall be kept in a safe place and under lock and key when required. Community use of school district facilities shall be governed by policy 830.

Key Distribution

Key distribution and management shall be according to district-wide procedures. Employees shall be provided with internal building keys necessary for their duties and responsibilities. All such keys shall be returned for inventory at the conclusion of the school year. Keys shall be issued to employee by the building administrator, under procedures approved by the District Administrator or designee. In the event that a key is lost or stolen, the building administrator shall be notified immediately. The building administrator will contact the District Administrator and will arrange to replace all cylinder cords in the affected area and issue new keys as appropriate. All employees issued keys shall complete the Key Receipt Agreement, which shall be filed with the building administrator. An employee losing a key(s) will be assessed a \$50.00 charge prior to a new key(s) being issued to them. Non-employees may be issued keys for specific purposes upon approval of the District Administrator or designee.

Public Access to Buildings

Keys will only be issued to adults 18 years of age and older.
Keys will be given out one day before a weekday activity or on Friday before a weekend activity, and must be returned on the day of the activity or the day after in the case of a weekend event.
Non-school personnel may not possess a building key except as provided above.
Non-school district personnel will pay a \$50.00 deposit for use of a school key. This deposit will be returned in full if the building used is left in good condition. Should the key be lost, the \$50.00 deposit will be forfeited.
Any individual using a district building must make prior arrangements to have the alarm

system turned off. Failure to do so will result in issuance of a ticket and fine for setting a false alarm.

Responsibilities of Adult Supervisors

1. The Supervisor:

- a. will be responsible for security in the building.
- b. must inspect all accessible portions of the building both before and after the group's usage.
- c. must report any damage to the building in writing to the building administrator when returning the building key.
- d. must report the presence of any strangers or intruders in the building in writing to the building administrator when returning the key.
- e. must monitor the building door when it is open.
- f. will lock the door when a monitor is available.

Any expectations to the above procedure must be approved by the District Administrator or designee.

VANDALISM

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

The district administrator is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as the district administrator sees fit, authority to sign such complaints and to press charges.

LOCKER ROOM PRIVACY

The District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

- Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a nude or partially nude person in the locker room. Any other use of a camera, video recorder or other recording device in the locker room requires the prior permission of the building principal or designated locker room supervisor and the person being photographed, videotaped or recorded.
- Cell phones are to be turned off and put away while in the locker room.
- No media is allowed access to locker rooms before, during or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
- Other persons can enter into the locker room to interview or seek information from an individual in the locker room at other times only as authorized by the building principal or designated locker room supervisor. If authorization is given, the person shall leave the locker room after the interview is done or the information is received.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law.

The building principal or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy.

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

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

The board will provide textbooks and other instructional materials and equipment which are necessary to meet the curriculum requirements and special instructional needs of students. The district administrator in cooperation with the principals will establish regulations pertaining to the acquisition, inventory, maintenance, and replacement of textbooks and instructional materials and equipment, including library books, reference materials, audio-visual aids, and special instructional materials.

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

1. All textbooks will be numbered and marked as the property of the board.
2. Students will be issued textbooks free of charge for their course work.
3. Teachers will keep a register of all books and supplies issued to their pupils. They will see that they are used with care and returned at the appropriate time.
4. Students will be held responsible for any loss or damage to books issued to them.

LEGAL REFS.: Wis. Stat. 120.13 (5)
120.49 (5) (7)

STUDENT TRANSPORTATION POLICY**General Purpose**

Pupil transportation is a necessary service and an integral part of the total educational program. The time students spend on school buses exerts an important influence on the physical and emotional condition which students bring to the classroom. The major objectives of the pupil transportation program are to:

- a. Provide safe transportation.
- b. Maintain a climate on the buses which is conducive to the emotional, social, and physical-well being of students.
- c. Adapt transportation to the requirements of the instructional program.
- d. Operate an efficient, economical transportation system.

Transportation Distances and Bus Stops

The Deerfield Community School District will provide transportation to and from school and community site(s) for all four year old kindergarten students who reside within the school district boundaries. The Deerfield Community School District will provide transportation to and from school for K-12 students who reside within the school district boundaries but live outside of the Village of Deerfield.

The district administrator shall develop pick-up points on a consistent manner throughout the district. It is expected that students can walk reasonable distances to pick-up points. These distances as a maximum are:

Kindergarten	¼ mile
Grades 1-12	½ mile

Service will be provided only upon the public roads of the school district in a manner which will foster safe, dependable transportation to all students.

Transportation will be provided to students who live in a designated hazardous transportation area. These hazardous transportation areas are designated by the Dane County Sheriff's Department using guidelines established in the Wisconsin Statute 121.54 (9). If unusual circumstances exist, requests from citizens to designate an area as hazardous may be submitted to the district administrator.

STUDENT TRANSPORTATION FOR ATHLETICS AND CO/EXTRACURRICULARS

1. When a student is participating in an athletic and/or co/extracurricular activity and school transportation is provided:

- a. That student must ride the school transportation.
- b. Occasionally, a student will be allowed to take alternate transportation. The parent/guardian of the student must contact the coach/advisor or building administrator in advance to request a change. The parent must provide a written, signed permission stating that they, or another parent, will be transporting their child to or from an athletic and/or co/extracurricular activity.
- c. No student can be released into the custody of another student even with written permission from a parent/guardian.

2. When a student is participating in an athletic and/or co/extracurricular activity and school transportation is not provided:

- a. It is the responsibility of the coach/advisor to provide the direction and parameters students are to follow regarding transporting to and from an event.

LEGAL REF.: 121.54 (7)
121.555

HOT LUNCH LOST, STOLEN, OR MISUSED TICKETS

When families are approved for free or reduced lunches in the middle school/high school, students are issued tickets, one for each day of the school week. Tickets are numbered and recorded under their name. It is illegal to sell or lend a free or reduced lunch ticket to anyone else. The first offense will result in the student month's suspension of rights to free or reduced meals. The third offense regarding the selling or lending of free or reduced lunch tickets will result in a suspension of rights to free or reduced meals for the remainder of the school year.

If any student loses or has their tickets stolen they must report it immediately to the Food Service Supervisor or the office. The lunch program cannot be responsible for repeated loss of tickets.

The student must be responsible for their tickets.

The lunch program will issue up to three special meal arrangements resulting from lost or stolen tickets during the course of the school year.

A student list will be maintained with the number of times a student reports lost or stolen tickets. After the second occurrence of a reported loss or theft a written warning will be given to the student and also mailed home. After the third occurrence the student will be expected to buy another ticket at full price or provide his/her own lunch.

VENDING MACHINES

Beverage vending machines for use after school hours, at athletic or special events, in high and secondary schools are authorized at the discretion of the school principal provided the machines are not in competition with an established food service division program and will not be used before school. Operation and financial management of these machines will be the responsibility of the principal. Machine proceeds will accrue to student's activity funds.

Vending machines are authorized in teachers' lounges subject to the approval and management direction of the school principal.

No food or beverage vending machines other than authorized above are permitted in school buildings.

COPYRIGHT LAW/PRINTING AND DUPLICATING SERVICES

The Board of Education will make available to 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.

The Board recognizes, however, that the federal copyright law makes it illegal to duplicate copyrighted materials without permission, except for certain exempt purposes. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the “fair use” doctrine. The Board, therefore, informs all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical, and that violations of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment in the system.

To protect staff members and the Deerfield Community School District against legal redress for alleged violations of the copyright laws, the person making the reproduction must be certain that the action is within the law. When an individual is not certain, he/she should contact the supervisor of media services in order to ascertain whether copying falls under “permitted use”. If it does not, the supervisor of media services or the staff member may request permission to reproduce materials from copyright holders.

Requests to reproduce copyrighted materials on District equipment will not be honored unless the reproduction is legally permissible.

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

CROSS REFS:

INSURANCE MANAGEMENT

The district will maintain an adequate insurance program to protect the property of the district, to protect board members and employees against general liability resulting from the discharge of their duties; and to offer protection against injury for all employees while acting in behalf of the school. The district may also authorize and participate in an insurance program for students.

LEGAL REFS.: Wis. Stat: 66.18

66.185

Chapter 102 (Workmens' Compensation Act)

120.12 (6)

120.13 (2)

121.53

893.80

895.46