

COVER LETTER FOR 700s POLICY REVIEW

This is a different approach.. as there were only 2 policies listed. I had to develop all from past policy work I had done. I suggest you at least review them to be sure they are ok with you.

Items with no highlights are new, did not exist before.

Items with Green highlights are areas that the board needs to review & adjust if it does not match what they want to have happen.

SERIES 700: SUPPORT SERVICES

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* This is a general category head and is not represented by a policy

SUPPORT SERVICES GOALS

Support services are essential to the successful operation of the Wonewoc-Center 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 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 that fulfill the needs of the educational program.

The Wonewoc-Center School District does not discriminate on the basis of race, color, sex, age, religion, handicap, or national origin.

LEGAL REF.: Section 118.13
 120.12 Wisconsin Statutes

APPROVED: September 9, 1986

SAFETY PROGRAM

The Wonewoc-Center Board of Education recognizes its responsibilities to provide district students with safe and healthful facilities in which to learn. The term facilities as used in this policy includes sites, structures, outdoor instructional and recreational areas and other areas regularly used in the execution of the education program of the district.

In providing for safe and healthful facilities, the Board and administrative staff shall strive to meet the following goals:

1. All facilities will be remodeled when needed to provide proper areas for instruction and to meet current safety codes.
2. Facilities will provide for the most effective execution of each program of the school.
3. Every effort will be made so that appropriate facilities for each type of program will be accessible to students regardless of personal handicapping condition.
4. All state regulations and codes will be complied with.
5. All applicable local safety and health codes and regulations will be complied with. Appropriate local officials will participate in periodic safety inspections and have reports submitted to them as stipulated in each code or regulation.
6. All facilities will be analyzed as to potential or demonstrated hazards to safety and health (e.g. traffic problems, storage of flammable materials, accident record analysis, overcrowding or inappropriate use). All facility-related causes will be corrected, compensating devices installed or special arrangements made to protect students from conditions which are critical to their safety and health on or in the vicinity of the district's facilities. This process will be ongoing through the year.
7. Maintenance procedures and custodial services will be conducted in such a manner that the safety and health of the users of the facilities are protected and so that surroundings are conducive to learning and to the development of desirable habits and standards of living.

Responsibility for coordinating all activities related to the safety and health considerations of school district facilities shall be assigned to the district administrator, or his/her designee, so that all matters pertaining to planning, inspections, drills, follow-through on corrective measures and any other related activities are recorded and integrated.

LEGAL REF.: Sections 118.07 Wisconsin Statutes
 118.09
 118.10
 121.02(1)(i)

APPROVED:

BUILDING AND GROUNDS INSPECTIONS

Buildings and grounds shall be inspected for safety and health hazards on a regular basis by custodial and maintenance staff. When safety or health hazards are found, they shall be reported to the district administrator, or his/her designee, and corrected.

The district administrator, or his/her designee, shall keep the Board continuously informed of the health and safety statutes of all district facilities and recommend major alteration or improvements where necessary for Board consideration.

LEGAL REF.: Sections 115.33 Wisconsin Statutes
121.02(1)(i)

APPROVED:

SAFETY RESPONSE 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 emergency plan which will serve as an educational tool and an emergency measure. The 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 district administrator, in cooperation with the building principals, 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 a true emergency.

LEGAL REF.: Section 118.07 Wisconsin Statutes

APPROVED:

FIRE, TORNADO, AND LOCK-DOWN DRILLS

All emergency drills shall be conducted according to state law. The building principal shall inform teachers of the exact evacuation plans for the building. The safety coordinator shall keep a record of the dates and times of all evacuation drills. It is of utmost importance that emergency drills be carefully organized and properly supervised to assure effective and efficient operation.

The district administrator, or designee, shall file reports as required to the agencies determined by state statutes.

LEGAL REF.: Section 118.07(2) Wisconsin Statutes

APPROVED:

RIOT AND BOMB THREAT CONTROL

It is the policy of the Board to ask the assistance of local law enforcement agencies, namely the county sheriff and local police departments, whenever a disturbance interrupts regular school activities.

In the event of a bomb threat, the school will be cleared of all personnel and students will be sent home for the rest of the day. A search of the buildings shall be conducted by the local police, fire department officials, administration and selected custodial and teaching personnel.

School time missed due to a bomb threat shall be made up at the board's discretion.

Any person found guilty of turning in a bomb threat shall be disciplined according to established school procedures and/or state law.

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

APPROVED:

EMERGENCY SCHOOL CLOSINGS

The district administrator or his/her designee shall have the authority to close the district 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/designee shall consult with the bus contractor. The highway department, police department and other appropriate agencies may also be contacted. The district administrator or designee shall notify the media as noted on the school cancellation/notification listing as early as possible on any day that schools are closed or dismissed early because of inclement weather or other emergency.

The district administrator or designee shall develop other necessary plans for closing of schools and early dismissal to provide for orderly procedures. Inclement weather days shall be made up according to established procedures.

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

APPROVED:

PROCEDURES FOR DEALING WITH BIOLOGICAL/CHEMICAL SUBSTANCES

Wonewoc-Center Schools will work closely with local law enforcement, fire service, and emergency service agencies in developing and initiating plans to deal with manmade disasters. In addition to planning for emergencies, Wonewoc-Center Schools will implement procedures to prevent incidents from occurring.

I. General Procedures to prevent or minimize incidents

- Keep ventilation systems secure, with access only by authorized personnel.
- Keep chemicals and other hazardous items in a secure area.
- Work with local police and fire service agencies to preplan responses to different scenarios, including locally present and unique hazards such as nearby industrial sites or rail yards.
- Preplanning should include locating a safe site for evacuation of personnel away from the building and a method of transportation to this site should it not be in walking distance.
- The school's mail handling procedures should be periodically reviewed:
 - Isolate mail-handling functions to areas within offices and away from the general student and personnel population.
 - Reduce the number of people opening letters or items and train those people to identify suspicious letters and packages.
 - Some typical characteristics which may trigger suspicion include letters or parcels that:
 - have any powdery substance on the outside
 - are unexpected or from someone unfamiliar to you
 - have excessive postage, handwritten or poorly typed address, incorrect titles or titles with no name, or misspellings of common words
 - are addressed to someone no longer with your organization or are otherwise outdated
 - have no return address or have one that can't be verified as legitimate
 - are of unusual weight, given their size, or are lopsided or oddly shaped
 - have an unusual amount of tape on them
 - are marked with restrictive endorsements, such as "Personal" or "Confidential"
 - Have strange odors or stains.

II. If a letter or item is received which states or implies a biohazard is contained in the item

- Call your local police agency.
- The person opening the item should place it in a plastic bag and seal it.
 - This will prevent the spread of any substances, which might be present, and preserve trace evidence such as fingerprints for law enforcement use.
- Anyone who handled the item should wash with soap and water.
- If the item contains a substance or powder, do not shake or empty the contents out.
- If the powder or substance spills out, place a wastebasket, box, or other item over it to prevent spread.

- Turn off any fans, which might spread the substance
- Have everyone leave the room and proceed to the closest area away from the general population until law enforcement arrives.

III. If you receive a telephone threat involving biological agents:

- Obtain the same information that would normally be obtained in any other threat such as bomb threats, and write the information down.
- Notify local law enforcement.
- Evaluate the credibility of the threat by considering caller's sophistication including perceived age, any specific information provided by caller, and any special circumstances that would lead your school to be a target of such an act.
- If the call is not credible, allow first responders to determine if evacuation is necessary.
- If the call is determined to be a credible threat, and the biological agent is believed to be in a specific area, isolate that area. It may be safest for students to shelter in place rather than risk them walking into potential contamination.
- Turn off ventilation systems that might spread the contaminant throughout the building.
- If the biological agent or substance was introduced into the air handling systems, or is otherwise believed to be spread inside the building, evacuate students to a pre determined safe area outside the building. Keep all students and personnel at that site until emergency responders can evaluate the situation for potential decontamination needs.

IV. Chemical Agent Releases

- **INSIDE THE BUILDING:** If a chemical release takes place, or the credible threat of a chemical release occurs inside the building, evacuate personnel to the pre chosen safe site. Evacuate personnel UPWIND from the building. Keep personnel at the safe location until emergency personnel determine appropriate action.
- **OUTSIDE THE BUILDING:** If the release is outside the building, isolate personnel and students inside, close windows and doors, and turn off any ventilation systems which might bring chemical vapors into the building. Remain indoors until emergency personnel give other instructions.

Approved:

ACCIDENTS

All accidents resulting in student injury must be reported immediately to the office for proper documentation. It is the teacher's / supervisor's responsibility to advise the office of any situation where an injury occurred or may have occurred.

All accidents resulting in staff member injury must be reported immediately to the office and a "First Report of Injury" form must be filled out as soon as possible after the injury. (Immediate reporting is required by Workman's Compensation and insurance) This must be accomplished in all cases no matter how insignificant the injury appears. Many major problems result from seemingly minor injuries. It is solely the responsibility of staff members to provide timely reporting of incidents

APPROVED:

BUILDING AND GROUNDS 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.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed in schools in the district when appropriate to individual situations. The Board shall encourage close cooperation with local police, fire and sheriff's departments in providing for building and grounds security.

Key Distribution

Key distribution and management shall be the responsibility of the building principals. Employees shall be provided with such keys as are necessary for the fulfillment of their duties and responsibilities. Outside door keys shall be issued on a need basis only and shall be strictly controlled.

Students should never be allowed to use the employees' keys, unless under special circumstances. When a key is lost, the building principal should be notified immediately. Under no circumstances are keys to be duplicated.

APPROVED:

BUILDINGS 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 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.

APPROVED:

ENERGY CONSERVATION

The Board shall encourage and support an energy conservation and education program in the Wonewoc-Center School District to substantially lower consumption of electricity, natural gas, oil and water. It shall be the responsibility of each district employee and student to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state and federal guidelines.

The school district may participate in energy conservation programs approved by the Board.

APPROVED:

MATERIAL RESOURCE MANAGEMENT

The district shall provide for the central purchasing, receiving, warehousing and distribution of supplies, equipment and materials common to the requirements of the school.

The building principal shall establish such management procedures to assure the orderly procurement, storage, distribution and maintenance of equipment and supplies.

A system of equipment and supplies record-keeping and fixed asset accounting shall also be developed to meet district and state reporting requirements.

APPROVED:

MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS

Instructional materials and equipment of the district shall be classified and catalogued according to an acceptable system. Textbooks shall be made available to all children in sufficient quantity and at appropriate levels so that they are optimally useful to each child, and so that every teacher can meet both the planned curriculum sequence of the district and the special instructional needs of the children.

All books, courses of study, materials and equipment issued to teachers remain the property of the Wonevot-Center School District. The building principal shall be responsible for textbooks, equipment and materials assigned to teachers and for an inventory of all such materials at the end of the school year. Each teacher shall be responsible for keeping an accurate record of books issued to students.

Any damage or loss of equipment or instructional materials will require replacement fines or fees.

LEGAL REF.: Sections 120.10(15) Wisconsin Statutes
120.13(5)

APPROVED:

USE OF SCHOOL-OWNED EQUIPMENT

The Wonewoc-Center School District shall not rent or lend school equipment to individuals or organizations, unless approved by the district administrator or his/her designee.

APPROVED:

STUDENT TRANSPORTATION SERVICES

Transportation shall be made available to all school children residing in the Wonewoc-Center School District. In cases where transportation is needed, but where it is not considered feasible to furnish bus transportation, contracts may be established with parents for furnishing such transportation.

In the case of open enrollment students, students who do not live in the district can only be picked up by Wonewoc-Center School busses if:

- 1) The school bus passes by the out of district residence while not deviating from the district's regular route AND it is approved by the resident district
- OR
- 2) The student is transported (by the family) to and from an agreed-upon location within the school district to be picked up on the district's regular route.

In the case of transportation of joint custody students who live outside the district:

When the parents/guardians have joint legal custody of a student resulting in the student living outside the school district in which enrolled, upon request of the parent/guardian the district shall transport the student to and from an agreed-upon location within the school district.

The Board considers school buses to be an extension of the school facility, therefore, all rules and regulations concerning student conduct shall be enforced. Failure to observe such rules and regulations may result in revocation of transportation privileges.

Transportation services shall be under the direction of the district administrator, or his/her designee.

LEGAL REF.: Sections 115.76(3) Wisconsin Statutes
121.51-121.56

APPROVED:

BUS CONTRACTORS

The Wonewoc-Center School District shall contract with private carriers for school bus transportation. Contracts shall include service requirements, salary information, and other special transportation provisions.

Bus contractors must furnish their own insurance and licenses as required by state law. In addition, contractors shall be responsible for maintaining their own buses in accordance with all safety and equipment regulations.

The right to approve or disapprove the employment of bus drivers shall rest with the Board.

LEGAL REF.: Sections 121.52 Wisconsin Statutes
121.53

APPROVED:

BUS ROUTING AND SCHEDULING

All school bus routes and schedules shall be established annually by the bus contractor and the administration. When establishing bus routes, the following factors shall be considered:

- a. Safety of Riders
- b. Equitable Riding Time
- c. Efficient Utilization of Buses
- d. Distance Between Bus Stops
- e. School Schedules

LEGAL REF.: Sections 121.54 Wisconsin Statutes
121.56

APPROVED:

BUS ROUTE GUIDELINES

1. Bus routes are determined based upon the home address of all enrolled students.
2. School buses shall not travel on private roads.
3. A distance of one mile is not an unreasonable distance for a child to walk to board the bus. This guideline is generally applied to rural residents where the home may be a substantial distance from the bus route pick-up point but within a mile of the residence.
4. Students will be picked up/dropped off on the opposite side of the road only in situations where traffic speeds and safety can be reasonably assured. Blind curves, hills, and similar safety hazards will also determine safe bus routing.
5. The Bus Contractor and Administrator shall not approve barnyard or farmstead turn-a-rounds. Turn-a-rounds are to be of shale, crushed rock or like substance, or other approved material.
6. Bus drivers shall follow approved bus routes and maintain a regular schedule in so far as road conditions permit.
7. Only students and employees may ride school buses on regular school bus routes.

APPROVED:

SCHOOL BUS SAFETY PROGRAM

The safety and welfare of student riders shall be the first consideration in all matters pertaining to transportation.

1) 4K & 5K Monitoring

Bus Company personnel will drop off students who are aged 4K & 5K at a drop off location ONLY when they have received physical evidence that a care provider is at home or if a student in grades 1 or above accompanies the student. A visual wave from the residence is the most typical manner of notice when dropping off an unsupervised student.

2) All vehicles used to transport children shall be maintained in such condition so as to provide safe and efficient transportation service with a minimum of delays and disruptions of such service due to mechanical or equipment failure.

3) Bus operators shall be responsible for the efficient operation of their buses and bus routes, and shall comply with all laws and regulations of the Department of Public Instruction and the Motor Vehicle Division of the Department of Transportation.

4) School buses should be inspected regularly in accordance with established guidelines.

5) School bus drivers shall practice safe driving procedures and be alert to dangerous road conditions. Student riders shall be made aware of procedures to follow in emergency situations.

LEGAL REF.: Sections 121.51 (1) Wisconsin Statutes
121.54(9)

APPROVED:

EXTRACURRICULAR TRANSPORTATION GUIDELINES

Students will be charged a fee for transportation to non-academic, after school hours, activities such as pep buses.

Guidelines and procedures for participation will be set by the principal for non-academic, after school hours, activities.

At least one adult chaperone must be on each bus when it is conveying students to a school-sponsored activity.

APPROVED:

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Transporting students in private vehicles is not allowed.

There are school owned vehicles available for that purpose.

Emergency situations may be approved by an administrator.

APPROVED:

USE OF SCHOOL OWNED VEHICLES

The Wonewoc-Center School District owns several vans and vehicles that may be used for transportation purposes.

It is the intent of the school board that staff members attending meetings or conferences on district business use school owned vehicles.

It is the further intent that no staff member should have to use a privately owned vehicle to transport students.

The district administrator has the authority to allow exceptions to the policy.

APPROVED:

FOOD SERVICES MANAGEMENT

The school lunch program is an integral part of the total education program, and as such shall be governed by the same principles and type of control as any other division of the school system.

The Wonewoc-Center School District shall provide hot lunches through participation in the National School Lunch Program. The district administrator shall enter into an agreement with the Department of Public Instruction and the federal government for participation in such a lunch program.

As required for participation in the National School Lunch Program, the school district agrees in the following:

That a "Type A" lunch be made available for students.

That free and reduced price lunches be provided to students who cannot afford to pay the price of the "Type A" lunch.

An "offer versus serve" lunch program option shall be made available to all students. Other food service programs may be offered as approved by the Board.

The Food Service Supervisor shall be responsible for the management of the school lunch program, under the direction of the district administrator.

Lunch ticket prices shall be established and approved annually by the Board.

The Wonewoc-Center School District will not discriminate on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical-mental-emotional-learning disability, age, or any other reason prohibited by state or federal law.

LEGAL REF.: Sections	118.13	Wisconsin Statutes
	120.10 (6)	
	120.13 (6) and (10)	

APPROVED:

FOOD SERVICE PRICES

The cost of weekly student meal tickets will be set by the Board on a yearly basis. The rate will be a minimum of the reimbursed rate for federally subsidized meals and will comply with federal requirements for pricing. Exceptions will be made for students who qualify for free and reduced price meal prices.

The automated food service account is based upon a family's needs and any funds at the end of the school year remain in the account. The payors are expected to maintain a balance in the account sufficient to feed their dependents. When the account is closed, balances over \$5.00 will be mailed to the payor. Payors need to stop in the office to pick up any remaining funds under \$5.00.

All employees shall pay for their meals and maintain a positive account balance in the food service account.

Milk Program

Milk breaks for students in grades K – 5 are allowed. Students who qualify for free meals get a free milk. All other are charged the price set by the school board for a carton of milk if they choose to participate.

All applicable federal guidelines will be followed.

APPROVED:

FREE AND REDUCED PRICE FOOD SERVICES

The Wonewoc-Center School District shall take part in the National School Lunch Program and other approved food programs to assure that all children in the district receive proper nourishment. In accordance with the guidelines for participation in such programs, and in accordance with the wishes of the Board, no child who is improperly nourished shall be denied a free lunch, or other food, simply because proper application has not been received from his/her parent(s) or guardian. District policy, in conformance with federal regulations, shall include the following:

Eligibility Criteria and Selection of Children. In selecting children to receive free and reduced price meals, consideration will be given to children from families: (a) with income below that established yearly by the state; (b) eligible to receive any form of public assistance or certified to participate in the government donated commodities or food stamp programs; and/or (c) unable to pay the full price in the judgment of officials designated to determine eligibility.

In making individual determinations and in providing the free or reduced price meals, every effort shall be made to avoid overt identification to the peers of children receiving such meals. No child shall be required to work for a free or reduced price lunch.

Application forms shall be available to parent(s) or guardian(s) of children who may request free or reduced price meals, and a file of applications and/or authorizations shall be maintained. The Food Service Director shall maintain a system of collecting payments from paying children and accounting for free and reduced price meals in a manner which will protect the anonymity of children receiving free or reduced price meals.

Appeal. Any appeal from the decision of the approving officer(s) shall be referred to the district administrator or his/her designee.

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

APPROVED:

FREE AND REDUCED PRICE MEAL APPLICATION
AND VERIFICATION PROCEDURES

Application

1. The Wonewoc-Center School District will accept applications for free and reduced price meals at any time during the school year. Applications can be obtained at the district office during normal working hours. A completed application is a condition of eligibility for free or reduced price meals.
2. The school administrator has the right to waive temporarily any requirements on an emergency or limited basis (maximum of one month) if the administrator believes a child is in need of free food and cannot pay for it.
3. By making an application, parent(s) or guardian(s) automatically give the school district the right to verify, with the applicant's employers and other reasonable sources, the accuracy of income reported.
4. If applicants do not agree with the administrator decision on eligibility, they have the due process right to a conference within one month with the appeal officer before the free or reduced price lunches are denied.

Verification of Application

1. Each school year, after October 31, the district administrator will assure that the verification of 3% of the hot lunch applications.
2. Recipient families whose eligibility will be verified will be selected free of discrimination.
3. The number of approved applications will be totaled, and three percent of this total will be computed to determine the number of verifications to be completed each year.
4. All of the approved applications will be filed, and a pre-determined process will be used to complete a random selection to receive the three percent the district is to verify.
5. Selected households will be notified via a letter sent them; they will also receive a sheet of verification documentation information to aid them, and form letters that they might use to get verification from Food Stamp and/or Social Security officials.

6. If a selected household refuses to cooperate with the request for documentation to expedite verification of income, eligibility will be terminated. Notice will be sent, allowing ten (10) school days of the benefit to continue following the date of notice.
7. Households given notice of termination have ten (10) days to appeal the termination. The termination notice will include the details regarding an appeal.
8. Each year, the district administrator, or his/her designee, will complete a record file showing the following information:
 - a. a summary of the verification efforts
 - b. total number of applications on file on October 31
 - c. percentage or number of applications verified
9. Records will be kept for three years following the close of the fiscal year. The district administrator, or his/her designee, will maintain the following information in addition to the items listed in item (8) above:
 - a. how applications were selected
 - b. how applications were verified
 - c. the dates notices were sent
 - d. notes on any contact made
 - e. the results of verification
 - f. the reasons for any denial or change of eligibility
 - g. the signature of the verifying official confirming that verification records are accurate
10. A family's rights of privacy will be respected and maintained during the verification process.

APPROVED:

VENDING MACHINES

Vending machines for student use during the school day must meet federal guidelines for safe & healthy foods.

Pop machines or other vending machines that do not meet federal guidelines can only be used after school hours until midnight.

APPROVED:

OFFICE SERVICES MANAGEMENT

Office services will be provided for two-fold purposes: (1) to expedite the ongoing business of the school district, and (2) to make the most effective use of staff time.

The Board instructs the district administrator, or his/her designee, to:

- maintain a continuous assessment of office services needs,,
- seek the maximum standardization and coordination of office procedures and systems,
- employ flexible staffing patterns to accommodate office needs in the most efficient but economical manner, and
- conduct periodic studies and prepare periodic recommendations concerning such matters as office machine utilization.

APPROVED:

PRINTED AND DUPLICATING SERVICES

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 Wonewoc-CenterSchool 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. The school district shall assume no liability for infringement of copyright by individual employees.

Specific guidelines shall be made available to assist school staff in duplicating copyrighted materials.

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

APPROVED:

INSURANCE MANAGEMENT

The Wonewoc-CenterSchool District will make every effort to obtain insurance at the most economical cost consistent with required service and coverage.

The Board has the responsibility to maintain an adequate insurance program to protect the property of the district; to protect the Board members and employees of the district against general liability; to protect the district against transportation liability; and, to offer protection against injury for all employees while acting in behalf of the school. The Board may also authorize and participate in other insurance programs for students and staff.

The responsibility for the total insurance program shall be delegated to the district Administrator who utilizes the resources of the business manager and consultants to review current plans and to determine if continuation of current providers or bidding is necessary.

LEGAL REF.: Sections 66.18 Wisconsin Statutes
118.10
120.12(6)
120.13(2)
121.53(1)

APPROVED: