

**SECTION E: SUPPORT SERVICES**

EB	Safety Program
EB-E	Safety Program - Unsafe Conditions Report Form
EB-R	Safety Program - Safety Coordinator Job Responsibilities
EBC	Emergency Plans - Emergency Evacuation of Schools
EBCA	Emergency Automated External Defibrillation (AED) Program
EBCD	Emergency Closings
ECA	Building Security
ECAC	Electronic Surveillance of Public Areas of School Buildings
EDBA	Maintenance and Control of Instructional Materials
EE	Transportation Services Management
EEAA	Walkers and Riders
EEAB	School Bus Scheduling and Routing
EEAC	School Bus Safety Program
EEACC	Student Conduct on School Buses
EEAD	Special Use of School Buses
EEAE	Student Transportation in Private Vehicles
EEBA	School-Owned Vehicles
EF	Food Services Management
EFB	Free and Reduced Price Food Service
EFC	General School Wellness Policy
EFE	Free and Reduced Price Meal Verification Procedure

Last Review Date: August 11, 2009

## **SAFETY PROGRAM**

**EB**

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

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

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

Reference: EBC, EBCD, ECA, EEAC, EEACC, GBE, JH, JHC, JHCC, JHCD, JHF, KK

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

**UNSAFE CONDITIONS REPORT FORM**

TO: All Employees

FROM: District Administrator

Providing safe and healthful conditions for all of our students, employees and visitors is a high priority for the School District of Neillsville. Anyone who is aware of any unsafe condition, in or around a school building, is strongly encouraged to complete this form and present it to the building principal immediately. The school district is committed to taking corrective action on all reported issues and concerns. After the problem has been thoroughly investigated, you will be notified of the action taken to correct it.

Thank you in advance for your concern.

*Please fill out the following:*

Individual completing this form: Name \_\_\_\_\_

Date \_\_\_\_\_ Building \_\_\_\_\_

***Description of unsafe condition:***

***PRESENT FORM TO BUILDING PRINCIPAL IMMEDIATELY!***

\*\*\*\*\*

**FOR OFFICE USE**

**Note to building principals: Take immediate action if you can. Send a copy of this form to the district administrator at the Board of Education Office and follow the regular procedure for dealing with safety issues.**

***Corrective action taken:***

**District Administrator's Name \_\_\_\_\_ Date \_\_\_\_\_**

**Signature \_\_\_\_\_**

***Date of response given to person reporting unsafe condition* \_\_\_\_\_**

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

**SAFETY COORDINATOR JOB RESPONSIBILITIES**

The role of the safety coordinator is a combination of administrative and coordination tasks concerned with the overall safety aspects of the school system. The safety coordinator works with both the instructional and non-instructional areas of the total safety program. The individual develops and promotes a well-planned total safety program for all students, staff and others as an integral part of the district. The duties and responsibilities of the safety coordinator are many and varied. As a guide for establishing the position of the safety coordinator, the following representative duties and responsibilities are recommended:

**Administration**

The safety coordinator shall:

1. Assist in the development of a philosophy for the total safety program.
2. Serve as a consultant in such areas as organization of instruction, research, emergency planning and legal aspects of safety.
3. Facilitate instruction with safety committees and others upon request.
4. Assist in determining staff needs and in the orientation and assignment of personnel.
5. Accept a prominent and responsible role in developing a comprehensive policy and program of inservice safety education involving personnel.
6. Assist and advise staff members relative to safety programs, procedures and standards for identifying, analyzing and removing hazards and evaluating emergency equipment.
7. Establish objectives of program, plan and implement activities in accordance with needs of system.
8. Establish and maintain a standardized location reporting and record-keeping system for all accidents with periodic review and follow-up.
9. Monitor performance to determine the effectiveness of the program.

**Curriculum**

The safety coordinator will:

Provide leadership and direction for staff involvement in developing curriculum goals and standards for safety.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

**EMERGENCY PLANS -  
EMERGENCY EVACUATION OF SCHOOLS**

**EBC**

The School District of Neillsville is committed to providing as safe an environment as reasonably possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities.

The Board of Education authorizes a system of emergency preparedness which shall ensure that:

- a. The health and safety of students and staff are safeguarded;
- b. Minimum disruption to the educational program occurs;
- c. Students are taught self-reliance and trained to respond sensibly in emergency situations.

All threats to the safety of district facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness.

The safety coordinator shall develop administrative guidelines for the handling of all emergency evacuations.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

**EMERGENCY AUTOMATED EXTERNAL DEFIBRILLATION (AED) PROGRAM**

**EBCA**

1. Two automated external defibrillators (AED) will be maintained on the premises. They will be located in the fieldhouse entrance and in the hallway by the high school office.
  - A. The AED will be kept in an accessible box.
  - B. A CPR mask, gloves, towel, and scissors will be kept in the location of the AED.
  - C. The location of the AED will be advertised.
2. The AED may be used in emergency situations if individuals are present who are specifically trained in the use of the device.
3. Guidelines and procedures for use, maintenance, and training for AED's are developed and maintained by the safety coordinator and school nurse. The safety coordinator and school nurse will disseminate the procedures to the school district. Use guidelines are developed in collaboration with the AED medical director and Memorial Medical Center, and in accordance with WI Act 7, Section 1 (146.50) & Section 2 (895.48).

Maintenance and Testing

1. The status indicator will be checked on a daily basis during the school day, when school is in session, by assigned staff member. The first Monday of the month, monthly maintenance will be performed.
2. Documentation of the maintenance/testing of the AED will be kept by the maintenance department in the maintenance office. The documentation record shall include the date and type of maintenance/testing, and the signature of the person performing it. At the end of each school year, the record will be submitted to the safety coordinator for his/her records.
3. Following the use of the AED, the AED will be checked by the maintenance department and put back into readiness.

Coordinator of the Program

The coordinator of the program is the safety coordinator.

Tim Rueth  
Neillsville Middle School  
504 East 5<sup>th</sup> Street  
Neillsville, WI 54456

Annual Notification of Community Emergency Response Agencies by Program Coordinator

The type of device, intended use area, plan for maintenance and testing and location of the device on the premises shall be confirmed annually in writing to:

EMS: Kenneth Marg  
C/O Memorial Medical Center  
216 Sunset Place  
Neillsville, WI 54456

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

Medical Director: Dr. Tim Meyer  
216 Sunset Place  
Neillsville, WI 54456

Use of the AED

1. Determine the unresponsiveness of victim.
  - A. If victim is unresponsive, have another person call 911 and get AED.
  - B. Assess the victim: airway, breathing, and circulation.
  - C. Initiate CPR, if required, while the AED is brought to the victim's side.
  - D. Call nurse and other CPR trained people if not already done.
  - E. Designate an individual to wait at the entrance to direct the EMS to victim.
  - F. Have secretary make copy of emergency contact information that can be sent with EMS.
2. Upon arrival, place the AED near head of victim, close to AED monitor.
3. Prepare to use AED.
  - A. Turn the power on.
  - B. Bare and prepare chest for AED use.
  - C. Attach the AED to the victim.
  - D. Stop CPR while the device analyzes the heart indicators.
  - E. Follow the machine prompts for further action. If a shock is indicated, be sure all rescuers are "clear" before shock is administered.
4. Upon arrival, EMS shall take charge of victim.
  - A. Provide victim information: name, age, known medical problems, time of incident.
  - B. Provide information as to current condition and number of shocks administered.
5. Remove data card and label with victim data and deliver to:
  - A. EMS
  - B. Safety coordinator, if not required by EMS or physician.

After Use of the AED

1. The AED will be checked and put back in readiness state.
  - A. Replace data card.
  - B. Restock AED per AED inventory.
  - C. Clean AED if needed according to manufacturer recommendations.
  - D. Document readiness
2. The Safety Coordinator will arrange a critical incident debriefing session to be held within 24 to 48 hours for all initial responders.
3. The program medical directors shall be notified of AED use.
  - A. Follow-up report will be submitted to medical director.
  - B. Arrange for quality improvement when indicated.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

AED Inventory

1. Readiness status will be assured by daily checks as documented on check sheet.
2. Readiness status will be assured following any AED use as documented on the AFTER USE checklist.

Use of an AED During Evening, Weekends, and Non-School Days/Hours

1. Trained staff may not be available to assist in the event of an emergency.
2. Individuals trained in CPR/AED may use the AED in an emergency.
3. The School District of Neillsville assumes no liability for rendering of care or use of the AED after normal school hours.

Initial/Ongoing Training in CPR/AED

1. CPR/AED classes will be offered annually to all interested staff members.
2. Physical Education staff and coaches are urged to maintain current certification.

Legal Reference: Wisconsin Act 7

Initial Adoption: 6/18/09

Final Adoption: 8/11/09



Procedures and Responsibility for Closing School when Inclement Weather Develops:

With the complexity of the school transportation program, much has to be taken into consideration before a final decision is made to close school either before school starts in the morning or during the day once the students are in school. These procedures will be followed in the School District of Neillsville if inclement weather develops:

- a. Weather forecasts and road conditions will be checked well in advance of the closing of school.
- b. School closings will be announced via radio and TV stations between 6 and 7 a.m., or during the day if inclement weather develops after students arrive at school.

The final decision for closing school rests with the district administrator, or in his absence, the principal designated by the district administrator.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

## **BUILDING SECURITY**

**ECA**

Security shall encompass maintenance of equipment, elimination of hazards, controlled access to facilities, proper supervision, and provision of a safe place for records and funds.

Key/fob distribution and management shall be the responsibility of administration. Employees shall be provided with such keys/fobs as are necessary for the fulfillment of their duties and responsibilities. Employees are responsible for the keys/fobs issued to them and for sharing in maintaining the security of school buildings.

Employees are responsible for the security of their room/work area at the end of each working day. This includes specific security measures such as making certain that doors and windows are locked and all valuables are properly secured. All office and/or classroom equipment is to be securely stored within each building.

When school is not in session and there are no school-sponsored activities or events being conducted, facility access is limited to:

- a. Non-employees who are renting school facilities consistent with the district's school facility use policy;
- b. Non-employees who are key/fob holders and using school facilities consistent with the district's school facility use policy or as approved by the building administrator/maintenance supervisor; and
- c. Employees who are key/fob holders and using school facilities consistent with the district's school facility use policy or when approved by the building principal.

School custodians may be assigned facility security when assigned to accommodate renters, late-night users or other approved users of school facilities.

Key/fob holders assume responsibility for facility security when they use school facilities at times when the facility is not otherwise open. Key/fob holder responsibility for facility security includes:

- a. Monitoring the entrance door when it is open;
- b. Locking and checking that all doors are locked prior to leaving the facility;
- c. Inspecting all accessible portions of the build after usage;
- d. Immediately reporting any damage to the building principal, district administrator or appropriate law enforcement; and
- e. Reporting the presence of any strangers or intruders in the building to the building principal, district administrator or appropriate law enforcement.

Any key/fob holder who loses or misuses his/her key/fob, may be asked to pay for any incurred costs.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

**ELECTRONIC SURVEILLANCE OF PUBLIC AREAS OF SCHOOL BUILDINGS**

**ECAC**

The School District of Neillsville's community deserves buildings that are safe and secure to all users. The district has an obligation to protect the safety and property of students, employees and visitors and to respect the legitimate privacy interests of users of its facilities. Therefore, the hallways and other public areas of school buildings and grounds may be subject to surveillance by videotaping or other electronic monitoring with the authorization of the district administrator or his/her designee.

Initial Adoption: 6/11/07

Final Adoption: 7/16/07

Professional staff shall be responsible for the proper care of all books, equipment, bulletins, supplies, and furniture owned by the school district.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

The School District of Neillsville shall provide transportation for students residing within the school district boundaries, under provisions of Wisconsin laws and regulations and as set forth in this transportation policy.

Pursuant to Wisconsin Statutes, transportation shall be provided to students attending private schools on the same basis as set forth above for students attending public school.

The responsibility for the daily operation, enforcement, and administration of the student transportation system shall be delegated from the Board of Education, through the district administrator, to the transportation supervisor and his staff. The transportation supervisor shall also act as liaison between the administrative staff and the citizens of this district in resolving transportation problems that might arise in the implementation of these transportation policies.

The building principal and the transportation supervisor are responsible for the safety and discipline of the students from the time they board the bus until they leave the bus. They are also responsible for other areas as outlined within this policy.

The transportation supervisor is responsible for insuring that vehicles and drivers used in transporting students follow the rules and regulations adopted by the federal government, the Wisconsin Motor Vehicle Department and the Board of Education, and that such vehicles are well maintained. The responsibility of the principal for the safety and discipline of students shall be delegated to the bus driver when students are in transit, unless the students are accompanied by a chaperone or other competent adult in charge.

The responsibility of students using school buses rests with the parents or guardians until the students actually board the bus for school and after the students get off the bus on a return trip.

**BUS STORAGE**

At the completion of each day and on weekends, school buses must be parked at the bus terminal or on the driver's own property.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

**WALKERS AND RIDERS**

**EEAA**

Transportation, at district expense, will be furnished to all students who live outside the city limits and those in the city at designated pick-up points.

Requests for transportation for any private or non-profit organizations, other than a school, shall be referred directly to the district administrator.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

Bus routes shall be determined by the transportation supervisor and presented to the Board of Education annually for approval.

Routes shall be kept on file in the Elementary-Middle School Office and the bus terminal, and changes shall only be made upon the supervisor's approval.

Students desiring to enter and/or leave the bus at a stop other than their regular pick-up or discharge location, due to an emergency or temporary situation, must have a parent or guardian write a request to the principal in charge of discipline who notifies the bus driver. In an extreme emergency, a telephone call may serve as notification.

1. Schedules should be established which will cause the students to be picked up at a set time and arrive at school before the start of the first class, but no earlier than 7:45 a.m.
2. At the close of the school day, buses should be scheduled so as to arrive at the school between 2:55 and 3:05 p.m.
3. School buses will not go into private driveways for the specific purpose of picking up students.

#### Loading and Unloading

1. Rural riders may be required to board the bus up to and including one mile of roadway from the point of intersection of their home driveway and the public road. The general guidelines that will be followed will be up to 1/2 mile for grades 7-12 and up to 1/4 mile for students under seventh grade. Students in grades K-2 who do not have an older brother or sister, will be picked up at their driveway when possible. Safety and economics of operation may dictate pick-up points that exceed these general guidelines. There shall be no guarantee that students will be picked up at their own driveways.
2. At school, students will be picked up and discharged at a point not requiring the crossing of any street between a bus and school. A student's pick-up and discharge point may not be changed except by school authority. This change in pick-up or discharge point must be agreed upon between the parent or guardian and the transportation supervisor. The a.m. pick-up point and p.m. discharge point may be at different locations, however, the a.m. pick-up point must be the same five days a week and the p.m. discharge point must be the same five days a week. Students will not be picked up or discharged at intermediate points, such as stores or friends' houses, without written authorization.

Initial Adoption: 11/24/14

Final Adoption: 12/15/14

The Vehicle

The vehicle shall meet the requirements of the State Department of Public Instruction and of the Motor Vehicle Department.

The school bus driver shall meet the requirements for school bus drivers as set forth by the Wisconsin Motor Vehicle Department.

The safety and health of the bus riders shall be the first consideration of the bus driver at all times. In addition to the requirements of the Motor Vehicle Department, the bus driver shall:

1. Remain with the bus until all students have been discharged.
2. Allow only authorized personnel to ride the bus.

The bus driver shall be interested in understanding children, and shall be an example of dignified personal behavior and cleanliness to the riders using the bus.

The bus driver shall be responsible for maintaining order among the students when they are being transported between their homes and the school.

1. The driver shall:
  - a. Stop the bus to discipline riders.
  - b. Report any disciplinary cases to the transportation supervisor or principal who shall inform the respective parent or guardian of such misconduct.
2. The driver shall not:
  - a. Administer corporal punishment to riders on the bus.
  - b. Put a rider off the bus to walk home; nor, to walk to school.
  - c. Refuse an authorized student rider to board the bus.
  - d. Be required to notify a student that he is not authorized to ride the bus. This will be the responsibility of the administration to notify the student and the parent.

A driver involved in an accident shall report the accident as soon as possible to the transportation supervisor.

District Bus Administration

1. Maintain an extensive bus driver applicant screening process to include the following:
  - a. Driving record check.
  - b. Physical examination.
  - c. Personal interview.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09



District Bus Administration (Con't)

2. Provide driver pre-service and in-service training programs.
3. Provide each driver with the school district's transportation policy.
4. Insure that each driver completes all training programs and thoroughly understands the district's transportation policy.
5. Insure that each driver understands and follows the safety procedure and rules of the school district.
6. Provide each driver with the proper route sheets with students' names and route map with specified stops.
7. Maintain an extensive equipment preventative maintenance program.
8. Continue to develop and improve safety equipment on buses.
9. Carry Public Liability Insurance, Property Damage Insurance, and Passenger Medical Insurance in excess of the Wisconsin Statutes' requirements.
10. Communicate with drivers and parents on student safety violations.
11. Immediately notify proper authorities and the radio station as necessary, in the event of a bus delay, breakdown, or accident.

Electronic Surveillance on School Buses

The School District of Neillsville's students deserve buses that are safe for all. The district has an obligation to protect the safety and property of students, employees and visitors and to respect their legitimate privacy interests. Therefore, the school buses and the school bus riders may be subject to surveillance by videotaping or other electronic monitoring with the authorization of the district administrator or his/her designee.

Safety Drills

Safety drills, including the use of the emergency door of the bus, shall be conducted at least twice each year. At least two bus aides or driver's helpers should be selected for each bus to assist the driver in case of emergencies. They should be instructed regarding the proper placement of flares, flags, and fuses, location of first aid kit, emergency equipment, etc.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

## STUDENT CONDUCT ON SCHOOL BUSES

EEACC

1. Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school.
2. Riders are expected to obey the bus driver promptly. Refusal to obey the bus driver shall be sufficient reason for being denied transportation services.
3. Damage done to the seats or other equipment by the rider must be paid for by the rider or his/her parents or guardian.
4. Riders shall remain seated while the bus is in motion.
5. Riders shall not extend head or limbs out of a window at any time or throw anything out of the windows.
6. Riders are expected to be on time at the designated bus stop. The bus will come to a full stop, but will not wait for students.
7. Horseplay will not be permitted around or on the bus.
8. Profane or indecent language will not be tolerated from any student.
9. The driver has the authority to assign riders to designated seats.
10. Animals or pets are not permitted on the bus.
11. Smoking will not be permitted on the bus.
12. Riders must be absolutely quiet when approaching a railroad crossing stop.
13. The emergency door shall not be used except in cases of emergency or safety drills.
14. Riders must be careful in approaching bus stops; walk on the left toward oncoming traffic.
15. Riders crossing the road after leaving the bus, must do so in front of the bus, after making sure the highway is clear.
16. Misconduct Procedures:
  - a. The driver will fill out a misconduct report. This report must be given to the school office within one school day of the offense. The misconduct report shall at least state the date of the offense, student's name, offense committed, driver's signature and route number.
  - b. The following action will follow the issue of a misconduct report:
    1. First offense - The school official will inform the parents or guardian of the offense and may discuss what disciplinary measures the parents or guardian and school office deem necessary to correct the situation.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

**STUDENT CONDUCT ON SCHOOL BUSES**

**EEACC**

2. Second offense - The school official will inform the parents or guardian of the offense and the student may be denied transportation for one day.
3. Third offense - The school official will inform the parents or guardian of the offense and the student may be denied transportation for three days.
4. Fourth offense - The school office will inform the parents or guardian of the offense and the student may be denied transportation as determined by the principal.

No student shall be put off the school bus except at school or at their home.

A school administrator or bus driver has the authority to assign riders to designated seats.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

Special Transportation Trips:

General Policies

1. All requests for special trips must be submitted to and received by the transportation supervisor no later than three school days before the trip is to begin. All requests for transportation will be accepted on a first-come basis in case of too many requests.
2. In case of cancellation, the transportation supervisor must be notified at least three hours prior to the scheduled departure time. Failure to notify the transportation supervisor may result in the activity being charged for the bus service even though it was not used.
3. Each month the transportation supervisor will bill the school directly for all buses used in transporting students. In turn, each activity will be charged to the appropriate account or the principal billed for their usage of the busing.
4. Operation procedures:
  - a. Buses will begin special trips only when a chaperone of the School District of Neillsville or private school is present on the bus.
  - b. Standards of conduct on special trips shall be the responsibility of the chaperone supervising the trip.
  - c. Students making a special trip must return on the same bus unless written authorization has been presented to the supervising chaperone in advance by the parent or guardian.
  - d. The bus driver will note on the trip ticket any stop that deviates from the designated point requested and this note should also be initialed by the chaperone.
  - e. A chaperone will be seated in the rear of the bus when accompanying a special trip.

Initial Adoption: 2/21/11

Final Adoption: 3/21/11

**SPECIAL USE OF SCHOOL BUSES  
STUDENT TRIP POLICY**

**EEAD**

A student trip shall be considered a school-sponsored activity away from the school premises.

**General Guidelines**

1. All student trips must be pre-approved by administration.
2. Student trips that include out-of-state travel must be pre-approved by the Board of Education through board action at least two regular board meetings prior to the anticipated departure date.
3. Out-of-district trip destinations must be within a reasonable distance of the city of Neillsville, as determined by administration.
4. The Board of Education reserves the right to fully or partially fund any approved student trip.
5. All student trips shall satisfy the established policies and procedures for bus transportation, chaperones, and any other related regulations.

**Types of Student Trips**

1. *Instructional Class Field Trip:* These trips are designed to be integrated into the curriculum and conducted for the purpose of providing an educational experience that is not available in the classroom.
  - a. A trip request form must be submitted to secure administrative approval. This form requires information on the steps that will be taken to connect the experience to the curriculum unit, including state standards that are addressed and post-trip classroom activities.
  - b. A permission slip signed by a parent/guardian is necessary for student participation.
  - c. Grades Pre-K through 12 are limited to one out-of-district and one in-district field trip per school year. Trips taken within the city limits of Neillsville, regardless of transportation method, are not applied to this limit.
2. *Student Activity Trip:* Student organizations sponsor trips throughout the school year. Members are given opportunities to fundraise in an effort to defray the associated costs.
  - a. A trip request form must be submitted to secure administrative approval.
  - b. A permission slip signed by a parent/guardian is necessary for student participation.
  - c. The district must be reimbursed for transportation costs related to student activity trips at the current rate.

**SPECIAL USE OF SCHOOL BUSES  
STUDENT TRIP POLICY**

**EEAD**

- d. New fundraisers will not be approved solely for the purpose of funding transportation costs.
3. *Extracurricular Trip:* As part of an extracurricular or co-curricular activity, these trips may include, but are not limited to, contests or practices for contests (e.g. athletics, solo and ensembles, etc.) and performances or exhibitions (e.g. band, chorus, etc.).

REF: KME: Out of State Travel

REF: IGDF: Fundraising

Initial Adoption: 2/21/11

Final Adoption: 3/21/11

THE  
SCHOOL DISTRICT OF NEILLSVILLE

**Student Trip Request Form**

INSTRUCTIONS: Complete this form and return it to the building principal. Out-of-state trips must be approved by the Board of Education at least two regular board meetings prior to the anticipated departure date. All other requests must be submitted one month in advance.

Date Submitted:	Group:
Teacher(s)/Advisor:	Number of Students:
Departure Date/Time:	Return Date/Time:
Topic of Trip:	
Destination/Itinerary:	
State Standards Addressed:	
Connection to Curriculum Unit:	
Follow-up Classroom Activities:	
Transportation:	Cost of Trip to Student:

<b>FOR OFFICE USE</b>	
APPROVED: _____ Yes      _____ No <input type="checkbox"/> In-District <input type="checkbox"/> Out-of-District	
Building Principal _____	Date _____

Initial Adoption: 2/21/11

Final Adoption: 3/21/11





**STUDENT TRANSPORTATION IN PRIVATE VEHICLES**

**EEAE**

Parents/guardians may provide transportation in private vehicles for school-sponsored activities, upon approval of the principal, but they must assume liability while traveling up to the full limits of their insurance policy. Thereafter, the school district's policy comes into effect for school-authorized activities only. Vehicles need to be inspected by the transportation supervisor and must meet all regulations.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

## SCHOOL-OWNED VEHICLES

EEBA

Use of school-owned or contracted vehicles:

1. Principal's office should be notified prior to activity.
2. Driver needs regular driver's license, and must be otherwise qualified under WI Statutes 345.96(2)(b).
3. Keys to the vehicle must be picked up at the High School Office on the same day as its intended usage.
4. Keys to the vehicle must be returned to the High School Office on the following school day morning or as soon as use is over so that it can be used for other activities.
5. Building principals will make the final determination as to the type of vehicle to be used, depending on which is more economical to use and the needs of the district.

Initial Adoption: 6/11/07

Final Adoption: 7/16/07

Students in the School District of Neillsville shall have an opportunity to participate in school breakfast, lunch and milk programs. These programs shall be administered by the district administrator, or designee, in accordance with established guidelines.

Food service prices shall be established by the board annually. In accordance with federal guidelines, the district shall offer free and reduced price food services to students who qualify.

Vending machines may be installed in the school when approved by the Board of Education. Competitive foods will not be served during breakfast and lunch in accordance with DPI regulations.

The school district shall not discriminate in school-sponsored food service programs on the basis of race, religion, color, national origin, sex, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

Legal

References: Wisconsin Statutes: 118.13

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

FOOD SERVICE

1. All employees are required to pay for all food served them according to established prices.
2. The price per meal for lunches served shall be as established by the current hot lunch agreement between the Board of Education and the Department of Public Instruction.

Initial Adoption: 6/11/07

Final Adoption: 7/16/07

It is the goal of the School District of Neillsville to make a significant contribution to the general well-being, mental and physical capacity and learning ability of each student, and to afford them the opportunity to fully participate in the education process. The School District of Neillsville promotes a healthy school by supporting wellness, good nutrition and regular physical activity as a part of the total learning environment. The district supports a healthy environment where students learn and participate in positive dietary and lifestyle practices. By facilitating learning through the support and promotion of good nutrition and physical activity, our school contributes to the basic health status of students. Improved health optimizes student performance.

Healthy eating and an active lifestyle are linked to reducing the risk of early mortality and the development of many chronic diseases. To ensure the health and well-being of all students, it is the policy of the School District of Neillsville to:

1. Ensure that all students have access to adequate and healthy food choices at reasonable prices.
2. Ensure that food sales/parties for students are limited during hours that will conflict with the district food program.
3. Support and promote proper dietary habits contributing to students' health status and academic performance. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals. Encourage all staff to implement the Dietary Guidelines for Americans.
4. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors. The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's understanding, beliefs and habits as they relate to good nutrition and regular activity.
5. Coordinate school food service with the healthy lifestyles policy to reinforce messages about healthy eating and to insure that foods offered promote good nutrition and contribute to the development of lifelong, healthy eating habits.
6. Provide school staff involved in nutrition education and in supporting a healthy school environment, with adequate pre-service and ongoing in-service training that focuses on strategies for behavioral change.
7. Involve family members and the community in supporting and reinforcing nutrition education and the promotion of health eating and lifestyles.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

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

The policy of the School District of Neillsville is to:

1. Provide a positive environment and appropriate knowledge regarding food.
  - Ensure that all students have access to healthy food choices during school and at school functions.
  - Provide a pleasant eating environment for students and staff.
  - Allow a minimum of 20 minutes for students to eat lunch and socialize in the designated cafeteria area.
  - Enable all students, through a comprehensive curriculum, to acquire the knowledge and skills necessary to make healthy food choices for a lifetime.
2. Professional staff are strongly encouraged not to use food as an incentive program; however, when using food as a part of class or student incentive programs, staff and students are encouraged to utilize healthy, nutritious food choices.
3. When curricular-based food experiences are planned, staff and students are encouraged to seek out good nutrition choices whenever appropriate.
4. Reduce student access to foods of minimal nutritional value.
  - In keeping with contractual obligations to the National School Lunch/Breakfast programs, ensure the integrity of the school lunch program by prohibiting food and beverage sales that are in direct conflict with the lunch/breakfast programs.
  - Encourage the practice of good nutrition by reducing the sale or distribution of foods with minimal nutritional value through a plan that focuses on:
    - Reducing access to non-nutritional foods
    - Educating students about healthy foods
    - Competitive pricing that favors sales of healthy foods
5. Hot Lunch/Breakfast Program
  - The full meal program will continue to follow the U.S. Government's Nutrition Standards.
  - The Hot Lunch/Breakfast provider will be expected to make every effort to follow the District Nutrition Standards when determining the items in a la carte sales.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

## PHYSICAL EDUCATION

EFC

The School District of Neillsville supports the adoption and implementation of a comprehensive school physical education program at the district elementary, middle, and high school.

At the center of a thriving school is a healthy, resilient, successful learner. The School District of Neillsville recognizes that a well-functioning, comprehensive school physical education program will improve the health of all school community members and improve the academic achievement of students.

### INSTRUCTIONAL PROGRAM DESIGN:

The School District of Neillsville shall establish specific learning goals and objectives for physical education. A sequential, developmentally-appropriate curriculum shall be designed, implemented, and evaluated to help students develop knowledge, motor skills, and activities throughout their lives. The physical education program shall:

1. Emphasize knowledge and skills for a lifetime of regular physical activity.
2. Be consistent with the state standards for physical education.
3. Devote at least 50% of class time to actual physical activity each week, with as much time as possible spent in moderate to vigorous physical activity.
4. Provide many different physical activity choices.
5. Feature cooperative as well as competitive games.
6. Meet the needs of all students, especially those who are not athletically gifted.
7. Take into account gender and cultural differences in students' interests.
8. Actively teach cooperation, fair play, and responsible participation in physical activity.
9. Have student to professional staff ratios comparable to those in other curricular areas.
10. Promote participation in physical activity outside of school.
11. Be an enjoyable experience for students.

Professional staff shall aim to develop students' self-confidence and maintain a safe psychological environment free of embarrassment, humiliation, shaming, taunting, or harassment of any kind.

Suitably-adapted physical education shall be included as part of individual education plans for students with chronic health problems, other disabling conditions, or other special needs that preclude such students' participation in regular physical education instruction or activities.

### ASSESSMENT:

All students shall be regularly assessed for attainment of the physical education learning objectives. Course grades shall be awarded in the same way grades are awarded in other subject areas and shall be included in calculations of grade point average, class rank, and academic recognition programs such as honor roll.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

## **PHYSICAL EDUCATION**

**EFC**

### **PROFESSIONAL STAFF:**

Physical education shall be taught by well-prepared specialists who are certified by the state to teach physical education. All physical education professional staff shall be adequately prepared and regularly participate in professional development activities to effectively deliver the physical education program. Preparation and professional development activities shall provide basic knowledge of the physical development of children and adolescents combined with skill practice in program-specific activities and other appropriate instructional techniques and strategies designed to promote lifelong habits of physical activity.

### **ADEQUATE FACILITIES:**

School leaders shall endeavor to ensure the cost-efficient provision of adequate spaces, facilities, equipment, supplies, and operational budgets that are necessary to achieve the objectives of the physical educational program.

School authorities shall minimize the use of physical education facilities for non-instructional purposes, such as using the gymnasium for school assemblies during times scheduled for physical education classes.

### **EDUCATIONAL REINFORCEMENT:**

The physical education program shall be closely coordinated with the other components of the overall school health program. Physical education topics shall be integrated within other curricular areas. In particular, the benefits of being physically active shall be linked with instruction about human growth, development, and physiology in science classes and with instruction about personal health behaviors in health education classes.

The physical education program shall actively engage families as partners in their children's education and collaborate with community agencies and organizations to provide ample opportunities for students to participate in physical activity beyond the school day.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09



## **GENERAL STAFF WELLNESS POLICY**

**EFC**

The School District of Neillsville highly values the health and safety of every staff member and will maintain a Wellness Committee to plan and implement activities and policies that support healthy behaviors among staff members.

The following steps will be used in the development of a work environment that supports health and safety among staff members:

1. Gain administrative support
2. Maintain a staff wellness committee
3. Collect data to drive staff health and wellness efforts
4. Create a staff wellness plan
5. Choose interventions which promote health and safety
6. Evaluate outcomes

Initial Adoption: 6/18/09

Final Adoption: 8/11/09

**FREE AND REDUCED PRICE MEAL VERIFICATION PROCEDURE****EFE**

1. Each school year, after October 15, the district administrator will review free and reduced price applications on file at the food service director's office.

Three percent (3%) of the total applicants will be randomly selected for verification each year. The selection process shall be free of any discrimination due to race, religion, color, national origin, sex, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

2. Selected households will be notified via a letter sent them; they will also receive a verification document to aid them, and form letters that they might use to get verification from food stamp and/or Social Security officials.
3. If a selected household refuses to cooperate with the request for documentation to expedite verification of income, eligibility will be terminated. Notice will be sent, allowing ten (10) days of the benefit to continue following the date of notice.
4. Households given notice of termination have ten (10) days to appeal the termination to the board president. The termination notice will include the details regarding an appeal.
5. Each year the food service director will complete a record file showing the following information:
  - a. Summary of the verification efforts.
  - b. The total number of applications on file on October 31.
  - c. The percentage or number of applications verified.
6. Records will be kept for three years, following the close of the fiscal year. The secretary will maintain, in addition to the items listed in #5 above, the following information:
  - a. How applications were selected.
  - b. How applications were verified.
  - c. The dates notices were sent.
  - d. Notes on any contact made.
  - e. The results of verification.
  - f. The reasons for any denial or change of eligibility.
  - g. The signature of the verifying official confirming that verification records are accurate.
7. A family's right to privacy will be respected and maintained during the verification process.

Initial Adoption: 6/18/09

Final Adoption: 8/11/09