

POLICY SERIES 700: SUPPORT SERVICES

- 720 Safety Program
 - 721 Building and Grounds Inspections
 - 722 Emergency Plans
 - 722.1 Fire Drills
 - 722.2 Tornado Emergencies
 - 722.3 Bomb Threats
 - 722.4 Emergency School Closings
- *730 Building and Grounds Management
 - 732 Buildings and Grounds Maintenance
 - 732 (a) Administrative Rule – Our Backyard
- *740 Materials Resources Management
 - 742 Authorized Use of Facility – Facilities Usage Form
- *750 Transportation Services Management
 - 751 Student Transportation Services
 - 751.1 Bus Routing and Scheduling

* Identifies general policy category, is not represented by written policy

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 annually update the Crisis Management Plan. The 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.

LEGAL REFERENCE: Sections 118.07 Wisconsin Statutes
121.02 (1) (i)
PI 8.01 (2) (i), Wisconsin Administrative Code

CROSS REFERENCE: 722.1, Fire Drills
722.2, Tornado Emergencies
722.3, Bomb Threats
722.4, Emergency School Closings

APPROVED: August 15, 1989

REVISED: April 5, 2004

FIRE DRILLS

Fire drills shall be conducted once each month throughout the school year. The building principal shall inform the teachers of the exact evacuation plan for each building. The Maintenance supervisor shall keep a record of the dates and times of all evacuation drills. It is of utmost importance that fire drills be carefully organized and properly supervised to assure effective and efficient operation.

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

LEGAL REFERENCE: Section 118.07 (2) Wisconsin Statutes

CROSS REFERENCE: Crisis Management Plan

APPROVED: August 15, 1989

REVISED: April 5, 2004

TORNADO EMERGENCIES

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

The District shall have a plan which includes 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.

CROSS REFERENCE: Crisis Management Plan

APPROVED: August 15, 1989

REVISED: April 5, 2004

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 crisis team shall make an immediate decision for safeguarding the welfare of the school's population in the event of a bomb threat. Emergency procedures shall be developed by the administration. Any school time missed because of the interruptions shall be made up as directed by the Board.

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

LEGAL REFERENCE: Sections 120.13 (1), 947.015 Wisconsin Statutes

CROSS REFERENCE: Crisis Management Plan

APPROVED: August 15, 1989

REVISED: April 5, 2004
July 2006

EMERGENCY SCHOOL CLOSINGS

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

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

Radio Station –	WDUX 92.7 FM or 800 AM
TV Stations –	2, 5, 11, 26, and 32

The district administrator shall develop other necessary plans for closing school, delaying the opening of schools and dismissing students early to provide for orderly procedures. Inclement weather days shall be made up according to established procedures.

LEGAL REFERENCE: Sections 115.01 (10), 118.215 Wisconsin Statutes

CROSS REFERENCE: Education Association of the School District of Weyauwega-Fremont Contract

APPROVED: August 15, 1989

REVISED: April 5, 2004
July 2006

BUILDING AND GROUNDS MAINTENANCE

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

Maintenance and custodial services shall be provided for in the District's operating budget to keep buildings and grounds clean and safe. In order to provide a proper maintenance program, high standards of maintenance must be established and the cooperation of all employees must be emphasized.

The district administrator shall report to the Board, when necessary, about the maintenance needs of the District. In cases of emergency, the district administrator may order repairs without prior Board approval. The Board, however, shall be informed of such repairs as soon as possible.

All maintenance problem reports shall be made to the building principal in writing.

LEGAL REFERENCE: Section 121.02 (1) (i) Wisconsin Statutes
PI 8.01 (2) (i), Wisconsin Administrative Code

CROSS REFERENCE: 721, Building and Grounds Inspections

APPROVED: August 15, 1989

REVIEWED: April 5, 2004

BUILDING AND GROUNDS MAINTENANCE
(Our Backyard – Administrative Rule/Procedure)

An adjunct advisory committee to the Board committee known as Finance and Operations will exist and participate in decisions regarding the natural area known as 'Our Backyard'.

The group will be known as the 'Our Backyard' Committee. The committee will consist of a staff member, an administrator and two community members. Others members of the committee may be added as needed for projects, events or activities.

A School Board member will be assigned as a liaison to communicate with the committee. This member will contact the committee whenever there is a proposal or decision regarding the 'Our Backyard' area.

Approved: May 24, 2010

Reference: Policy 732 Building and Grounds Maintenance

SCHOOL DISTRICT OF WEYAUWEGA-FREMONT
FACILITY USAGE FORM
 (Board Approved February 13, 2001)

PUBLIC USE OF FACILITIES

Basic Guidelines: The Board of Education recognizes that community use of school facilities is of mutual benefits to the school and the community. The primary function of the school and its regularly scheduled functions must be given priority. School sponsored events take priority over non-school sponsored activities. You will be notified of any conflicts. School facilities may be available according to the following guidelines:

General Requirements:

1. Schools and their facilities shall be made available to the public as free as is consistent with state statutes, policies of the board of education, and within the original and primary purpose of the schools.
2. Applicants for the use permits must satisfy the school district that they are responsible organizations; that they will guarantee orderly behavior and will underwrite any damages due to their use of the premises; that their program is of a nature suitable for presentation in a public school; that the proposed activity is lawful and in conformity with regulations of the board of education. Written applications must be approved before use is permitted.
3. Responsibility for use of facilities and observances of regulations shall rest upon the applicants. Custodians or other designated representatives of the board of education on duty in the school at the time are required to report all irregularities to their principals.
4. Inaccurate or untruthful statements made in application or violations of regulations may place the responsible person(s) or organization, or both, on an ineligibility list. Subsequent applications of such ineligible will be referred to the board of education, which will determine whether disqualification shall be temporary or permanent.
5. The permit holder must agree to save and hold harmless the said public schools and must agree to assume responsibility for all liabilities arising incident to occupancy, it being understood and agreed that the school District of Weyauwega-Fremont assumes no obligation respective to the use of such premises.
6. All written applications must be turned in to Central office at least two weeks prior to the date of the event. This will allow for proper arrangements to be completed.

Special Requirements and Restrictions on Use:

1. Use of tobacco, drugs, and intoxicating beverages are prohibited on all school properties including school grounds. Any person under the influence of alcohol shall not be permitted to remain thereon. Responsibility for these controls rests upon the party signing the application.
2. All activities involving children must have responsible adults in charge (Suggestion: one adult per ten children). Adequate supervision and leadership must be provided throughout the period authorized for use.
3. The principal of the school may make additional restrictions which are particular to their building with the permission of the superintendent when such restrictions will be in the best interest of the parties involved.
4. Use of any materials on the floors or other parts of the building, without the specific approval of an administrator, is strictly prohibited. For example, use of in line or roller skates is specifically prohibited inside.
5. Organizations using the multi-purpose rooms/gymnasiums are responsible for set up and take down and leaving the facility as found unless there is a request for custodial services.
6. Any decorations shall be erected in manner that will not deface school property and shall be in accordance with local and state fire regulations and approved by an administrator.
7. Permit holder shall assume responsibility for securing necessary police supervision, if so directed by the school administration.
8. Permit holder shall be fully responsible for all damage or loss of school property, including that belonging to students or employees, as well as their own property, occurring during the time the building is in use under the permit.

- 9. Permission for use of special or extra equipment must be included in the application. If such equipment is desired, it must be used within the school property, and special arrangements made with the district office.
- 10. All out-of-the ordinary activities during the school day need to have a facilities use form.
- 11. All school rules apply to the use of facilities and are to be followed. If violations are repetitive, the district reserves the right to deny any future use of the school facilities.

Basis of Charges: No charges will be assessed to Weyauwega-Fremont school sponsored activities.

RENTAL FEE SCHEDULE

<u>BUILDING/AREA</u>	<u>CHARGE FOR ALL PROFIT GROUPS IN AND OUT OF THE W-F DISTRICT AND NON-PROFIT ORGANIZATIONS LOCATED OUTSIDE OF THE SCHOOL DISTRICT OF W-F</u>
MS/HS Gyms	\$250.00 over 4 hours
Old Middle School	\$125.00 up to 4 hours
HS Commons or MS Cafetorium	\$ 50.00 up to 2 hours
Weyauwega or Fremont Elementary Gym	\$200.00 over 4 hours or \$100.00 up to 4 hours
Kitchen	\$ 75.00, plus must hire 1 cook at regular hourly wage & \$100.00 deposit
Classrooms (Regular)	\$ 5.00 per hour
Tech. Ed., Computer, and Science Labs	
FACE classroom	\$ 10.00 per hour
Athletic Fields	to be determined
Any other school grounds	to be determined
Material fees if applicable	\$ 1.00 x the number of participants x the number of meetings

RULES AND REGULATIONS FROM THE SCHOOL DISTRICT OF WEYAUWEGA-FREMONT

NOTE: NON-PROFIT ORANIZATIONS FROM WEYAUWEGA-FREMONT SCHOOL DISTRICT:

Any club sponsored event that returns the profits back into its own club, to support its club, whether it charges admission or not will not be charged any hourly fee. The facilities are not available for personal use.

KITCHEN, FACE, TECH. ED., COMPUTER, AND SCIENCE LABS RENTAL FOR NON-PROFITS:

Groups using the facilities will be charged a \$100.00 deposit upon booking of the facility. Any group requesting the use of the kitchen will be responsible for the additional wages to have the Food Service Supervisor or one of her employees open and close. The check may be returned upon complete inspection of the facility.

CLEAN-UP FOR PROFIT AND NON-PROFIT ORGANIZATIONS:

General clean-up is the responsibility of the group requesting the facility. The district will provide the necessary equipment when needed to complete clean-up for each group. For large events that will require custodial assistance, the groups agree to pay for the additional hours. Any additional hours required by the custodial staff to clean-up after any event, for profit and non-profit organizations, will be charged back to the group.

ACCESS TO FACILITIES FOR NON-PROFIT ORGANIZATIONS:

The clubs that will need building access during off hours to the **MAIN CAMPUS** are responsible for finding a staff member with access that is willing to open and close for them. They must notify the Weyauwega-Fremont District Office one (1) day prior to their event as to which staff member will handle access. Access cards for the **OLD MIDDLE SCHOOL FACILITY** will be issued on an as needed basis and there is a \$25.00 deposit required. In anyone is found to be misusing the cards for any campus facility, their access will be revoked and they will be responsible for the fee to re-code all of the cards. All events must be approved and recorded on the schedule with detailed start and end times. All representatives must have an approved form to show any district personnel if asked. **If a custodian is needed to open or close the facility or assist with the grounds area, the organization will be required to pay the cost for the custodian hired.**

ALL SECTIONS MUST BE COMPLETED TWO WEEKS PRIOR TO THE ACTIVITY IN ORDER TO PROCESS FACILITY REQUEST

NAME OF ORGANIZATION: _____

NAME OF OFFICIAL REPRESENTATIVE _____

ADDRESS: _____ **PHONE:** _____

DAY / DATES (S): _____ **TIME SPAN:** _____

PURPOSE OF USE: _____

AREA OF BUILDING REQUESTED (BE SPECIFIC):

IS ACTIVITY OPEN TO PUBLIC? _____ **YES** _____ **NO**

WILL A FEE OR ADMISSION BE CHARGED? _____ **YES** _____ **NO**

(If your organization does not have insurance coverage the facility request may be denied)

DOES THE ORGANIZATION HAVE INSURANCE TO COVER EITHER PERSONAL OR GENERAL LIABILITY? _____ **YES** _____ **NO**

IF YES, PLEASE STATE COVERAGE: _____

I, _____, being the official representative of _____ do hereby represent and state that I make this application on behalf of said organization and that I am authorized to do so; that I hereby acknowledge receipt of a copy of the regulations pertaining to the use of said public buildings and have read them and understand them; that I am authorized by said organization to agree and on behalf of said organization do hereby agree that said organization will abide by all the rules of the board of education in regard to the uses of the public schools by the public and that said organization assumes full responsibility for any and all liabilities arising out of and incident to said occupancy and that said organization does hereby agree to indemnify and hold harmless the School District of Weyauwega-Fremont from any said liability; that it is further understood by me and agreed to on behalf of said organization or the public invited there to by said organization.

Signature of Official Representative

Date

ALL SECTIONS MUST BE COMPLETED IN ORDER TO PROCESS FACILITY REQUEST

CHECKLIST OF NEEDS: (The minimum request for a custodian is two hours)

- _____ Custodial Services Needed _____ Cook Needed
- _____ Open Building
- _____ Close Building
- _____ Time needed for extra clean-up
- _____ TOTAL ESTIMATED HOURS
- _____ Special Equipment Needed
- _____ Projection Screen
- _____ Public Address System
- _____ Scoreboard Controls
- _____ Kitchen Equipment

Explanation of items needed: (Please list specific items needed for the event.)

(You will be notified of your facility request as soon as possible.)

ADMINISTRATIVE SECTION:

APPLICATION APPROVED: _____

APPLICATION DENIED: _____

PERMISSION IS (APPROVED/DENIED) FOR THE FOLLOWING REASONS:

USAGE FEE: _____ PHONE CONTACT: _____

DATE APPROVED: _____ DATE OF CONTACT: _____

BUILDING ADMINISTRATION APPROVAL _____

FACILITY - OTHER BUILDING ADMINISTRATION _____

SIGNATURE OF APPROVAL: _____ TITLE: _____
(Administrator)

OFFICE USE ONLY:

CHECK AMOUNT: _____ CHECK #: _____

DATE RECEIVED: _____ DATE RETURNED: _____

AMOUNT RETURNED: _____

STUDENT TRANSPORTATION SERVICES

It shall be the goal of the Weyauwega-Fremont Board of Education to provide safe, efficient and economical transportation for all students eligible for transportation services.

All students grades kindergarten through 12 shall be eligible for regular transportation to and from school provided they live in the district and live two miles or more from their school of attendance. In addition, the following students shall be eligible for transportation:

1. Students living less than two miles from their school of attendance and living in areas determined as a hazardous areas. Hazardous areas will be reviewed and approved by the Board of Education annually.
2. Children with disabilities living in the district when special transportation is required by law.
3. Students attending private school shall be provided transportation in accordance with the directives of the state statutes. Bus transportation will not be available to private school students, when the School District of Weyauwega-Fremont is closed.

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

Each student who rides a bus to and from school shall be expected to behave in a manner which will help make the ride safe and pleasant for the passengers and driver and keep the bus on schedule.

LEGAL REF: Section 115.76(3), Wisconsin Statutes
 120.13(1)
 120.44(2)
 121.51 – 121.56

CROSS REF: Transportation Handbook
 Field Trip Policy 352

APPROVED: December 23, 2002

REVIEWED: April 5, 2004

BUS ROUTING AND SCHEDULING

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

Bus routes and schedules shall be submitted to the Board for final approval.

With the exception of students with special needs, students living on Highway 49 and west of Highway 49 will attend elementary school in Weyauwega. Students living east of Highway 49 will attend elementary school in Fremont. There will also be a gray area that will be used to balance class sizes if needed.

Students wishing to attend a school other than the one to which they are assigned, must apply to the board of education for permission. The school board's decision will be based on class size and reasons for requesting the change.

APPROVED: January 13, 1997

REVISED: April 5, 2004