

SCHOOL DISTRICT OF SHOREWOOD

710

SCHOOL SAFETY

The Shorewood School District recognizes the importance of providing safe sites and facilities for use by students, staff and visitors. Every reasonable precaution will be taken to protect the safety of students, staff, and visitors present on District property. In doing so, the District will comply with all safety requirements established by governmental authorities and will insist that its staff adhere to recommended safety practices as they pertain to the school facilities, special areas of instruction, student transportation, school sports and other functions of the District.

The Superintendent or designated District Safety Coordinator shall coordinate a safety program that brings the District into compliance and beyond, when appropriate, with all safety requirements established by governmental action. He/she shall be responsible for coordinating all activities related to the safety and health considerations of the buildings, grounds and equipment of the entire District. Principals shall be responsible for supervising safety programs in their respective schools, under the direction of the Safety Coordinator. A District Safety Plan and Emergency Response Manual shall be reviewed and updated annually.

A School Safety Plan shall be developed and in effect in each school in the District. Each school safety plan shall be developed consistent with District policies and legal requirements, and shall be reviewed and updated at least annually. District employees shall receive a copy of the school safety plan for their assigned school, and a copy of each school safety plan shall also be filed in the District Office.

LEGAL REF.: Sections	101.055	Wisconsin Statutes
	101.11	
	118.07	
	120.12(1)	

120.12(5)
120.12(1)(i)
167.32
255.30

CROSS REF.: 830, Use of School District Facilities

APPROVED: February 10, 2009
REVISED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

711

BOMB THREATS

All threats to the safety of students and staff and District facilities, including bomb threats, should be reported to the building principal. The building principal should alert the Superintendent promptly and follow any appropriate procedures as outlined in the school safety plan.

The Superintendent or designee may wish to call a meeting to ask for the assistance of local law enforcement agencies, namely the local police and fire departments, when making decisions regarding the appropriate action to take in a particular bomb threat situation. Each bomb threat shall be evaluated on an individual basis. Protecting the safety of students, staff and others present on school premises or participating in school-sponsored activities covered by a bomb threat shall be the primary consideration. At this meeting:

1. The group will attempt to ascertain the credibility of the threat.
2. After examining the circumstances and conferring with the individual who received the call, the committee may decide to ignore the bomb threat.
3. If they have any reason to believe that the threat is authentic, a decision will be made to dismiss school for a period of at least twelve (12) hours in order that the appropriate personnel can search the building. Dismissal for twelve (12) hours would also give a clock device time to run its complete cycle.
4. School would reconvene the following morning.
5. Days lost because of bomb threats shall be made up.

Bomb threats endanger health and safety and are costly to the District both financially and in terms of lost

instructional time. With this in mind, the District shall work with law enforcement officials to see that persons involved in making a school bomb threat are apprehended and held responsible for their actions. This includes seeking payment of costs incurred by the District in relation to a bomb threat to the extent authorized by law. Any student involved in making a bomb threat shall also be subject to school disciplinary action, including possible expulsion from school.

LEGAL REF.: Sections 115.01(10)(c) Wisconsin Statutes
118.07
120.12 (1)
120.13(1)
895.035(4a)
947.015
947.019

CROSS REF.: 830, Use of School District Facilities

APPROVED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

712

USE OF SURVEILLANCE CAMERAS

It is the objective of the Shorewood School District to provide a safe and secure environment for all students, staff and visitors on its premises and to protect District property. The District authorizes the use of video surveillance or similar electronic monitoring equipment on District property. This policy is not intended to grant or create any expectation of privacy as to any time or location where a person would not already have an enforceable expectation of privacy to be free from such surveillance or monitoring.

The District recognizes the confidentiality of student records pursuant to Wisconsin and federal law. The District further recognizes that any digital or audio recording may be student records and subject to the protection of Wisconsin and federal pupil records laws. As pupil records, these digital or audio recordings are confidential; and disclosure or review is limited to those persons authorized by law to inspect pupil records.

The electronic monitoring equipment that the District uses on an ongoing and regular basis:

- May be placed and used in locations where individuals do not have a legally-enforceable expectation of privacy to be free from such surveillance and monitoring, including but not limited to common areas of District buildings, such as hallways, entryways, libraries, gymnasiums, and cafeterias; District parking lots; and other outdoor facilities. Specific locations for the equipment shall be approved by the Director of Business Services.
- Shall not be used in any restrooms, locker rooms, or designated changing areas.
- Will not be set to record audio or to detect audio for the purpose of audio transmission. If there is a request or proposal to record or transmit audio in connection with any special and limited safety-related, security-related, or misconduct-related

operation in the District, such use must be expressly approved in advance by the Superintendent, who shall first take steps to verify that the proposed activity is consistent with applicable legal restrictions.

As authorized or directed by the Superintendent, acting in consultation with applicable site-based administrators, the District may post notices or take other steps to inform people that their conduct may be monitored and/or recorded. Subject to state and federal laws and to other District policies and regulations, information that the District obtains through the use of the District's video surveillance/electronic monitoring equipment may be used:

- To support the safe and orderly operation of the District's schools and facilities, including use for law enforcement purposes when appropriate; and
- As evidence in disciplinary proceedings, administrative proceedings, or other legal proceedings.

Retention and Access

The Superintendent or his/her administrative-level designee shall establish protocols for the proper retention of media captured by or from District-controlled video surveillance/electronic monitoring equipment. The protocols shall be consistent with the District's records retention obligations and schedules. The protocols shall also differentiate between (1) recordings that are not accessed or reviewed for a specific purpose, and (2) recordings that are accessed or reviewed for a specific purpose or that otherwise become subject to a litigation hold, specific records request, subpoena, or similar situation. Until such recorded media is deleted or purged at an appropriate time, the District shall maintain at least one copy of the media that remains unaltered and unedited.

The Superintendent or designee shall be the primary individual who has authority to access and view images or other media captured by the District's video surveillance/electronic monitoring equipment. These primary authorized individuals may approve other staff members or persons who are performing an institutional function on behalf of the District to access/view such media, with any restrictions/limitations that are appropriate to the specific circumstance. No person may access or view such

media unless they have obtained express approval and have a legitimate purpose for doing so.

All third-party requests to view, access, or obtain copies of images or other media captured by video surveillance/electronic monitoring equipment, including requests from law enforcement personnel, shall be handled via established procedures for responding to requests for access to District records, including (but not limited to) procedures for requests related to personally-identifiable student records, personnel records, and general public records.

Prohibited Conduct

Any student who takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment (including altering its viewing angle or changing its field of view) is subject to possible disciplinary action, up to and including possible expulsion.

A District employee shall be subject to possible disciplinary action, up to and including termination, if he/she (1) without express administrative authorization, takes action to disable, disrupt, block, move, or alter any electronic monitoring equipment, or (2) uses electronic monitoring equipment, recordings, or transmissions without authorization or in a manner that is inconsistent with applicable law, this policy, or any other Board policy or regulation.

Policy Applicability

With the exception of this paragraph, this policy is not intended to directly address the use of video surveillance or electronic monitoring equipment on any contracted vehicles that are used to provide student transportation. This policy does not address or cover instances where District employees or agents record a specific event (e.g., a play, music performance, athletic contest, graduation, or Board meeting), or an isolated instance where, with appropriate authorization, a classroom or school activity is videotaped for educational, instructional, or research purposes.

175.22

942.08

995.50

Subchapter II of Chapter 19

Family Educational Rights and Privacy Act

(FERPA)

CROSS REF.: 345, Student Records

529, Personnel Records

713, Locker Room Privacy

810, Access to Public Records

820, Public Use of School Facilities and
Grounds

School Safety Plan(s)

APPROVED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

713

LOCKER ROOM PRIVACY

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

- Under no circumstances can a person use a cell phone, camera, video recorder or other recording device in the locker room 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.
- Any other use of a camera, video recorder or other recording device in the locker room requires the prior permission of the Superintendent or his/her designee and the person being photographed, videotaped or recorded.
- No media is allowed access to locker rooms before, during or after any school athletic event or practices. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
- Other persons can enter into the locker room to interview or seek information from an individual in the locker room at other times only as authorized by the Superintendent or his/her designee. If authorization is given, the person shall leave the locker room after the interview is done or the information is received.

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

The Director of Special Education and Pupil Services shall be responsible for enforcing this policy.

Signs noting this policy will be posted in every school locker room in the District.

LEGAL REF.: Sections 120.13(35) Wisconsin Statutes
 175.22
 942.08
 942.09
 995.50

CROSS REF.: 830, Use of School District Facilities

APPROVED: February 10, 2009

REVISED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

720

STUDENT TRANSPORTATION SERVICES

The Shorewood School District shall not provide transportation services for students residing in the District boundaries or for other students attending school *in the District* except as noted below or as otherwise required by law:

- Transportation for students with disabilities as required by their individualized education programs (IEP)
- Transportation for resident students to private schools that are not more than five miles beyond the boundaries of the District measured along the usually traveled route, provided the private school is located two miles or more from the student's residence. This transportation shall be provided through parent contract (mileage reimbursement).

Student transportation shall be under the direct supervision of the Director of Special Education and Pupil Services.

Legal Ref.: Sections 115.76 Wisconsin Statutes
118.15(2)(d)
118.51(14)
340.01(56)
340.05

PI 7 of the Wisconsin Administrative Code
TRANS 300 of the Wisconsin Administrative Code
McKinney-Vento Homeless Assistance Act
Individuals with Disabilities Education Act
Section 504 of the Rehabilitation act of 1973

Cross Ref.: 420, Admission of Homeless Students
426, Open Enrollment
440.2, Student Conduct on School Buses
520.6, Staff Alcohol and Drug Testing
720.2, Co-Curricular and Extracurricular
Activity Transportation
721, Use of Private Vehicles on School Business
or to Transport Students

722, Use of School District Vehicles

APPROVED: April 16, 1996

REVISED: August 27, 1996
February 12, 2002
February 26, 2002
August 24, 2004
December 10, 2013
December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

720.2

CO-CURRICULAR AND EXTRACURRICULAR ACTIVITY TRANSPORTATION

The Shorewood School District recognizes the need for student transportation to and from District-sponsored co-curricular and extracurricular activity events.

To help ensure the safety of students, transportation for all District-sponsored activity trips, including field trips and athletic contests, shall be by vehicles owned, leased, rented or approved by the District, and driven by District-authorized drivers. No one shall be authorized to drive students to and from District-sponsored activity events under this policy unless he/she has met the District's established driver requirements and expectations.

Each building/department will be responsible for the leased cost or the mileage/gas cost of the vehicle being used to transport students for the District-sponsored activity trip.

All District-sponsored student activity trips shall be supervised by District employees and/or District-approved volunteers. Any time students are in the approved activity vehicle, at least one District employee or District-approved volunteer is required to ride in the vehicle and supervise students upon return to the District and while the students are waiting for rides home.

All students are expected to ride the approved vehicle to and from each activity. A special request must be made by the parent/guardian to the District employee and/or District-approved volunteer in charge, in writing or in person, to allow an exception.

All individuals not affiliated with the activity trip, shall not be permitted to ride in the approved activity vehicle without the approval of the building principal or designee.

Legal ref.: Sections 120.13(27) Wisconsin Statutes
 121.54(7)

121.555

Cross ref.: 346, Field Trips
 347, Overnight Trips
 721, Use of Private Vehicles on School
 Business and to Transport Students
 722, Use of School District Vehicles

APPROVED: December 10, 2013

REVISED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

721

USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS OR TO TRANSPORT STUDENTS

The Shorewood School District recognizes the need for District approved employees, volunteers, and contracted service providers to use their own privately-owned vehicle when no other transportation for school and school-related purposes is available. All District employees must meet all of the District's established driver requirements and expectations and state law requirements to operate a private vehicle on school business or to transport students

Use of privately-owned vehicles to transport students is strongly discouraged. Such vehicles shall be used to transport students only when no other transportation is available and only with prior permission of their administrator and the student's parent/guardian.

District employees wishing to use their privately-owned vehicles for school business other than transporting students shall not be required to obtain prior permission of their administrator.

The District shall assume no responsibility for liability in case of an accident, unless the District employee or District-approved volunteer has obtained necessary authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary when operating their own privately-owned vehicle.

This policy is not intended to apply to any situation where (1) a parent or guardian is providing transportation solely to his/her own child(ren) by means selected entirely by the parent or guardian; or (2) students and/or parents or guardians otherwise make their own, voluntary arrangements for transportation (i.e., the transportation in question is not District-provided transportation).

121.52
121.53
121.54
121.55
121.555
Chapter 347

TRANS 305 WI Administrative Code

Cross Ref.: 520.6, Staff Alcohol and Drug Testing
 533, Criminal Background Checks
 656, Expense Reimbursements
 720.2, Co-Curricular and Extracurricular
 Activity Transportation
 722, Use of School District Vehicles

APPROVED: March 11, 2014

REVISED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

722

USE OF SCHOOL DISTRICT VEHICLES

Shorewood School District employees and District-approved volunteers may use a District-owned, leased or rented vehicle when conducting official school business, provided the appropriate forms have been completed and are on file in the District Business Office and proper authorization has been given for such vehicle use. The Business Office shall maintain all the necessary paperwork to allow a District employee or District-approved volunteer to use a District vehicle.

District vehicles are purchased, leased or rented for school purposes only. District vehicles cannot be used for personal use. A District vehicle may be used to transport students only if District and state law requirements are met.

No one shall be authorized to drive a District vehicle unless he/she has met the District's established driver requirements and expectations (751.5 Guideline Authorized Driver Requirements and Expectations).

The District shall assume no responsibility for liability in case of accident, unless the District employee or District-approved volunteer has obtained the necessary authorization from their supervisor.

Failure of a District employee or District approved volunteer to follow policies and guidelines when using a District-owned, leased, or rented vehicle will result in disciplinary action up to and including termination or revoking driving privileges for District approved volunteers.

Legal Ref.: Sections 120.12(1) and (2) Wisconsin Statutes
121.55
121.555

Cross Ref.: 720.2, Co-Curricular and Extracurricular
Activity Transportation
520.6, Staff Alcohol and Drug Testing

533.1, Criminal Background Checks
656, Expense Reimbursements
721, Use of Private Vehicles on School Business
or to Transport Students

APPROVED: December 10, 2013

REVISED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

730

FOOD SERVICES MANAGEMENT

The Shorewood School 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.

It is the District'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 District shall establish the unsubsidized price to be charged for school meals. Employees and authorized school visitors may be permitted to purchase school meals according to procedures approved by the Director of Business Services.

Students in the District shall have an opportunity to participate in the federally subsidized National School Lunch Program (NSLP). The NSLP allows students who qualify to receive a free or reduced lunch. The Director of Food Services shall manage the programs in accordance with established guidelines.

The District's food service program may offer ala carte food sales or special catering events to students and staff within the District and may contract with other local schools/programs to provide nutrition programs so long as any contracted services are not subsidized by the general fund.

The District's Director of Business Services shall have primary responsibility for the management of the District's food service program, subject to administrative supervision. His or her responsibilities 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 Director of Business Services 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 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.
7. 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.
8. Working with individual students and their parents or guardians and school to address special dietary needs.
9. 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.
10. Establishing a system to collect and report program ethnic and racial data on

an annual basis.

The Shorewood School District does not discriminate against students on the basis of sex, race, religion, national origin (including limited English proficiency), ancestry, creed, color, pregnancy, marital or parental status, sexual orientation, transgender status (including gender expression, gender identity and gender nonconformity), or physical, mental, emotional or learning disability in its educational programs or activities.

LEGAL REF.: Sections 97.33 Wisconsin Statutes
115.34-115.347
118.13
120.10(16)
120.13(10)
252.18
PI 9.03(1)(i) WI Administrative Code

FEDERAL: Child Nutrition Act
National School Lunch Act

APPROVED: January 8, 2013
REVISED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

731

FREE AND REDUCED PRICE MEALS

The Director of Business Services shall be responsible for reviewing applications for free and reduced price meals and making determinations of eligibility in accordance with Federal National Lunch Program guidelines. Decisions may be appealed to the Director of Special Education and Pupil Services.

Every effort shall be made to avoid overt identification of students receiving free or reduced price meals to the student's peers or District employees.

The Business Office shall maintain a system of collecting payments from paying students and accounting for free and reduced price meals in a manner that protects the anonymity of students receiving free and reduced price meals.

LEGAL REF.:	Sections	115.34	Wisconsin Statutes
		115.341	
		118.13	
		120.10	
		120.13	

CROSS REF.: 459, School Wellness

APPROVED: February 10, 2009

REVISED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

732

EMERGENCY PLANS

The Shorewood School District administration shall have a school disaster plan which will serve as an educational tool and an emergency measure. The school disaster plan should provide as much protection as possible for children while at school and on their way to and from school, and should provide adequate instruction so that the school emergency plan may be carried out with the greatest possible speed and safety.

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

Drills shall be held to implement such plans to allow for order and efficiency in the event of building evacuation or weather emergencies.

A record of fire drills shall be reported annually to the Department of Industry, Labor and Human Relations and the Chief of the Shorewood Fire Department.

LEGAL REF.: Section 118.07 Wisconsin Statutes

CROSS REF.: 710, School Safety
711, Bomb Threats

APPROVED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

733

EMERGENCY SCHOOL CLOSINGS

The Shorewood School District believes that the safety and welfare of children must be protected at all times. The Superintendent shall set up guidelines for the closing of school for safety and health reasons.

The Superintendent is empowered to close the district's schools or to dismiss them early in the event of hazardous weather or other emergencies which threaten the health or safety of students and personnel or are perceived to substantially disrupt the instructional process. If emergency conditions affect only a single building, only that school will be closed.

In making the decision to cancel classes for the day or close school early, the Superintendent or designee will consider many factors, including the following:

1. Weather conditions, both existing and predicted.
2. Travel conditions affecting public and private transportation, including transportation for students with disabilities and non-resident students.
3. Actual occurrence or imminent possibility of any emergency condition which would make the operation of schools difficult or dangerous to the health, safety, or welfare of students and staff.
4. Conditions affecting walking to and from school and appropriately supervised homes for students in the event school is dismissed early.

The Superintendent will weigh all pertinent factors and may consult with all appropriate resources in making the decision to close schools. Students, parents and staff will be informed of school closings as early as practical by announcements over television and radio stations in Milwaukee. A notice will be sent to district families annually to enable them to develop appropriate plans and learn the radio and television stations that will make school closing announcements.

When school is closed or dismissed early for hazardous weather, any school or district-sponsored activity scheduled for that day or evening will be canceled. This is to ensure clear communication to the wide range of families and groups effected by school closings. There will be no exceptions considered even when cancellation results in forfeiture of an athletic contest or loss of an important performance opportunity. When school is closed or dismissed early for an emergency caused by an effect other than weather, school sponsored activities may be conducted or canceled based on consideration of safety.

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

CROSS REF.: 710, School Safety
732, Emergency Plans

APPROVED: December 13, 2016

SCHOOL DISTRICT OF SHOREWOOD

740

USE OF COPYRIGHTED MATERIALS

Today's new technologies have made learning and information gathering more readily available than ever before and have made it easier to use and copy materials and media. It is required that all copyright laws be observed in the District.

Copyrighted materials or media may be used or copied only when such use or copying constitutes a "fair use" as defined by law, or with the prior written permission of the copyright holder. Four factors are considered in determining whether or not a particular use is fair under the federal copyright law:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes.
2. The nature of the copyrighted work.
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole.
4. The effect of the use upon the potential market for or value of the copyrighted work.

Educators and students have access to print, images, Websites, moving-image media, and sound media in both analog and digital forms. In all cases, a digital copy is the same as a hard copy in terms of "fair use."

Also, today's technology allows for the creation of multi-media presentations by educators and students. It is the responsibility of course instructors to be familiar with copyright laws and to instruct students in responsible use of images, audio and print materials.

The District assumes no liability for copyright infringement by individual employees and others using school equipment in violation of this policy.

Notices of copyright restrictions shall be placed on and/or near those devices that could be used for copying materials or information (e.g., computer labs, digital functional

copier). They shall also be posted on the media centers' Web pages, along with links to other resources regarding use of copyrighted works.

LEGAL REF.: Sections 943.70 Wisconsin Statutes
Federal Law Title 17 U.S.C

APPROVED: January 8, 2013
REVISED: December 13, 2016