

## **SERIES 700 - SUPPORT SERVICES**

710 Support Services Goals

720 Safety Program

721 Building and Grounds Inspections

722 Emergency Nursing Services (See 453)

722.1 Accident Reports

723 Emergency Plans

723.1 Fire Drills

723.2 Bomb Threats

723.3 Emergency School Closings

723.3-Rule, Emergency Closing Procedures

723.4 Tornado Emergencies

724 Locked Doors

725 Social Service Visitation

\*730 Buildings and Grounds Management

731 Building Security

731.1 Vandalism

731.1-Rule, Discipline for Vandalism

731.2 Privacy in Locker Rooms

732 Building and Grounds Maintenance

732.1 Trades Contractors

732.1 Exhibit, Contractor Qualifications Certification And Statement

\*740 Material Resource Management

742 Authorized Use of School-Owned Equipment

\*750 Transportation Services Management

751.3 Extracurricular Transportation

751.3-Rule, Guidelines for Extracurricular Transportation

752 Use of School-Owned Vehicles

752-Rule, Guidelines for Use of School-Owned Vehicles

752.1 Transportation of Students for School Related Events (Other than school bus – Non-CDL Driver/vehicle)

752.1-Rule, Guidelines for Transporting Students for School Related Activities

760 Food Services Management

761 Free and Reduced Price Meals

770 Office Services Management

771 Printing and Duplicating Services (Copyright)

771.1 Personal Use of District Copy Machines

772 Telephone Services

772-Rule, Discipline for Student Misuse of Telephones

780 Insurance Management

*\*identifies general policy category; is not currently represented by policy*

## SUPPORT SERVICES GOALS

Support services are essential to the successful operation of the River Ridge School District. 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 broad 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 which fulfill the needs of the educational program.

LEGAL REF.: Sections 120.12 Wisconsin Statutes  
121.02 (1) (i)  
121.51-121.58

APPROVED: July 1, 1995

720

## SAFETY PROGRAM

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

In providing for safe and healthful facilities, the Board shall comply with all safety 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.

The district administrator shall be responsible for coordinating all activities related to the safe and healthful facilities program. He/she shall be responsible for supervising the safety program in the building and shall keep staff members informed of pertinent state and local regulations and recommendations relating to safety in the schools.

If practical, the district administrator (or designee) will notify board members of instances when public safety personnel (law enforcement, fire department, EMT's) have been on school grounds.

The practice of safety will also be considered a facet of the instructional program of the district schools. Instruction in such areas as accident prevention, fire prevention, emergency procedures and highway safety will be provided in appropriate grades and classes.

LEGAL REF.: Sections 118.07 Wisconsin Statutes

118.09  
118.10  
120.12(5)  
121.01(2)(i)  
PI 8.02 (1) (i), Wisconsin Administrative Code

CROSS REF.: 721, Building and Grounds Inspections  
723, Emergency Plans  
732, Building and Grounds Maintenance

APPROVED: July 1, 1995 REVISIED: October 26, 2016

721

### 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, or designee.

Unsafe conditions are to be identified and corrected as soon as possible. Such conditions and the means taken to correct them shall be reported to the Board.

LEGAL REF.: Sections 115.33 Wisconsin Statutes  
121.02 (1) (i)  
PI 8.01 (2) (i), Wisconsin Administrative Code

CROSS REF.: 732, Building and Grounds Maintenance

APPROVED: July 1, 1995

722.1

### ACCIDENT REPORTS

Accident reports support the safe and efficient operation of the district as well as the protection and education of students.

In order to expedite prompt and appropriate medical attention and to facilitate processing of insurance claims, all accidents and injuries occurring on school grounds or while under school supervision shall be reported immediately to the school office. A written accident report must be filed on the next following school day.

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

APPROVED: July 1, 1995

723

## EMERGENCY PLANS

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 district 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 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 building during fire and other emergencies and for using the building 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.: Sections 118.07 Wisconsin Statutes  
121.02 (1) (i)  
PI 8.01 (2) (i), Wisconsin Administrative Code

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

APPROVED: July 1, 1995

723.1

## FIRE DRILLS

Fire drills shall be conducted at least once each month throughout the school year. The principal shall inform teachers of the exact evacuation plan for each 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 the safe and orderly evacuation of the building. The district administrator shall annually file a report of all district fire drills with the proper authorized agencies.

LEGAL REF.: Section 118.07 (2) Wisconsin Statutes

APPROVED: July 1, 1995

723.2

## 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 a bomb threat. Evacuation procedures shall be developed by the administration. Any school time missed because of the interruption shall be made up as determined by the Board and administration in accordance with provisions of employee agreement(s).

Any student involved in a bomb threat shall be recommended for expulsion and every effort will be made to insure prosecution in local courts.

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

CROSS REF.: GREAT Agreement, Article X

APPROVED: July 1, 1995

723.3

### EMERGENCY SCHOOL CLOSINGS

The district administrator, or in his/her absence the principal, 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.

With the complexity of the school transportation program, much has to be taken into consideration before a final decision is made to close schools either before school starts in the morning or during the school day. Weather forecasts and road conditions will be checked well in advance of any closing of school. Announcements of emergency school closings will be made over local radio stations before school or during the day if a storm develops after students arrive at school.

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 as determined by the Board and administration in accordance with provisions of employee agreement(s).

LEGAL REF.: Sections 115.01 (10) Wisconsin Statutes  
118.215  
121.02 (1) (f)  
PI 8.01 (2) (f), Wisconsin Administrative Code

CROSS REF.: 723.3-Rule, Emergency Closing Procedures  
GREAT Agreement, Article X

APPROVED: July 1, 1995

723.3-Rule

## EMERGENCY CLOSING PROCEDURES

School may be closed for all or a portion of the school day under the following circumstances:

1. School Cancellation - School may be canceled prior to the start of the school day if weather conditions appear to prevent safe travel.
2. Delayed Opening - School may be delayed if the weather is questionable. Radio announcements will be made up to 10:00 a.m. as to when the buses will be sent out. If buses are not able to begin by 10:00 a.m., school will remain closed for the rest of the day.
3. Early Dismissal - Students may be sent home early if a storm develops during the school day. Local radio announcements will be made to alert parents. There will be no activity buses and students will go home on regular runs. Athletic or other events will be canceled if necessary.

APPROVED: July 1, 1995

## TORNADO EMERGENCIES

The administrative staff of the River Ridge School District shall develop plans to provide for the safety of students and staff during tornadoes or other weather emergencies.

The emergency plan shall include warning signals, procedures and responsibilities of school employees and students.

Periodic tornado drills shall be conducted to allow for order and efficiency in the event of a true emergency.

APPROVED: July 1, 1995

724

## LOCKED DOORS

The doors of the elementary school will be locked at all times. If a person needs to go to the school, they must report to the office. The secretaries will ask you to sign in and will give you a visitor's tag to wear. When you have completed your visit, please return the tag to the office and sign out.

APPROVED: May 8, 1996

725

## SOCIAL SERVICE VISITATION

When a social worker comes to interview a River Ridge student, it is the River Ridge School District's policy that they first check in at the administrative office and identify themselves with appropriate identification. The secretary of the school will contact the school counselor and the counselor will contact and bring the student from their classroom to the social worker.

APPROVED: March 12, 1997

731

## BUILDING SECURITY

Buildings constitute the greatest investment of the school district and it is important to adequately protect the district's investment. Security shall encompass maintenance of equipment, elimination of fire hazards, locked doors, proper supervision, and a safe place for records and funds.

Key Distribution

Key distribution and management shall be the responsibility of the district administrator. Teachers shall be provided with their own classroom keys. Teachers needing access to a room other than their own classroom must check out the necessary key in accordance with established procedures.

Students should never be allowed to use the teachers keys, unless under special circumstances. When a key is lost, the district administrator should be notified immediately. Under no circumstances are keys to be duplicated.

APPROVED: July 1, 1995

731.1

### VANDALISM

Any student who vandalizes the building or grounds, or is responsible for vandalism of property away from school at school-approved functions, shall be responsible for repair and restitution. Any student who willfully breaks school equipment shall be assessed damages.

Such students will also be subject to established discipline procedures.

If the case warrants it, legal authorities will be notified. Every effort will be made to insure prosecution in the local courts.

LEGAL REF.: Sections 120.13 (1) Wisconsin Statutes  
895.035

CROSS REF.: 731.1-Rule, Discipline for Vandalism

APPROVED: July 1, 1995



## DISCIPLINE FOR VANDALISM

Students who vandalize the building or grounds shall make repair and restitution and are subject disciplinary action:

1. Verbal and/or written reprimand, detention or restricted privileges; a warning is issued and parents are notified.
2. For severe and/or repetitious acts, students are subject to suspension and/or recommendation for expulsion.
3. If the case warrants, legal authorities will be notified and every effort will be made to insure prosecution, in the local courts.

### Breakage of Equipment

Students who willfully break school equipment will be assessed damages. The teacher will determine whether breakage is willful or accidental and their decision is final.

APPROVED: July 1, 1995

## PRIVACY IN LOCKER ROOMS

Locker rooms are provided for the use of physical education students, athletes and other activity groups or individuals authorized by the building principal or Board Policy. The District recognizes the privacy rights of individuals using the locker room and shall take reasonable measures to protect an individual's privacy.

Locker rooms shall include offices, restrooms, and any other facilities within the locker room area.

Under no circumstances may cameras, video recorders or other recording devices be used in the locker room. Also, no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Individuals may enter or remain in the locker room to interview or seek information from an individual in the locker room only under the following conditions:

- (1) At no time will students be interviewed in the locker room.
- (2) 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.
- (3) 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, athletic director, or a designee. If authorization is given, the person shall leave the locker room after the interview is done or the information is received.

Persons violating this policy shall be subject to appropriate disciplinary action and/or penalties under state law.

The building principal, athletic director and coach shall be responsible for enforcing this policy. This policy shall be posted in every locker room in the district.

Approved: September 10, 2008

732

## BUILDING AND GROUNDS MAINTENANCE

The Board recognizes the need for a systematic program of building maintenance, including establishment of both short and long range building maintenance plans.

An annual maintenance plan to best meet the maintenance needs of the district shall be established by the district administrator, in conjunction with the building and grounds committee, and approved by the Board.

A five year cyclical building maintenance plan for major projects, such as painting and roof repair, shall be established and maintained by the district administrator to keep a constant cost factor in the annual maintenance budget.

The Board shall tour the district buildings annually at a meeting in May. At this time the district administrator shall inform the Board as to the nature of summer maintenance to take place, including any special projects, and possible long range maintenance plans. At the regular Board meeting in May the district administrator shall present an updated five year cyclical plan for Board consideration and/or approval.

LEGAL REF.: Sections 120.12 (5) Wisconsin Statutes  
121.02 (1) (i)  
PI 8.01 (2) (i), Wisconsin Administrative Code

CROSS REF.: 721, Building and Grounds Inspections

APPROVED: July 1, 1995

732.1

### TRADES CONTRACTORS

All persons, firms and corporations performing construction work including, but not limited to, construction, remodeling, updating, and repairs of district facilities shall certify prior to commencing work that all work will be performed under an appropriate, current license as required by law or according to the terms and conditions of any contract let by the district, whichever is more restrictive.

Each contractor shall also certify, prior to commencing any project, that the contractor has not identified any portion of the contract work for which the contractor is responsible that is outside the scope of the license(s) held by the individuals who will perform the work.

If, during performance of a contract, the contractor determines that some necessary component of the project involves work for which the contractor or its employees or agents (including subcontractors) lack the appropriate license and for which no other provider is currently responsible, the contractor will immediately contact the District's business office to attempt to resolve the issue.

Each contract for the performance of construction work shall contain a provision stating that the contractor agrees to indemnify and hold the District harmless for all liability and costs associated with inspecting and rectifying any work that was performed by the provider or the provider's employees or agents without the appropriate license, including any fines or costs imposed by any unit of government.

Upon completion of a construction project, upon request, each contractor shall certify that the contract work was performed in a manner consistent with the requirements of this policy.

Persons preparing RFPs or bid package proposals on behalf of the district shall ensure that the requirements of this policy are included in the terms and conditions of any RFP, bid package or contract involving construction work.

APPROVED: 3-18-15

CONTRACTOR QUALIFICATIONS CERTIFICATION AND STATEMENT

GENERAL INFORMATION	
NAME	TYPE OF ORGANIZATION (Check one)
STREET ADDRESS	A. Sole Proprietorship
	B. General Partnership
CITY STATE ZIP CODE	C. Limited Partnership
	D. Corporation
TRADE NAME (If any)	E. Subchapter (s) Corporation
	F. Limited Liability Company
Type of work (Check all that apply)	G. Joint Venture
	H. Trust
A. General Construction	BRIEF DESCRIPTION OF PROJECT
B. HVAC	
C. Electrical	
D. Plumbing	
E. Other (Specify)	

I certify that I am the contractor named above or a person authorized to sign on behalf of the contractor named above. I have not identified any portion of the contract work for which I am responsible that is outside the scope of the license(s) held by the individuals who will perform the work under the contract.

I understand and agree that if, during performance of a contract, I determine that some necessary component of the project involves work for which I or my employees or agents (including subcontractors) lack the appropriate license and for which no other provider is currently responsible, I must immediately contact the District’s business office to attempt to resolve the issue.

The above-named contractor agrees to indemnify and hold the District harmless for all liability and costs associated with inspecting and rectifying any work that is performed by me, my employees or agents (including subcontractors) without the appropriate license, including any fines or costs imposed by any unit of government.

Upon completion of a construction project, upon request, I agree, upon request, to certify that the contract work was performed in a manner consistent with the requirements of this policy.

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

Signed:

\_\_\_\_\_

Contractor

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

APPROVED: 3/18/15

### AUTHORIZED USE OF SCHOOL-OWNED EQUIPMENT

School district equipment may be used by students and employees in accordance with established guidelines.

Employees who wish to use school equipment for a school purpose away from the building must have the permission of the administration prior to taking the equipment from the premises.

The Board reserves the right to deny use of equipment for non-school purposes.

APPROVED: July 1, 1995

751.3

### EXTRACURRICULAR TRANSPORTATION

The River Ridge School District may provide special transportation for field trips, extracurricular events, and after-school activities in accordance with established procedures.

School bus rider rules shall apply to extracurricular transportation.

LEGAL REF.: Sections 120.13(27) Wisconsin Statutes  
121.54(7)

CROSS REF.: 751.3-Rule, Guidelines for Extracurricular Transportation

APPROVED: July 1, 1995

## GUIDELINES FOR EXTRACURRICULAR TRANSPORTATION

### I. Extracurricular Transportation

The district may provide the following types of special transportation:

#### A. Special Trips

1. The principal or district administrator must approve all requests for special trip transportation.
2. All requests for special trip transportation must be submitted to and received by the administration no later than three school days before the trip. All requests for transportation will be accepted on a first-come first-served basis.
3. In case of trip cancellation, the bus driver must be notified at least three hours prior to the scheduled departure time, if possible.

#### B. After School Activity Buses

1. Buses will be used to transport secondary school students who are participating in after school activities if a sufficient number of students are consistently riding the bus.
2. After school activity bus schedules will be determined by the principal, athletic director and district administrator.
3. Any request for a change in schedule must be directed to the principal at least one day prior the requested change.

#### C. Spectator Buses

1. A minimum of 30 students must sign up in order to have a spectator bus provided for extracurricular events.
2. Students from other schools may ride the bus pending payment in advance and permission from school authorities.
3. Students who sign up to ride the bus must ride the bus. They may not cancel once the deadline has passed except for an emergency.
4. Students may not enter the bus once it is parked at the extracurricular event until the end of the event.
5. Students must remain at the scheduled event unless they receive permission from the supervisor. Students in violation of this rule will lose extracurricular bus riding privileges in accordance with school district policy.

### II. General Regulations

A. Buses will begin extracurricular trips only when a school district employee or adult supervisor is present on the bus in addition to the driver.

B. Extracurricular trips are an extension of the school day. Therefore, rules that apply to students attending home events apply to those riding a bus to extracurricular events. Supervision of student conduct shall be the responsibility of the employee or adult supervising the trip.

C. All students and participants making an extracurricular trip must return on the same bus. Parents or guardians wishing to take their child home from the event must give the request in writing to the supervisor.

D. Students must depart at school or their normal home station at the end of the trip, except with the express permission of the principal.

E. Any student who does not wish to use extracurricular transportation provided by the district and wishes to ride with another parent must bring a permission slip from his/her parent or guardian, preferably the day before the event. Emergency situations shall be approved by the principal or designee.

F. No student may drive other students on trips scheduled through the school, including field trips and extracurricular activity trips without written permission from all the parents involved and approval by the administration. The Board strongly discourages student driving and recommends students use district transportation.

APPROVED : July 1, 1995

## USE OF SCHOOL-OWNED VEHICLES

Use of school-owned vehicles other than school buses shall be determined by the district administrator according to the needs of the district, including economic considerations.

Such vehicles may be used for student or employee transportation and maintenance activities. When such vehicles are used for transporting students all vehicle insurance, inspection and operator requirements of state law shall be met. No student shall be permitted to drive a school-owned vehicle.

Requests for and use of such vehicles shall be in accordance with established procedures.

LEGAL REF.: Sections 121.52(2) Wisconsin Statutes  
121.555

CROSS REF.: 752-Rule, Guidelines for Use of School-Owned Vehicles

APPROVED: July 1, 1995



## GUIDELINES FOR USE OF SCHOOL-OWNED VEHICLES

The following procedures shall govern the use of school owned vehicles:

1. The office must be notified three days prior to the activity requiring such use.
2. The driver must have a valid driver's license, meet other operator requirements outlined in state law, and be approved by the administration. A copy of the driver's valid license must be on file in the office.
3. Keys to the vehicle must be picked up at the office on the same day it is to be used. If the trip is scheduled on a day school is not in session, other arrangements may be made with the administration. Keys should be returned to the office on the following school day morning so that other activities can use the vehicle.

APPROVED: July 1, 1995

TRANSPORT OF STUDENTS FOR SCHOOL RELATED ACTIVITIES  
(OTHER THAN SCHOOL BUS – NON-CDL DRIVER / VEHICLE)

River Ridge School District will sanction the transport of students for school related activities only by approved district employees or volunteers in vehicles that are safe and operated in a safe manner. Administrative rules and guidelines are to be developed along statutory guidelines or such recommendations that meet the standards of the district's insurance carrier.

Items that may be included but not limiting the rules and regulations are background checks of licensed drivers, driver qualifications/retention, safety inspections of any vehicles to be used for transport of students, speed management, following distance, safe backing, lane change, no U-turn, cell phone restrictions, and safe van operations for drivers.

Approved: December 10, 2003

## GUIDELINES FOR TRANSPORTATION OF STUDENTS FOR SCHOOL RELATED ACTIVITIES (NON-CDL DRIVER/VEHICLE)

To achieve our goal of reducing the likelihood of crashes while using River Ridge School District vehicles, we are expecting that operators of River Ridge School District vehicles will comply with the following rules regarding: following distances, use of cell phones, no U-turn, lane change, and speed management.

To achieve our goal of reducing rear-end type collisions, we have developed this Following Distance Practice for all of our drivers. Effective immediately, every driver will be required to allow at least four to five seconds of clear following distance between his/her vehicle and the vehicle in front of them. We realize that this will not always be easy, but we know that as a safety conscious driver, you will make every effort to maintain this "cushion of safety" while on the road. Following this policy will allow you extra time to stop your vehicle or take evasive action in an emergency situation.

Studies show that talking on a cell phone can slow reaction time about the same as three drinks. Talking on the cell phone competes for the driver's attention and when engrossed in conversation, people are four times more likely to have a crash.

For the above reasons, we are instituting the following practice, effective immediately, to minimize the risk associated with cell phone use while operating a school owned vehicle or a personally owned vehicle on school business:

Make every attempt to plan your calls so that they can be made while you are not operating your vehicle.

When possible, pull the vehicle off the road into a safe parking area prior to making calls.

Never takes notes or refer to maps or any materials while the vehicle is in motion.

Unless you are expecting an urgent call, do not answer the phone while driving. Use the voice mail on the phone and return the call later.

If available, let a passenger make or answer calls.

Comply with state or federal laws regarding the use of cell phones in vehicles.

To achieve our goal of reducing side impact/under-ride type collisions, we are implementing a company wide "No U-Turn Practice" for all of our drivers. Effective immediately, making a U-Turn in any company vehicle is strictly prohibited. We realize that this will not always be easy, but we know that as a driver of River Ridge School District vehicles you will make every effort to eliminate all U-Turns while on the road. Following this policy will reduce the possibility of your vehicle blocking another vehicle's lane of travel which could result in that vehicle colliding with the side of your vehicle.

To achieve our goal of reducing lane change type collisions, we are implementing a district-wide "Lane Change Practice" for all drivers of district vehicles. Effective immediately, every driver is required to use their turn indicator signal and to delay at least three seconds to verify there is no other vehicle in the adjacent lane prior to making a lane change.

To achieve our goal of reducing lane change type collisions, we are implementing a district wide "Lane Change Practice" for all drivers. Effective immediately, every driver is required to use their turn indicator signal and to delay at least three seconds to verify there is no other

vehicle in the adjacent lane prior to making a lane change. We realize that this will not always be easy, but we know that as a driver of River Ridge School District vehicles you will make every effort to eliminate all lane change crashes while on the road.

To achieve our goal of reducing crashes as a result of driver speeding, we have developed this "Speed Management Practice" for all drivers of River Ridge School District vehicles. Effective immediately, every driver will be required to drive at or below the posted speed limit or at a speed that is safe for the road conditions. We realize that this will not always be easy, but we know that as a safety conscious driver, you will make every effort to maintain a safe speed while on the road. Maintaining a safe speed at all times will allow you to have better control of your vehicle and allow extra time to stop your vehicle or take evasive action in an emergency situation.

Approved: December 10, 2003

760

## FOOD SERVICES MANAGEMENT

The District's food service program is intended to provide nutritious and appetizing meals to students. The School Board recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school.

The food service program is operated in conjunction with federal and state school nutrition programs, including *the National School Lunch Program and the School Breakfast Program*.

It is the Board's goal that the food service program shall be operated in a manner that is financially self-supporting on an operational basis, with allowances for capital expenditures (e.g., facilities and capital equipment). The Board shall annually establish the unsubsidized price to be charged for school meals in accordance with the procedures in the Healthy, Hunger-Free Kids Act (HHFKA). Employees and authorized school visitors may be permitted to purchase school meals according to procedures approved by the District Administrator.

The District's *Head Cook* shall have primary responsibility for the management of the District's food service program, subject to administrative supervision and Board oversight. The responsibilities of the *Head Cook* include the following:

1. Establishing a program that meets applicable nutrition standards and that is consistent with the District's school wellness policy.
2. Establishing and monitoring the implementation of a food safety program and plan that includes procedures and standards for the safe and sanitary transportation, storage, preparation, and serving of food.
3. Arranging for the regular inspection of the District's food service preparation and serving facilities as required by law.
4. Working with the District's *Business Manager* to implement and monitor sound program accounting practices, appropriate and lawful purchasing and procurement procedures, and program and financial reporting.

5. Arranging for and monitoring the completion of training received by the District's food service employees, including training related to food safety and the District's civil rights obligations.
6. Ensuring that students who participate in the free or reduced price meals program are not overtly identified, distinguished, or served differently than other students, and have the same choice of meals or milk as other students.
7. Working with individual students and their parents or guardians and school to address special dietary needs.

The District's *Finance Secretary* shall have primary responsibility for the following, subject to administrative supervision and Board oversight:

1. Ensuring the proper dissemination and processing of free and reduced price meal applications and establishing standards and procedures to ensure the appropriate confidentiality of application information and eligibility status.
2. Arranging for and verifying that the District issues and provides required public notices related to the District's food service program. Such notices include (1) the District's annual public release (i.e., the notice of program availability, eligibility requirements, application information, and applicant/participant rights, complaint procedures, etc.); (2) the distribution of information letters to households with children attending schools in the District; (3) the appropriate posting of the most recent food safety inspection report; (4) the appropriate posting of the mandatory federal nondiscrimination poster; and (5) the inclusion of the mandatory nondiscrimination statement in appropriate publications, documents, and other informational sources.
3. Establishing a system to collect and report program ethnic and racial data on an annual basis.

#### District Nondiscrimination Statement and District Complaint Information

The District prohibits all forms of unlawful discrimination in conjunction with all elements of its food service program. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program or otherwise unlawfully discriminated against because of a student's sex, race, religion, color, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Student discrimination complaints may be filed in accordance with the District's student discrimination complaint procedures.

Employee complaints shall be processed using the District's employment discrimination complaint procedures and all other complaints shall be processed using the District's student nondiscrimination complaint procedures. Additional Information about District discrimination complaint procedures can be obtained from the Office of the District Administrator or from any of the individuals identified for handling discrimination complaints in the District's nondiscrimination policies.

As required by federal law, all complaints filed involving the District's food service program shall additionally be forwarded to either the Wisconsin Department of Public Instruction (DPI) or the U.S. Department of Agriculture (USDA) within three days of receipt and shall be

documented using the applicable USDA Civil Rights Complaint Form and recorded in the District's Civil Rights complaint log.

Discrimination complaints regarding the District's food service program may also be submitted directly to the USDA, as provided below, or directly to the DPI as follows: Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129.

### **Legal References:**

#### **Wisconsin Statutes**

<a href="#">Section 97.33</a>	[school lunchroom management food protection practices certificate requirement]
<a href="#">Sections 115.34 to 115.347</a>	[school nutrition programs generally]
<a href="#">Section 118.13</a>	[student nondiscrimination]
<a href="#">Section 120.10(16)</a>	[annual meeting authority to direct the board to provide student lunches]
<a href="#">Section 120.13(10)</a>	[authority to expend funds for a food service program and to charge students and employees for such meals]
<a href="#">Section 252.18</a>	[restrictions on handling foods]

#### **Administrative Regulations**

<a href="#">PI 9.03(1)(i)</a>	[policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]
-------------------------------	---

#### **Federal Laws**

<a href="#">National School Lunch Act</a> , as amended	[school lunch program provisions and requirements]
<a href="#">Child Nutrition Act</a> , as amended	[school breakfast and special milk program provisions and requirements]

#### **USDA Nondiscrimination Statement and Complaint Information:**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter 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;
- (2) fax: (202) 690-7442; or
- (3) email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

**Cross References:**

- 760.1 Free and Reduced Price Meals
- 760.2 Negative Lunch Balance
- 458 District Wellness Policy: Student Nutrition and Physical Activity

**Adoption Date:** July 1, 1995, January 10, 2001, January 11, 2017

761

FREE AND REDUCED PRICE MEALS

The River Ridge School District will supply free or reduced price meals to children who are determined by district administrator to be eligible under state and federal guidelines.

Written application for free or reduced price meals shall be made to the district administrator and will be filed along with a form stating the disposition of the request. The parent/guardian shall be advised of the specific information required in order that the application may be equitably considered. Additional collateral information may be sought from social service agencies and health authorities if deemed essential.

Appeal. Any formal appeal from the decision of the district administrator shall be referred to the Board President.

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

APPROVED: July 1, 1995

771

PRINTING AND DUPLICATING SERVICES  
(Copyright)

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 River Ridge School District 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. School employees who violate copyright laws shall be liable for their own actions.

LEGAL REF.: PL 94-553, Federal Copyright Law  
Section 943.70 Wisconsin Statutes

APPROVED: July 1, 1995

771.1

#### PERSONAL USE OF DISTRICT COPY MACHINES

Personal use of district copy machines by school district staff except on a limited basis is discouraged. Copy machines may be used by other individuals or community groups only with prior permission of the district administrator.

Fees for such use may be established by the district administrator.

APPROVED: July 1, 1995

772

#### TELEPHONE SERVICES

District employees and students may use school telephones in accordance with established guidelines.

Employees may be reimbursed for school business telephone calls.

Students violating the established guidelines shall be subject to discipline.

CROSS REF.: 772-Rule, Guidelines for Telephone Use

APPROVED: July 1, 1995



## GUIDELINES FOR TELEPHONE USE

A. Student use of school telephones shall be in accordance with the following:

1. Students must be considerate of others waiting to use the telephone and limit use during events or activities to a reasonable time.
2. Long distance calls are permitted only if calls are billed to the student's home telephone number.
3. Student groups (e.g., FFA, etc.) must pay for long distance calls.
4. Students may only use the hall and office telephones unless related to specific teacher instructions.
5. Telephone messages will be given to students only from parent(s)/guardian, upon administrative approval, or in case of emergency.

6. Discipline for Student Misuse of Telephones

Depending upon the nature of the violation, a student who fails to comply with the district's policy on use of telephones at school is subject to the following:

- a. Verbal and/or written reprimand or detention, or restricted privileges; a warning is issued and parent(s)/guardian(s) are notified.
- b. For serious or repeat offenses, students are subject to suspension, in accordance with Board policy. Restitution shall be paid for long distance calls or for any damage committed.
- c. For severe or repetitious offenses, the student may be recommended for expulsion.
- d. If warranted, legal authorities may be notified.

B. Employee use of school telephones shall be in accordance with the following:

1. Employees may be reimbursed for school-related calls in accordance with established procedures.
2. Long distance
  - a. Long distance personal calls must be charged to another telephone number.
  - b. Staff members must keep a log of all long distance calls, both school-related and personal.
3. Personal calls should be kept to a minimum.

APPROVED: July 1, 1995

## 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 Board members and employees 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 students, employees and the public while on school property or engaged in school sponsored activities. 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 Board may also authorize and participate in an insurance program of hospitalization and medical insurances for students and employees. The Board may provide such health insurances to employees on a self-insured basis, in accordance with state law.

The responsibility for administering the total insurance program shall be delegated to the district administrator.

LEGAL REF.: Sections 66.18

118.10

120.10(7)

120.12(6)

120.13(2)

121.53(1)

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

APPROVED: July 1, 1995