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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 School District of Weyauwega-Fremont.

In providing for safe and healthful facilities, the Board shall comply with all safety regulations, state codes and order of the Department of Industry, Labor and Human Relations, the Department of Health and Social Services, the Department of Public Instruction (DPI) and all applicable local safety and health codes and regulations.

The District maintenance/custodial supervisor shall be responsible for coordinating all activities related to the safe and healthful facilities program. Building principals shall be responsible for supervising the safety program in their assigned buildings and shall keep staff members informed of pertinent state and local regulations and recommendations relating to safety in the schools.

The practice of safety shall 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 shall be provided in appropriate grades and classes.

LEGAL REFERENCE: Sections 118.07 Wisconsin Statutes
 118.09
 118.10
 121.01 (2) (i)
 PI 8.02 (1) (i), Wisconsin Administrative Code

CROSS REFERENCE: 452.1, Accident Reporting
 721, Building and Grounds Inspections
 722, Emergency Plans
 732, Building and Grounds Maintenance

APPROVED: August 15, 1989

REVIEWED: April 5, 2004
 July 27, 2015

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 maintenance/custodial supervisor.

Unsafe conditions are to be identified and corrected as soon as possible.

LEGAL REFERENCE: Sections 115.33 Wisconsin Statutes
 120.12 (12)
 121.02 (1) (i)
 PI 8.01 (2) (i), Wisconsin Administrative Code

CROSS REFERENCE: 732, Building and Grounds Maintenance

APPROVED: August 15, 1989

REVIEWED: April 5, 2004
 July 27, 2015

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 Emergency Response Protocols. 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
July 27, 2015

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

REVIEWED: July 27, 2015

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

REVIEWED: July 27, 2015

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

REVIEWED: July 27, 2015

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:

- Skyward Alert System
- Facebook Page
- 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
July 27, 2015

NALOXONE (NARCAN)

The District Administrator or the District Administrator's designee(s) shall obtain a standing medical order from the school district's Physician that prescribes Naloxone (Narcan) for use in emergency situations by authorized school personnel to assist any individuals suspected of experiencing a drug overdose on school property. Narcan is a drug that is used to treat individuals who are experiencing, or may be experiencing, an opioid-related overdose.

Defined in Wisconsin Statute (ss) 450.01 (13v)(a) as a drug that binds to the opioid receptors and competes with or displaces opioid agonists at the opioid receptor site but does not activate the receptors, effectively blocking the receptor and preventing or reversing the effect of an opioid agonist. It is indicated for the reversal of overdoses of narcotic drugs, such as certain prescription medications and heroin.

The Board, its members, employees and coaches shall not be liable criminally or civilly for acts or omissions associated with maintaining, accessing, or using Narcan in emergency situations.

The Narcan will be stored in secure locations selected by the school nurse and administrative staff. The staff who would administer the Narcan will be trained annually on the procedure of administering the Narcan.

Administration of Naloxone

These protocols shall be followed when administering naloxone to respond to a suspected drug overdose:

1. The employee shall immediately ensure that someone calls 9-1-1 for emergency medical service personnel to be dispatched to respond to a suspected drug overdose.
2. The employee shall assess the individual to determine, if: (i) the person is without a pulse or suffering a cardiac arrest; (ii) the person is not breathing or suffering respiratory arrest; and/or (iii) the person is exhibiting signs or symptoms of a drug overdose.
3. Consistent with the employee's observations and training, administer naloxone to the individual suffering the suspected drug overdose and administer CPR, as needed.
4. Continue to observe the individual suffering the suspected drug overdose until emergency medical service personnel arrives on scene.
5. Fully cooperate with emergency medical service personnel responding to the scene, and do not interfere with or impede the administration of emergency

medical services to the individual suffering the suspected drug overdose.

6. Afterwards notify the building administrator or designee of the facts and circumstances surrounding the drug overdose incident.

Indemnification

The school district shall indemnify and hold harmless any employee who administers naloxone in good faith to another individual experiencing a suspected drug overdose, if all of these conditions apply: (i) the employee did not act with the intent to harm or with reckless indifference to a substantial risk or harm in administering naloxone to that individual; (ii) the employee successfully completed the training contemplated by this policy; (iii) the employee promptly sought additional medical assistance before or immediately after administering naloxone; and (iv) the employee is administering naloxone in the performance of his/her duties as either an employee or approved volunteer for the school district.

Non-Employee Administration of Naloxone

Nothing in this policy is intended to regulate, restrict or otherwise deter a law enforcement officer, emergency medical technician, firefighter, licensed medical professional or other authorized individual from administering his/her own supply of naloxone when responding in good faith to a suspected drug overdose occurring on school district property.

APPROVED: FEBRUARY 23, 2017

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
July 27, 2015

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.

Reference: Policy 732 Building and Grounds Maintenance

Approved: May 24, 2010

Reviewed: July 27, 2015

ENERGY MANAGEMENT

Policy Statement

- A. Energy management is necessary in order for the District to minimize the impact energy cost increases have on the budget, to maintain a reliable supply of energy, to meet the functional needs of the District, and to ensure that energy is used efficiently.

- B. A strong commitment on the part of the school Board and the Administration is important to an effective energy management program. It will be the responsibility of each District employee to actively participate in conservation efforts in order to reduce consumption to levels prescribed by state, federal, and local rules. In turn, it will be the responsibility of the District to ensure that staff receives information regarding energy conservation.

- C. Instituted as part of the District's plan to save energy, this policy is designed to save scarce resources without infringement of the educational mission the District has set forth. The building principal and building custodians and the Director of Maintenance will share the accountability for ensuring that this policy is followed. All operations of the District facilities will be governed by established energy management guidelines. The Director of Maintenance and the Director of Business will implement, direct, monitor, evaluate, and record District energy conservation efforts to the District Administrator who will communicate these efforts to the Board of Education.

- D. The Director of Maintenance may temporarily or conditionally modify or adjust operational procedures in order to accommodate specific situations due to safety, health, and/or performance issues.

LEGAL REF:	Sections	1.12	Wisconsin Statutes
		66.0133	
		101.027	
		115.001(3)	
		120.12(1)	
		COMM 63,	Wisconsin Administrative Code

APPROVED: March 26, 2012

REVIEWED: July 27, 2015

ENERGY MANAGEMENT

Policy Procedure

These guidelines are not intended to be all-inclusive.

A. Objectives

1. Ensure adequate comfort of students, staff and all other users of facilities,
2. Ensure acceptable indoor air quality in accordance with industry standards, and
3. Eliminate energy waste.

B. Responsibilities

1. Every person is expected to be a “energy saver” as well as a “energy consumer.”
2. The teacher is responsible for implementing the guidelines during the time he/she is present in the classroom.
3. The custodian is responsible for the control of the common areas, i.e. halls, cafeteria, etc.
4. Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for the verification of night shutdown. If you're signed in and the last staff member to leave after the custodian has left, then the responsibility becomes yours.
5. The principal, transportation supervisor is responsible for the overall energy usage of his/her building.
6. The Director of Maintenance will perform routine audits of all facilities and communicate the results to the appropriate personnel.
7. The Director of Maintenance and the Director of Business will provide regular reports to the building principals indicating the performance with regard to energy savings.

C. General

1. All unnecessary lighting in unoccupied areas will be turned off. Teachers should utilize natural lighting where appropriate and make certain lights are turned off when leaving the classroom when empty.
2. All lights will be turned off when students and teachers leave school.
3. Outside lighting should be off during daylight hours.
4. Gym lights should not be left on unless the gym is being utilized.

5. All lights, except security lighting, will be turned off when facilities are not occupied. Exceptions may be made for homecoming or other times when safety and protection of persons or property require additional lighting.
6. During unoccupied periods, custodians will turn on lights only in the areas which they are working.
7. Educational efforts will be made to help staff refrain from turning lights on unless definitely needed and to understand that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.
8. Coffee makers, hot plates, toaster ovens, and other appliances, not required for instructional purposes are deemed by the Director of Maintenance and the local Fire Department as a potential fire hazard, and shall not be kept in classrooms.
9. Effective with the 2012-2013 school year, refrigerators, space heaters, and microwave ovens, other than as needed for instructional or health reasons, shall be charge a nominal fee of (\$ amount set forth from District) per year, otherwise they will be removed from the classroom. Such appliances will be confined to staff and faculty planning rooms where they can be appropriately used and monitored.
10. Doors and windows between conditioned space and non-conditioned space should remain closed as much as possible.
11. Data loggers to document building humidity, temperature, and light levels to ensure compliance with District guidelines will be utilized.
12. Exhaust fans should be turned off every day and during unoccupied hours.
13. Office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times, unless equipped with a power saver mode.
14. Areas of water intrusions will be repaired and standing water eliminated.
15. Positive building pressure will be maintained.
16. Moisture extraction plan should be implemented when cleaning carpets.

D. Temperature Control

1. For the heating season, which generally runs from October 15th, through May 15th, temperatures in classrooms and offices will be maintained at a set point of 68 degrees in occupied mode and at a set point of 58 degrees in unoccupied mode. Unoccupied set points may be raise to 62 degrees in extreme weather.

2. In those areas that are air conditioned, a set point of 76 degrees will be maintained in occupied mode and a set point of 82 degrees in unoccupied mode, cooling season generally runs from May 15th through October 15th.
3. Air conditioning should be utilized in classrooms during the summer months only when classrooms are scheduled for summer school or other community activities. Relative humidity levels should be monitored to verify level remains below 60%. Air conditioning may be used by exception as needed (e.g. cleaning crew, maintenance, etc.).
4. Auditorium thermostats will have a set point of 66 degrees during occupied times, and a set point of 58 degrees during unoccupied time.
5. Locker rooms shall maintain a set point of 72 degrees in occupied mode during the heating season.
6. Operating schedules for the heating, ventilation, and air conditioning (HVAC) equipment will be optimized as follows:
 - a. For the heating season, the equipment will be started approximately one hour before classes start to allow the building to be at occupied set point. The scheduled shut down time will be at the discretion of the Director of Maintenance .
 - b. For the cooling season, the equipment will be started two to three hours before classes start to allow the building to pre-cool.
7. Outside air dampers will be closed during unoccupied hours.
8. Merv 8 filtration is recommended, provided the filter housing is adequately sealed to prevent air bypassing the filter.
9. Non-classroom warehouse, supply rooms, and garage facilities, when unoccupied by personnel, will be maintained at 55 degrees during the heating season.
10. Special consideration will be given to certain preschool and special education classrooms where possible.
11. Variable Frequency Drive (VFD) operation will be enabled for free cooling.
12. VFD programs will be modified to allow for free cooling for schools with building automation systems.
13. Fresh air minimum requirements will be reviewed and set to state code levels (7.5 CFM per person).
14. Outdoor air minimum requirements for the HVAC systems for the gym, auditoriums, and commons will be optimized to the actual occupancy levels of the area.
15. A District wide maintenance program for HVAC coil cleaning will be scheduled annually to assure highest operating efficiency.

16. Air conditioning equipment will not run during November thru April unless authorized by the Director of Maintenance.
17. Personnel will not obstruct ventilation ducts or return grilles with books, charts, furniture or plants or any other objects or materials.
18. Window blinds will be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.
19. All windows and doors must be kept closed during the heating season or when the air conditioning systems are in operation.
20. Entrances and exits to all buildings shall be limited in their use when possible to minimize heat loss.
21. Broken windows, doors, non-functioning door closers, missing or damaged weather stripping, etc. shall be reported to the Director of Maintenance in a timely manner.
22. Unauthorized personnel or students found tampering (e.g. placing ice or wet towels on thermostats) with temperature regulating devices, such as thermostats or valves, will be subject to disciplinary action.
23. Portable space heaters or air conditioners of any kind are banned from use within Districts facilities, except where provided by Director of Maintenance.
24. Employees and students are encouraged to wear sweaters, sweatshirts or similar clothing during the heating season.
25. New equipment purchases will be energy efficient models that are energy star rated.
26. The Director of Maintenance may adjust set points to provide the best overall performance of the HVAC system.

E. Lighting

1. Lights will be turned off when space is not in use or natural day lighting is adequate.
2. Classroom lights will be turned off when the last person exits the room.
3. Cleaning staff will turn lights on only for the period when a specific area is being cleaned.
4. Hallway lighting will be turned off as soon as possible and pass through lighting will be utilized.
5. Gym lighting will be adjusted to state code levels for classes. Lighting levels for events and practices can be adjusted to a higher foot-candle level as needed.
6. Buildings will be identified for energy saving lighting programs.

F. Food Service

1. Run time of ovens, stoves and other equipment will be kept at minimum levels.
2. Exhaust fans will run only when absolutely necessary.
3. Energy saving devices and/or practices will be identified.
4. Equipment will be energy efficient models and natural gas if possible.

G. Computers

1. Computers should be turned off each night, or left for long periods of time, including the monitor, local printer, CPU, and speakers. Network equipment may be left on.
2. PC's should be programmed for the "energy saver" mode using *the power management* feature. If network constraints restrict this for the PC, monitors should be set to "sleep" after ten (10) minutes of inactivity.
3. Computers will be energy efficient models.

H. Building Improvements

1. Building air leaks will be identified and sealed with caulking, energy efficient seals, and/or insulation.
2. The Director of Maintenance and the District Administrator will be responsible for the development of long range projects.

I. Scheduling

1. Small group activities will not be scheduled in large areas such as auditoriums and gyms. Use of such areas will be coordinated with the Director of Maintenance and the custodial staff to enable reduced lighting and heating during periods of non-use.
2. At the end of each school or office day, all windows shall be closed, the blinds or shades drawn to a close, and the lights turned off. Cleaning staff will turn lights on only for the period when a specific area is being cleaned. Window blinds will be adjusted, when and where appropriate, to allow the sun to warm the building during the heating season or to block out the sun during the cooling season.

J. Education

1. Staff and students will be provided ongoing education on energy saving measures through the Director of Maintenance.

2. Every staff person will be expected to contribute to energy efficiency in the District.

K. Other

1. Domestic hot water systems should be set no higher than 120 degrees or 140 degrees for the cafeteria service (with dishwasher booster).
2. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza ovens, and/or other cooking or refrigeration appliances will not be allowed without prior approval of the Director of Maintenance and the building principal. The use of small fans, radios and desk lamps is allowed, but must be turned off when not in use. All approved items must be Energy Star Rated and UL Approved.
3. Request for exemption, and complaints regarding set point temperatures considered to be too hot or too cold must be addressed in writing to the Director of Maintenance at which time he/she will investigate the complaint or request for exemption. If the issue cannot be resolved while adhering to the energy policy, the Director of Maintenance shall make the determination as to what action, if any will be taken.
4. The Director of Maintenance may adjust set points to provide the best overall performance of the HVAC system.
5. Only energy efficient vending machines will be allowed within the District.
6. The Director of Business will have the authority to purchase natural gas on the future market in collaboration with the District Administrator.

APPROVED: March 26, 2012

REVIEWED: July 27, 2015

SCHOOL DISTRICT OF WEYAUWEGA-FREMONT
FACILITY USAGE FORM
(Board Revised July 27, 2015)

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 ineligibles 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, e-cigarettes, 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 ORGANIZATIONS 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
- _____ 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
- _____ Cook Needed

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 Pre-K 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 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

REVISED: July 27, 2015

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

REVIEWED: July 27, 2015