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SCHOOL DISTRICT OF SOUTH MILWAUKEE

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SAFETY PROGRAM

The Board believes safety education and accident prevention are important to everyone concerned with the District. The physical well-being of every student, visitor, and employee is a primary consideration in every school activity, whether it is in the building of a structure, the planning of a function, or the performance of a task.

Further, it is to be an objective of the Board and its staff to develop within the student body a positive attitude toward accident prevention such that it will remain with the individuals and be applicable in their professional and community activities.

All employees are responsible and accountable for the practice of safety. It is of prime importance that all supervisory personnel and teachers understand and accept the responsibility for the safety of all persons coming into their areas and of all students under their direction.

The Manager of Buildings and Grounds shall serve as the District Safety Coordinator. The Safety Coordinator shall take an active and direct role in developing and maintaining safe conditions in and around all schools. This shall include such items as maintaining accident reports, gathering information regarding Federal and State rules and regulations, representing the District with outside agencies and similar activities. The Safety Coordinator shall conduct periodic audit of health and safety conditions within the facilities of the District in accordance with the Federal OSHA standards adopted by the State, and take appropriate action on any violations thereof to the Superintendent. The Safety Coordinator shall be accountable for coordinating inspections both by District employees and outside agencies as required. The Safety Coordinator may delegate certain aspects of the safety conditions and/or plans in schools to another employee.

Reports by outside agencies and the status of each condition cited will be noted and filed with the District Safety Coordinator and the Director of Business Services.

The District will provide necessary training to perform tasks safely through in-house training sessions and outside schooling for custodial and maintenance personnel. The Safety Coordinator may attend annual conferences of the Wisconsin School Safety Directors Association and may be a member of said organization.

Required safety procedures and notices shall be posted on custodial and maintenance bulletin boards.

A school safety plan shall be developed and in effect in each District school to provide as safe an environment as possible for students, employees and citizens while they are present on school premises or participating in school-sponsored activities. The school safety plan shall include

general procedures for emergency prevention and mitigation, preparedness, response, recovery, and a process for reviewing mandatory drills. The plan development may include input from local law enforcement, fire fighters, school administrators, teachers, pupil services professionals, and mental health professionals.

All school administrators shall review and receive training on the school safety plan at least once annually. The School Board shall review the school safety plan at least once every three (3) years.

LEGAL REF.: Wisconsin Statutes Sections
118.07 (Safety Requirements)
118.09 (Safety Zones)
118.10 (School Safety Patrols)
120.12 (School Safety Plans)
121.02(1)(i) (Safe and Healthful Facilities)
Wisconsin Administrative Code
PI 8.01(2)(i) (Safe and Healthful Facilities)

APPROVED: July 19, 2006

REVISED: November 20, 2007
February 27, 2013

SCHOOL DISTRICT OF SOUTH MILWAUKEE

722

ACCIDENT REPORTS

All District employees shall promptly report to the Principal, in writing, each accident to a student or visitor that takes place in or on any District facility. All pertinent facts, including the name of any witnesses to the accident, shall be included in the report.

Any accident of a serious nature should be promptly reported by the Principal to the Business Office followed by a written report.

Any employee accident on school premises, no matter how slight, shall be reported to the Business Office promptly.

LEGAL REF.: Wisconsin Statutes Sections
 121.02(1) (Emergency Nursing Services)
 Wisconsin Administrative Code
 PI 8.01(2)(g) (Emergency Nursing Services)

APPROVED: July 19, 2006

SCHOOL DISTRICT OF SOUTH MILWAUKEE

723

FIRE DRILLS

Fire drills shall be held in accordance with state law. Fire drills have three purposes:

- to teach students and other occupants to leave buildings quickly and orderly in case of fire or other emergency;
- to teach self-control in times of emergencies in later life; and
- to teach students the fundamentals of safety in the school, home, at play, at work, and elsewhere.

The Board requires principals to have at least one fire drill per month. The fire drill requirement may be supplanted by a tornado drill or safety drill in any given month; however, at least three fire drills must be held each year. The Board requests principals to vary the fire drill procedures. For one drill, all exits may be used and at another time, some exits may be blocked or barred, requiring students to find some other way out of the buildings.

Safety is everybody's business and the Board expects full cooperation of all employees and students in fire and accident prevention. The Superintendent, teachers, custodians, clerical staff, and visitors must take part in all fire drills to set an example for students and for their own safety.

Each building principal must annually file a report pertaining to fire, tornado and other hazard drilled with the Chief of the South Milwaukee Fire Department on a form furnished by the Department of Commerce. The report must specify when the drills took place in a given year and must give reasons if a fire drill is not held in a specific month or if only one or no tornado drills are held in a given year.

Each building principal must keep a record of the dates of all fire drills for at least seven (7) years.

LEGAL REF.: Wisconsin Statutes Section
118.07(2) (Fire Drills)

APPROVED: July 19, 2006

REVISED: June 18, 2008
September 8, 2021

SCHOOL DISTRICT OF SOUTH MILWAUKEE

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SCHOOL SAFETY AND TORNADO DRILLS

School safety and tornado drills have three purposes:

- to teach students and other occupants to seek shelter or evacuate in an appropriate manner in case of a school safety incident, a tornado or other emergency;
- to teach self-control in times of emergencies in later life; and
- to teach students the fundamentals of safety in the school, home, at play, at work, and elsewhere.

The Board requires principals to conduct at least two (2) school safety and one (1) tornado drills per year in each building.

Safety is everybody's business and the Board expects full cooperation of all employees and students in safety education. The Superintendent, teachers, custodians, clerical staff, and visitors must take part in all school safety and tornado drills to set an example for students and for their own safety.

Each building principal must annually file a report pertaining to fire, tornado and other school safety drills with the Chief of the South Milwaukee Fire Department on a form furnished by the Department of Commerce. The report must specify when the drills took place in a given year and must give reasons if the drills are not held in a given year.

Each building principal must keep a record of the dates of all school safety and tornado drills for at least seven (7) years.

APPROVED: July 19, 2006

REVISED: June 18, 2008
February 27, 2013
September 8, 2021

SCHOOL DISTRICT OF SOUTH MILWAUKEE

725

EMERGENCY CLOSINGS

All emergency closings due to weather will be made prior to the start of the school day.

Students shall not be dismissed in weather emergencies. Parents are encouraged to make decisions concerning weather themselves and should they desire to pick up their children, they are free to do so.

Emergency closings for other reasons (e.g. boiler failure, burst water main, threats to the school) will be handled through special announcement as soon as possible. The principal of the involved school shall speak with the Superintendent or designee in order to determine if there will be an emergency closing. The schools will provide a safe location for all elementary and middle school students until they are picked up by a parent, guardian or other normal care provider. High school students will be allowed to leave campus without a parent or guardian.

Parents will be notified of emergency closings via the news media.

LEGAL REF.: Wisconsin Statutes Sections
115.01(10) (School Day)
121.02(1)(f) (Days and Hours of Instruction)
Wisconsin Administrative Code
PI 8.01(2)(f) (Days and Hours of Instruction)

APPROVED: July 19, 2006

SCHOOL DISTRICT OF SOUTH MILWAUKEE

726

DONATION AND STORAGE OF CHEMICAL PRODUCTS

The District and its employees shall not accept the donation of paints, cleaning products, solvents, fertilizers, herbicides, pesticides and any other product/chemical similar in nature.

Exceptions to this policy must be approved by the Superintendent. Policy exceptions might include items donated for curriculum, study or lab purposes. Policy exceptions may also include paint donations when the donation also includes contemporaneous volunteer painting. Any item donated for this purpose must include a Material Safety Data Sheet (MSDS). The MSDS shall be filed with the Operations Manager.

Generally, storage of these products shall be limited to twenty-four (24) months.

Any item donated under exceptions to the policy and intended for custodial purposes must have an MSDS and be used within twelve (12) months.

APPROVED: July 19, 2006

SCHOOL DISTRICT OF SOUTH MILWAUKEE

727

AUTOMATIC EXTERNAL DEFIBRILLATOR

The District will maintain an automatic external defibrillator (AED) in all schools. AEDs will be easily accessible, marked, and never locked. The AED shall be maintained and supplies kept up to date and tested in accordance with the operational guidelines of the manufacturer and monitored by the District Nurse. The AED will be kept on school property and will not accompany EMS personnel to the hospital emergency room. The AED shall be used in emergency situations warranting its use and are designed to be used by anyone. AED training is not required to use an AED. All staff will be provided information yearly on AED use and locations within each building.

LEGAL REF.: Wisconsin Statutes Sections:
 146.50 (Emergency medical services personnel; licensure;
 certification; training)
 895.48(4)(ag) (Civil liability exemption; emergency medical care)

APPROVED: November 20, 2007

REVISED: September 20, 2023

SCHOOL DISTRICT OF SOUTH MILWAUKEE

731

VANDALISM

Students found responsible of damaging any school property shall make proper restitution as determined by the building principal and any teacher knowing the facts of the case, in accordance with state law.

Parents may be held responsible for damage incurred by their children to the extent that state law permits.

LEGAL REF.: Wisconsin Statutes Section
895.035 (Parental Liability for Acts of Minor Child)

APPROVED: July 19, 2006

SCHOOL DISTRICT OF SOUTH MILWAUKEE

732

LOSS OR DAMAGE OF PERSONAL PROPERTY ON DISTRICT PREMISES

The District will assist individuals seeking redress by providing any available information that will help to facilitate reimbursement from others for any loss or damage of personal property on District premises, but assumes no responsibility for such loss as a District. Confidential student information will not be provided.

Any exception to this policy requires the approval of the Superintendent, upon recommendation of the Director of Business Services.

APPROVED: July 19, 2006

REVISED: November 20, 2007

SCHOOL DISTRICT OF SOUTH MILWAUKEE

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CUSTODIAL SERVICES

The Manager of Buildings and Grounds is responsible for custodial services in the District. In the absence of the Manager of Buildings and Grounds, the Director of Business Services will assume his/her responsibilities.

Members of the custodial staff shall perform such duties as may be assigned by the Manager of Buildings and Grounds, the Superintendent, the Director of Business Services, and principals.

All custodians shall be under the general supervision of the Manager of Buildings and Grounds except that when school is in session they will be directly responsible to the principal of the schools to which they are assigned. Principals will confer with the Manager of Buildings and Grounds and the Director of Business Services regarding any problems that arise regarding custodial and/or maintenance services.

All building custodians must communicate regularly with the building principal and Manager of Buildings and Grounds.

Custodial employees are expected to be courteous and helpful to principals, teachers, and the public. They are to be gentle and helpful toward students at all times.

The Board delegates the responsibility of developing an annual building maintenance schedule to the Manager of Buildings and Grounds. The Board shall receive periodic updates regarding building maintenance and other building issues.

LEGAL REF.: Wisconsin Statutes Sections
 120.12(5) (Repair of School Buildings)
 121.02(1)(i) (Provide Safe and Healthful Facilities)
 Wisconsin Administrative Code Section
 PI 8.01(2)(i) (Provide Safe and Healthful Facilities)

APPROVED: July 19, 2006

REVISED: November 20, 2007

SCHOOL DISTRICT OF SOUTH MILWAUKEE

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SURVEILLANCE CAMERAS ON DISTRICT PROPERTY

It is the goal of the Board to provide a safe and secure environment for all students, staff and visitors on its premises and to protect District property. In order to help meet this goal, surveillance cameras and other equipment may be placed in appropriate areas in and around the schools and other District facilities.

Cameras will only be placed in public areas such as entrances, hallways, cafeterias, libraries, athletic areas and parking lots. Cameras may be placed in district-owned vehicles. Cameras may be hand-held. However, hand-held cameras will not be used on a regular or consistent basis. Cameras will not be located in private areas such as restrooms and locker rooms. Use of dummy cameras is prohibited. Use of audio recording is prohibited without specific notice or consent. Cameras will be placed in a classroom only with the consent of the Superintendent.

Cameras may be used at school entrances for the purpose of determining if individuals may be allowed to enter a school building. The District and its employees shall not be liable for denying access of individuals to the school building based on legitimate concerns as viewed through video and/or audio information.

Signs will be posted on school doors to indicate monitoring systems. Areas under surveillance are recorded at all times. The entire recording or segments of the recording may be kept and stored for the period of time as required by the significance of the activity recorded.

Only individuals authorized by the building principal, Superintendent or his/her designee may view surveillance video. This may include security personnel, parents, law enforcement personnel or other individuals approved by the Superintendent or designee. The District reserves the discretion to refuse to provide copies to students, parents, staff members, community members or other individuals or groups.

Should surveillance recordings become part of a student disciplinary action, the recording shall become part of that student's record and shall be dealt with consistent with the District's student records policy and procedures. Disciplinary action may be taken based on video documentation.

The student agendas shall indicate that areas of all school buildings and grounds may be monitored by surveillance cameras.

LEGAL REF.: Wisconsin Statutes Sections
 118.125(2) (Pupil Records)
 118.325 (Locker searches)

CROSS REF.: 553 Surveillance Cameras

APPROVED: July 19, 2006

SCHOOL DISTRICT OF SOUTH MILWAUKEE

741

INTERLIBRARY LOAN OF MATERIALS

The District Library and Media programs support resource sharing both within the District, locally through the Federated Library System and regionally through WISCAT (the statewide library database). Sharing materials locally and statewide is consistent with our philosophy as it aids in providing materials to our patrons. State laws do require districts receiving materials through interlibrary loan to reciprocate.

District-wide Sharing of Resources

District librarians, library paraprofessionals and library secretaries may request materials for patrons by contacting the other district libraries. The Companion Researcher (Union Catalog) allows each library to check the holdings at all of the libraries.

South Milwaukee Public Library (Federated Library System)

Interlibrary loan services shall be provided to all South Milwaukee staff that have a teacher card on file, updated yearly by the South Milwaukee Director of Media Services. The library staff can contact the South Milwaukee Public Library and request materials. The materials are loaned for six weeks. The materials are picked up, delivered to the school and returned to the South Milwaukee Public Library twice a week by the District truck driver.

WISCAT

In order to participate in the resource sharing with WISCAT (the largest statewide union catalog), the South Milwaukee Middle School and South Milwaukee High School have provided WISCAT with lists of materials owned and are willing to share. It is the District's responsibility to enter and maintain records of South Milwaukee materials on WISCAT. Delivery charges to receive and return materials will be paid by the District.

LEGAL REF.: Wisconsin Statutes Sections:
 Chapter 43 (Libraries)
 118.13 (Non-discrimination in library material selection)
 121.01(1)(h) (Provide adequate library services)
 Wisconsin Administrative Code Sections:
 PI 9.03(1)(Non-discrimination in library material selection)

CROSS REF.: 552 Copyrighted Materials (Policy and Rule)

APPROVED: July 19, 2006

SCHOOL DISTRICT OF SOUTH MILWAUKEE

741-Rule

INTERLIBRARY LOAN OF MATERIALS

Loan Periods and Restrictions

Limitations:

1. Any item (excluding equipment and licensed computer software) in current use, on reserve or in heavy demand can be refused.
2. Any item lost or damaged will be paid for according to regular patron policies.
3. Copyright statements are signed on request forms to provide patrons with “fair use” law information. The library may refuse to copy items that would violate copyright laws.
4. Non-circulating items (reference materials) will not be loaned.
5. All students and staff members are personally responsible for all materials borrowed for them and must reimburse the loaning library for any lost or damaged items.

Media Types:

1. Books, including paperbacks, will be signed out to interlibrary loan patrons for a period of three weeks including mail time.
2. Reference books will not be loaned out. However, photocopies may be made for patrons as requested at no charge.
3. Periodicals will not be mailed to patrons. However, articles may be photocopied at no charge.

SCHOOL DISTRICT OF SOUTH MILWAUKEE

751

STUDENT TRANSPORTATION SERVICES AND TRANSPORTATION ACCIDENT REPORTING

The District shall not provide general bus transportation for school children with the exception of the areas listed below or as required by state law.

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.

The Director of Business Services shall be responsible for the student transportation program. The Director of Business Services shall continually appraise the student transportation program and make recommendations to the Superintendent for its improvement in terms of maximum service, safety, economy, and efficiency.

The District is not responsible for situations in which parents arrange for their children to be transported by any individual, whether or not employed by the District.

Students with disabilities

Transportation will be provided on a contractual basis for any student with disabilities when it is required to enable the student to participate fully in an appropriate educational program. This includes transportation to schools located in or out of the district, both public and private. The contract will be approved by the Board. The contract with the carrier will include the provision of any necessary apparatus or equipment (ramps, wheelchairs lifts, etc.), for the safe transportation of students with disabilities.

Extra-curricular activities

In addition to normal school day bus transportation for students, the Board may provide for transportation of students to extracurricular activities. Whenever practicable, extracurricular and field trip transportation will be with buses contracted by the District. Building principals may authorize the use of other common carriers or private vehicles in compliance with state and federal law when it is not feasible to use District contracted buses.

Accident Reporting

School bus accidents involving South Milwaukee students on a regularly scheduled route or extra curricular activity must be reported to the Director of Business Services as soon as possible but no later than ten (10) days after the occurrence.

LEGAL REF.: Wisconsin Statutes Sections

115.76(3) (Definition of Child)
118.51(14) (Open Enrollment Transportation)
118.52(11) (Open Enrollment Transportation Reimbursement)
120.13(27) (Transportation of Non-Pupils)
121.52 (Vehicle, Operator and Driver Requirements)
121.53 (School Bus Insurance)
121.54 (Transportation by School Districts)
121.545 (Additional Transportation)
121.55 (Methods of Providing Transportation)
121.555 (Alternative Methods of Providing Transportation)
121.56 (School Bus Routes)
347.48 (Seat Belts)

CROSS REF.: 751.1, Transportation of Students by Staff

APPROVED: July 19, 2006

REVISED: October 21, 2009
September 20, 2023

SCHOOL DISTRICT OF SOUTH MILWAUKEE

751.1

TRANSPORTATION OF STUDENTS BY STAFF

Staff members transporting students should use a school-owned vehicle if available. In cases where a school vehicle is not available, staff members may transport students if the guidelines established by the Superintendent are met. (Please see 751.1 – Rule)

Staff members shall not use a private vehicle for transporting students without approval in accordance with established district procedures. Authorization to use a private vehicle must be obtained before actual use of the vehicle.

LEGAL REF.: Wisconsin Statutes Sections

- 115.76(3) (Definition of Child)
- 120.13(27) (Transportation of Non-Pupils)
- 121.52 (Vehicle, Operator and Driver Requirements)
- 121.54 (Transportation by School Districts)
- 121.545 (Additional Transportation)
- 121.55 (Methods of Providing Transportation)
- 121.555 (Alternative Methods of Providing Transportation)
- 347.48 (Seat Belts)

CROSS REF.: 751, Student Transportation Services
751.1 – Rule, Transportation of Students by Staff Guidelines

APPROVED: October 21, 2009

SCHOOL DISTRICT OF SOUTH MILWAUKEE

751.1 - Rule

TRANSPORTATION OF STUDENTS BY STAFF

The Board strongly discourages transportation of students by staff in private vehicles. However, the Board recognizes that such instances may occur. The following guidelines must be met prior to a staff member transporting a student in a privately owned vehicle.

Please note that District owned vehicles may not be used for any individual's personal use.

1. The staff member must complete the "Request to Transport Students" form when transporting students using a personal vehicle and/or district vehicle. The form must be submitted to the business office for approval. The form will include all of the vehicle and vehicle operator information referenced in the guidelines.
2. The staff member must meet the following conditions:
 - a. Be an adult at least 21 years of age.
 - b. Provide a copy of a valid driver's license to be kept on file at the business office.
 - c. Transport no more persons than the number of shoulder harness seat belts available. Each occupant of the vehicle is required to wear a shoulder harness seat belt.
 - d. If the student is under the age of eight years old the appropriate child restraint system or booster seat must be used in a proper manner.
 - e. Report to the District the next business day: a traffic accident, suspension and/or revocation of a driver's license (regardless of whether or not these items occur with or without students in the vehicle).
 - f. Not be afflicted with or suffering from any medical or physical disability or or disease that might affect the safe operation of a motor vehicle. A physician's signature attesting to this fact is required and must be submitted every three years.
 - g. Successfully complete a driving record background check. Requests to drive students will be denied if the staff member:
 - Accumulated more than six driving record points as defined through Chapter 101 TRANS of the Wisconsin Administrative Code;
 - Had three or more preventable accidents over the most recent three year period;
 - Had a traffic citation for operating a motor vehicle while intoxicated during the most recent three year period; or
 - Had violations within the last twelve months which might represent a significant danger to the health, safety or welfare of the students.
3. A staff member transporting students in a personal vehicle must also meet the following conditions:

- a. Verify that the vehicle is in good working condition.
 - b. Provide a Certificate of Insurance to be kept on file in the business office. The current amount of coverage required when transporting students using a person vehicle is \$250,000/\$500,000 bodily injury and \$100,000 property damage or \$500,000 combined single limit.
 - c. Personal vehicles shall not be used to transport more than six students at any one time.
4. While transporting students, all staff members must affirmatively state that:
- a. The driver will follow all traffic rules at all times. Any traffic violations committed by a driver while transporting students are the financial responsibility of the driver.
 - b. The driver will not operate a cell phone or other electronic communication device in any manner while driving (including but not limited to talking, texting, checking messages, etc.)
 - c. The driver must not use alcoholic beverages or controlled substances (any drug or medicine which may impair the ability of the driver to perform safely) for a period of not less than 24 hours prior to transporting students.
 - d. The driver will comply with the district's drug free, alcohol free and tobacco free policies at all times while driving or supervising the students.
 - e. The driver understands that the insurance of the driver will be applied first in any situation that involves the use of insurance. The District's insurance will be secondary to the driver's insurance.

Adopted: October 7, 2009

120.13 (Federal funds for food services)
Wisconsin Administrative Code Sections
PI 9.03(1) (Student nondiscrimination)
PI 42 (School breakfast program)
PL 91-248 (Federal school nutrition programs)
PL 94-105 (Federal school nutrition programs)
Federal Laws
Food and Nutrition Act (as amended)
Child Nutrition Act of 1966 (as amended)
USDA Regulations 7CFR Parts 210.220, 245

CROSS REF.: 411-Rule Student Discrimination Complaint Procedures
456 Student Wellness Policy and Rule
762 Free and Reduced Price Meals

APPROVED: July 19, 2006

REVISED: November 20, 2007

SCHOOL DISTRICT OF SOUTH MILWAUKEE

762

FREE AND REDUCED PRICE MEALS

The building principal or his/her designee 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. Anyone not satisfied with the determination may appeal to the Superintendent.

Every effort shall be made to avoid overt identification to their peers of students receiving free or reduced price meals. No student shall be required to work for a free or reduced price meal.

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

LEGAL REF: Wisconsin Statutes Sections
 115.34 (School lunch program)
 115.341 (School breakfast program)
 115.345 (Elderly lunch program)
 118.13 (Student nondiscrimination)
 120.10 (Furnish school lunches)
 120.13 (Federal funds for food services)
 Wisconsin Administrative Code Sections
 PI 9.03(1) (Student nondiscrimination)
 PI 42 (School breakfast program)
 PL 91-248 (Federal school nutrition programs)
 PL 94-105 (Federal school nutrition programs)
 Federal Laws
 Food and Nutrition Act (as amended)
 Child Nutrition Act of 1966 (as amended)
 USDA Regulations 7CFR Parts 210.220, 245

APPROVED: July 19, 2006

SCHOOL DISTRICT OF SOUTH MILWAUKEE

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INSURANCE MANAGEMENT

Insurance coverage shall be provided in accordance with good business practices. Insurance coverage shall include workers' compensation, unemployment, fire, extended coverage, liability, vandalism, burglary, theft, fidelity, boiler insurance and insurance for school-owned and non-owned vehicles. Insurance for employees or employee groups may include health, dental, and/or life insurances as negotiated.

LEGAL REF: Wisconsin Statutes Sections
 66.0137 (Provision of insurance)
 Chapter 102 (Workers' Compensation)
 Chapter 108 (Unemployment insurance)
 120.10(7) (Transportation vehicle insurance)
 120.12(6) (Insurance on school buildings and grounds)
 120.13(2) (Accident and health care insurance)
 120.53(1) (School bus insurance)

APPROVED: July 19, 2006