



**NOTICE OF THE MEETING OF THE
POLICY COMMITTEE MEETING
SCHOOL DISTRICT OF NEW LONDON
Thursday, December 5, 2024**



PURPOSE:

The purpose of this committee is to develop, evaluate, and make recommendations for the implementation of policy.

RESPONSIBILITIES:

To support and achieve the purposes of the Policy Committee, the following responsibilities will be incorporated into the Committee's activities and functions:

- Review and/or revise policies.
- Stay current in the field of school law.
- Conduct research into best-practices.
- Seek input from affected individuals.
- Develop policy drafts in the district's format consistent with the philosophy, culture and goals of the Board.
- Recommend draft policies for Board consideration and action.

Public notice is hereby given, as required by law, that the meeting of the Policy Committee of the School District of New London will be held at **2:45 p.m. on Thursday, December 5, 2024**, at the District Administration Building, 901 West Washington Street, New London, Wisconsin 54961.

Matters to be taken up and discussed at this meeting are as follows:

A. Public Input

B. Policy/Administrative Guideline review and discussion:

- 672 Purchasing
- 710 Support Services Goals (Section Title)
- 720 Safety Program (Section Title)
- 723.3 Emergency School Closings
- 724 Media Contact During School Emergency
- 730 Building and Grounds Maintenance (Section Title)
- 731.1 Locker Room Privacy
- 731.3 Identification Badges
- 733 Energy Management
- 740 Materials Resource Management (Section Title)
- 742 Use of District-Owned Furniture or Equipment
- 750 Transportation Services Management (Section Title)
- 751 Student Transportation Services
- 751.11 Student Transportation from Licensed Group Daycare Providers
- 751.12 Transportation of Nonpublic School Students
- 751.2 Transportation Safety Program

Notice is hereby given that members of the School Board may be present at this committee meeting. Although this may result in a quorum of the School Board being in attendance and, therefore, constitute a "meeting" of the School Board pursuant to State ex. Rel. Badke v. Greendale Village Board, 173 Wis.2d 553 (1993), the School Board will not take any action at this committee meeting.

- 751.21 Bus Accident—Emergency Procedures
- 751.22 Video Monitoring System on School Buses
- 751.23 Transportation in Unusually Hazardous Areas
- *760 Food Services Management (Section Title)*
- *770 Office Services Management (Section Title)*
- 771 Copies—Request For
- *780 Insurance Management (Section Title)*

C. Establish date and time for next meeting

**SCHOOL DISTRICT OF NEW LONDON
POLICY REVIEW**

Name of Policy	Policy Changes	Admin Guideline Changes
672 Purchasing	Board requested additional review	
<i>710 Support Services Goals (Section Title)</i>		
<i>720 Safety Program (Section Title)</i>		
723.3 Emergency School Closings	Update time of notice of closing and contact person for unsafe conditions	Language clarification
724 Media Contact During School Emergency	No changes	N/A
<i>730 Building and Grounds Maintenance (Section Title)</i>		
731.1 Locker Room Privacy	Update language	No changes
731.3 Identification Badges	No changes	Update language
733 Energy Management	Update job title	Update language
<i>740 Materials Resource Management (Section Title)</i>		
742 Use of District-Owned Furniture or Equipment	No changes	No changes
<i>750 Transportation Services Management (Section Title)</i>		
751 Student Transportation Services	Updated language; delete Exhibit 1 as it is outdated due to technology and process changes	Update language; delete Exhibit 1 as it is outdated due to technology and process changes
751.11 Student Transportation from Licensed Group Daycare Providers	Update language	Delete admin guideline; same as policy
751.12 Transportation of Nonpublic School Students	Update statute	Update statute

751.2 Transportation Safety Program	No changes	Include bus driver cell phone use; update language
751.21 Bus Accident—Emergency Procedures	Add Exhibit 1 - School Bus Accident Flowchart	Delete detailed guidelines and add Exhibit 1 - School Bus Accident Flowchart
751.22 Video Monitoring System on School Buses	No changes	Update language
751.23 Transportation in Unusually Hazardous Areas	No changes	No changes
<i>760 Food Services Management (Section Title)</i>		
<i>770 Office Services Management (Section Title)</i>		
771 Copies—Request For	No changes	Update language; Exhibit 1 - update charge for copies
<i>780 Insurance Management (Section Title)</i>		

SCHOOL DISTRICT OF NEW LONDON

POLICY 672

PURCHASING

It is the desire of the Board of Education that all goods and purchased services are:

1. Suitable for the use intended.
2. Compatible with other products/procedures currently in use.
3. Priced fairly, based on the quality of the product and the cost of the item in use.
4. Provided in quantities and a manner consistent with District needs.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): March 10, 2008

REVIEW DATE(S): October 17, 2024

CROSS-REFERENCE: Administrative Guideline
Exhibit 1, Letter Regarding Competitive Bidding on School
Board Contracts

LEGAL REFERENCE:

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 672 - PURCHASING

- A. All purchase of goods, services, and equipment must be approved by the Director of Business Services and should be on properly executed purchase orders or prior approval.
- B. No responsible vendor will be prevented from doing business with the school system and all vendors having expressed an interest will be given opportunity to present their products and prices.
- C. Written or verbal quotations may be required whenever a specific or comparable product is available from more than one supplier.
- D. Orders for goods and services will be awarded on the basis of the criteria as set forth at the beginning of this policy, with additional consideration given to merchants and vendors within the School District.
- E. The School District of New London forbids employees from accepting anything of value from salespersons who contact them attempting to sell products to the School District of New London.
- F. Regarding purchasing of goods and services from members of the Board of Education, Section 946.13 of the Wisconsin Statutes must be considered.
- G. See letter (Exhibit 1) regarding competitive bidding on School Board contracts.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): March 10, 2008; October 17, 2024

REVIEW DATE(S): October 17, 2024

CROSS-REFERENCE: Policy 672 Purchasing
Exhibit 1, Letter Regarding Competitive Bidding on School Board Contracts

LEGAL REFERENCE:

EMERGENCY SCHOOL CLOSINGS

The Board of Education of the School District of New London recognizes the need to run a student transportation system that is operated **safely**, effectively and efficiently. The welfare and safety of the students is the first and foremost concern of the District. The District will not take risks at the expense of the students' safety. The District transportation system will take all the necessary precautions to assure a safe and healthy transportation system for all the students.

The decision of the District Administrator to close school will be made after reviewing all pertinent information and consulting with all agencies and other district personnel. Every effort to inform parents and staff of an emergency closing will be done through radio and television stations before **6:305:30** a.m. All administrators are to report to their buildings as soon as conditions permit. The Board realizes that when certain dangerous weather conditions exist, it may be difficult for an individual to come to work.

On any winter morning there is a possibility that a district road may be determined by the bus driver to be unsafe for travel. In this situation, the driver will notify the **Transportation Supervisor** ~~school~~ of the students not transported due to road conditions. Under such conditions, students not picked up in the morning might not be delivered home by bus at the end of the school day. This decision will be based upon road conditions at that time.

Students kept at home during inclement weather days by a parent **(s)**/guardian **(s)** will be allowed to make up work. A later starting time, due to weather conditions, may be considered under unusual circumstances. Additional circumstances beyond inclement weather may also include professional development or widespread illness. The school district may determine how many days they may administer instruction via virtual learning time. In the event of a digital power outage, alternative arrangements for instruction will be communicated. Instructional **delivery** designs may apply to the entire school or grade level.

ADOPTION DATE: March 14, 2005

REVISION DATE(S): March 8, 2021

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline
Employee Agreements

WI Department of Public Instruction Virtual Learning
Guidelines for Public Schools

LEGAL REFERENCE: Section 115.01(10) Wisconsin Statutes
 Section 121.02(1)(f) Wisconsin Statutes
 PI 8.01(2)(f) Wisconsin Administrative Code—Hours of
 Instruction, School District Standards

| Update time of notice of closing and contact person for unsafe conditions.

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 723.3 - EMERGENCY SCHOOL CLOSINGS

- A. The decision for closing school will be made by the District Administrator or appointee.
- B. Procedure to follow in closing school:
 - 1. Delay starts:
 - a. Every attempt will be made to make a decision by 5:30 a.m.
 - b. Delayed start will be no longer than two hours.
 - c. Delayed start will be for both buses and school.
 - d. There will be no morning Early Childhood program if there is a delayed start.
 - 2. School canceled:
 - a. Every attempt will be made to make a decision by 5:30 a.m.
 - b. If cancellation follows a delayed start, the decision will be made by 7:30 a.m.
 - c. All after-school activities and team practices ~~will~~ may be canceled.
 - 3. School closed early after a normal start:
 - a. Decision will be made by 10:30 a.m. to 11:00 a.m. for a 12:00 p.m. or later afternoon dismissal.
 - b. If school is dismissed at noon or afterward, there will be no afternoon early childhood.
 - c. All after-school activities and team practices ~~will~~ may be canceled. The Activities Director will handle canceling games and notifying officials.

ADOPTION DATE: March 14, 2005

REVISION DATE(S): March 8, 2021

REVIEW DATE(S):

CROSS-REFERENCE: Policy 723.3 Emergency School Closings
Employee Agreements
Wisconsin Department of Public Instruction Virtual
Learning Time for Public Schools

LEGAL REFERENCE: Section 115.01(10) Wisconsin Statutes
Section 121.02(1)(f) Wisconsin Statutes
PI 8.01(2)(f) Wisconsin Administrative Code
Wisconsin Statutes School District Standards

Language clarification

MEDIA CONTACT DURING SCHOOL EMERGENCY

The School District of New London has developed specific guidelines to be used by their schools if they are contacted by the media during an emergency situation. School officials are expected to assess the safety problem or emergency situation to determine if it is ongoing, if it has passed, or if it is under control. Before dealing with the media, the building administrator is to contact the District Administrator.

1. Ongoing situation:
 - a. In cases where the police are called and they are continuing to investigate a problem situation in the building, or in cases where the situation is still ongoing, members of the media should NOT be allowed to enter the school building in order to photograph the situation or ask questions of the staff members and students.
 - b. Media should be assigned to a specific location outside of the building and across the street. District Administrator or designee should tell the media why they cannot come into the building at that time and provide the media with an approximate time when more information will be available. School staff's responsibility is to cooperate with the police and handle the crisis. Under no circumstances will the staff talk to the media.
2. Situation under control:
 - a. If the situation is under control, the District Administrator or designee will answer questions from the media.
 - b. Media requests to enter the school building after a safety problem or emergency is under control will be made on a case-by-case basis. The District Administrator or designee will make the decision. The School District of New London will limit access to the students, teachers and/or building by the media or press.

ADOPTION DATE: March 10, 1997

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE:

LEGAL REFERENCE:

No changes

LOCKER ROOM PRIVACY

The School District of New London will observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

1. Locker rooms are provided for the use of physical education students, athletes, and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
2. No **cell phones**, cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
3. ~~No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.~~

ADOPTION DATE: June 9, 2008

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

Update language

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 731.1 - LOCKER ROOM PRIVACY

Students and staff violating this policy will be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee will be responsible for enforcing this policy.

Locker room privacy guidelines, with reference to this policy, will be published annually in the student/parent handbook. This policy will be posted in each locker room in the district.

ADOPTION DATE: June 9, 2008

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 731.1 Locker Room Privacy

LEGAL REFERENCE:

No changes

IDENTIFICATION BADGES

The School District of New London recognizes the importance of providing a safe environment for all District students and staff. To promote a safe environment, the District requires all employees, volunteers and visitors to wear a District-issued identification badge.

ADOPTION DATE: January 8, 2007

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 731.3 - IDENTIFICATION BADGES

- A. **Required identification.** Identification badges should be displayed in plain view by all regular employees while carrying out customary employment duties. Any person that is entering a school building, whether employed by the District or just a guest, must sign in at the main office, receive and wear, in an appropriate visible location, a School District identification badge designated for visitors, vendors, volunteers or substitute teachers.
- B. **Issuing identification badges.** The District Office will provide the initial picture identification badge, clip or lanyard to all regular employees, at no cost to the employee. No alterations may be made to the badge. Identification badges will be replaced as necessary due to normal use, to make the photo current or for changes in employment status. ~~Building administrators will collect badges from all staff at the end of the contracted work period or end of the school year, unless circumstances warrant an employee keeping an identification badge for a specific purpose, i.e., summer school employment.~~
- C. **Visitors, Volunteers, Vendors, and/or Substitute Teachers.** All visitors, volunteers, vendors, and/or substitute teachers are required to check-in at the main office of the school building they are entering to obtain a visitor's identification badge. When the visitor, volunteer, vendor, and/or substitute teacher leaves the school building they return the badge to the office. Building administrators will be required to maintain an adequate supply of School District Visitor Badges.
- D. **Lost or Stolen Badges.** In the event the identification badge is lost or stolen, the District will provide and pay for a replacement badge. Each additional identification badge required will be charged to the employee at replacement cost. When an employee badge is lost or stolen, employees must immediately contact their building administrator to request a replacement.

ADOPTION DATE: January 8, 2007

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: 731.3 Identification Badges

LEGAL REFERENCE:

Update language

ENERGY MANAGEMENT

- 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 ensure that energy is used efficiently.
- B. A strong commitment on the part of the 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 of the District. The building principal and building custodians and their supervisors 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, and participation is mandatory for all staff of the School District of New London. The Director of Business and Human Resource Services will implement, direct, monitor, evaluate, and report District energy conservation efforts to the District Administrator who will communicate these efforts to the Board of Education.
- D. The Director of Business and Human Resource Services may temporarily or conditionally modify or adjust operational procedures in order to accommodate specific situations due to safety, health, or performance issues.

ADOPTION DATE: April 12, 2010

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Wis. Stats. Sec. 120.12(5)
Wis. Stats. Sec. 120.13(9)
Wis. Stats. Sec. 66.0133

Update job title

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 733 - ENERGY MANAGEMENT

A. Heating and air conditioning.

1. Classroom thermostats will be set at 68 degrees for heating and 76 degrees for cooling during the occupied times. For unoccupied times, heating will be set at 60 degrees and cooling will not occur
2. Auditorium thermostats will be set at 68 degrees for heating and 74 degrees for cooling during the occupied times. For unoccupied times, heating will be set at 60 degrees and cooling will not occur.
3. Hallways, vestibules, stairwells, mechanical/electrical rooms, elevator equipment rooms, unoccupied storage areas and similar spaces will be adjusted to 62 degrees during the heating season.
4. Locker and shower rooms will be maintained at 70 degrees during the heating season.
5. Operating schedules for the heating, ventilating, and air conditioning 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 the occupied set point. The scheduled shut down time will be set the same as student release time.
 - b. For the cooling season, the equipment will be started 2 to 3 hours before classes start to allow the building to pre-cool.
6. Variable Frequency Drive operation will be enabled for free cooling.
7. Variable Frequency Drive programs will be modified to allow for free cooling for schools with building automation systems.
8. Fresh air minimum requirements will be reviewed and set to state code levels (7.5 CFM/person).
9. HVAC coil cleaning will be scheduled annually to assure the highest operating efficiency.
10. Air conditioning equipment will not run during November through April unless conditions warrant.
11. 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.

12. Windows will be kept closed while the air conditioning or heating systems are in operation.
13. Classroom doors will be kept closed.
14. Ventilation ducts or return grilles will not be obstructed with books, charts, furniture, plants, or any other objects or materials.
15. Outdoor air minimum requirements for the HVAC system for the gyms, auditoriums, and commons will be optimized to the actual occupancy levels of the area.
16. New equipment purchases will be energy efficient models that are Energy Star rated.
17. The use of portable electric heaters or any other auxiliary heating devices will not be permitted.
18. Employees and students are encouraged to wear appropriate clothing during the heating season and cooling season.
19. The Director of Business Services ~~and Human Resource Services~~ and/or the Maintenance ~~Mechanics Department~~ may adjust set points to provide the best overall performance of the HVAC system.

B. 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 projects.

C. Food Service:

1. Run time of ovens, stoves, and fryers will be kept at the minimum levels.
2. Exhaust fans will run only when ~~absolutely necessary~~ the kitchen is occupied.

3. Energy saving devices and/or practices will be identified.
 4. Equipment will be energy efficient models and natural gas if possible.
- D. Computers/office machines:
1. Copiers, laminating machines, calculators, and other office machines will be turned off at the end of the day.
 2. Computers, monitors, printers, and other peripheral equipment will be turned off at the end of the day or when not in use for long periods of time during the day.
 3. Computers will be energy efficient models.
 4. ~~Designated computers will be turned off at 5:00 p.m. and turned back on at 6:00 a.m.~~ NewLine Boards will be turned off when not in use.
- E. Building improvements:
1. Building air leaks will be identified and sealed with caulking, energy efficient seals, and/or insulation.
 2. The District Administrator ~~and Business Office~~ will be responsible for the development and implementation of long-range projects. ~~Projects are reviewed by the Facilities Committee.~~
- F. Other:
1. The domestic hot water temperature set point will be no higher than 115 degrees except for food service.
 2. The use of personal appliances such as electric coffee makers, microwaves, refrigerators, toaster ovens, pizza makers, and/or other cooking or refrigeration appliances will not be allowed without prior approval of the Building Administrator. 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. Requests 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 Business ~~and Human Resource~~ Services at which time he/she will investigate the complaint or request for exemption.
 4. The Director of Business ~~and Human Resource~~ Services and/or Maintenance ~~Mechanics Department~~ 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 ~~and Human Resource~~ Services will have the authority to purchase natural gas on the future market in collaboration with the District Administrator.

G. Education:

1. Staff and students will be provided ongoing education on energy saving measures ~~through the Director of Business and Human Resource Services~~.
2. Every staff person will be expected to contribute to energy efficiency in the District.

ADOPTION DATE: April 12, 2010

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 733 Energy Management

LEGAL REFERENCE: Wis. Stats. Sec. 120.12(5)
Wis. Stats. Sec. 120.13(9)
Wis. Stats. Sec. 66.0133

Update language

USE OF DISTRICT-OWNED FURNITURE OR EQUIPMENT

Audiovisual, computer hardware, or other technology equipment will **not** be made available beyond school use.

Special education equipment will **not** be made available beyond school use.

Other district-owned furniture and equipment is typically **not** loaned to or rented by district staff, district residents, and organizations located in the district for non-school purposes. Permission to use furniture or equipment under this policy may be granted on a case-by-case basis with approval only if such use does not interfere with the educational program.

To avoid incurring additional potential liability, athletic equipment including uniforms, other apparel, and safety equipment, will **not** be made available for use except to student athletes participating in school-sponsored athletic activities during the regular school year.

ADOPTION DATE: December 12, 2005

REVISION DATE(S): March 9, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline
Exhibit 1, Use of District-Owned Furniture or Equipment
Request Form
Exhibit 2, Return of Property Receipt

LEGAL REFERENCE: Section 120.13(17) Wisconsin Statutes

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 742 - USE OF DISTRICT-OWNED FURNITURE OR EQUIPMENT

- A. Individuals and organizations requesting to use district-owned furniture or equipment must complete a "Use of District-Owned Furniture or Equipment Request Form" (Exhibit 1) and submit to the District Administrator or designee.
- B. Upon return of furniture or equipment, a "Return of Property Receipt" (Exhibit 2) will be completed.
- C. Individuals and organizations borrowing or renting furniture or other equipment must be instructed in the use of equipment permitted by this policy.
- D. Users will be responsible for the safe return of all furniture and equipment. If furniture or equipment is lost or damaged during the time it is under the user's care, the user must pay replacement or repair costs to the satisfaction of the District Administrator or designee.
- E. If school personnel are required to facilitate transportation or set-up of the furniture or equipment, actual costs will be charged to the group.

ADOPTION DATE: December 12, 2005

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 742 Use of District-Owned Furniture or Equipment
Exhibit 1, Use of District-Owned Furniture or Equipment
Request Form
Exhibit 2, Return of Property Receipt

LEGAL REFERENCE: Section 120.13(17) Wisconsin Statutes

No changes

SCHOOL DISTRICT OF NEW LONDON
USE OF DISTRICT-OWNED FURNITURE OR EQUIPMENT REQUEST FORM

Date: _____

Name of borrower/renter: _____ Phone Number: _____

Address: _____

Furniture/equipment requested: _____

Time period furniture/equipment will be used for non-school purposes: _____

- I agree to be responsible for the proper use and safe return of the furniture or equipment borrowed/rented from the School District of New London.
- I agree to indemnify, save, and hold free and harmless, the School District of New London, its officers, agents, and employees from and against all claims, demands, loss, liability, cost or expense of any kind of nature whatsoever which the school district or its officers, agents, or employees, or any of them may sustain or incur, or that may be imposed upon any of them, or injury to or death of persons or damages to property arising out of connected with, or attributable to the rental and use of school district furniture or equipment as provided herein.
- I understand that if the furniture or equipment is lost or damaged during the time it is under my care, I must pay replacement or repair costs to the satisfaction of the District Administrator or designee.

Dated: _____

Signature

(To be completed by school personnel)

Request is: ☐ Approved ☐ Denied

Items borrowed/rented (include a description and serial numbers): _____

Date and time furniture/equipment may be picked up: _____

Date and time furniture/equipment must be returned: _____

Rental fee:

☐ Amount: _____

Rental fee received on: _____

☐ Waived: _____

Dated: _____

Signature of District Administrator or
Designee (include designee's position title)

SCHOOL DISTRICT OF NEW LONDON
RETURN OF PROPERTY RECEIPT

Name of borrower/renter: _____ Phone Number: _____

Address: _____

Original request form is attached which indicates items borrowed/rented.

☐ All of the listed items have been returned.

☐ All of the listed items have been returned in good condition.

☐ The following items were not returned in good condition: _____

- The borrower/renter will be charged \$ _____ for required replacement or repair costs.

☐ The items listed have been returned, with the exception of the following: _____

- The borrower/renter will be charged \$ _____ for required replacement or repair costs.

Dated: _____

Signature of Borrower/Renter

Dated: _____

Signature of District Administrator or
Designee (include designee's position title)

Receipt of replacement/repair fee:

☐ Amount: _____

Fee received on: _____

STUDENT TRANSPORTATION SERVICES

Students will be transported in a safe and efficient manner. Students will be provided transportation as provided by law. The purpose of the District's Transportation Services is to provide a safe and economical way for students to be transported between home and school. District policies and procedures are designed to provide for a reasonable sharing between students, parents/guardians, and the district for these transportation responsibilities.

The transportation of students will be administered uniformly and consistently throughout the district and in accordance with state and federal law.

The responsibility for coordinating and directing all bus schedules and routes is delegated to the Transportation Supervisor. In directing the bus services, the Transportation Supervisor will make decisions that keep the safety of the student as its top priority while balancing those concerns with providing an efficient and economical routing plan.

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline
Exhibit 1, Transportation Timeline
Policy 751.22 Video Monitoring System on School Buses
Policy 751.23 Transportation in Unusually Hazardous Areas

LEGAL REFERENCE: Section 115.787(2)(c) Wisconsin Statutes
Section 118.51(14) Wisconsin Statutes
Section 120.13(27m) Wisconsin Statutes
Section 121.51-121.56 Wisconsin Statutes
TRANS 300, Wisconsin Administrative Code
PI 7
McKinney-Vento Homeless Assistance Act

Update language. Delete Exhibit 1 as it is outdated due to technology and process changes.

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 751 - STUDENT TRANSPORTATION SERVICES

- ~~A.~~ All students in grades 4-K through 12 will only be transported if they live 2 or more miles from school or reside in a designated Hazardous Transportation Area.
- ~~B.~~ In city grades 4-K through 12 living in a designated Hazardous Transportation Area will be transported.
- ~~C.~~A. Students from grades 4-K through 4 living outside of the city limits may be requested to walk a distance of ¼ mile to and from the school bus stop.
- ~~D.~~B. Students from grades 5-12 may be requested to walk up to ½ mile to and from the school bus stop.
- ~~E.~~C. A parent or responsible person must be present at the bus drop-off/pick-up location to assist with the transfer of 4-K, Kindergarten, and special ed students who have transportation as a result of an IEP.
- ~~F.~~D. Students with disabilities will be transported as required by their Individualized Educational Plan (IEP) and consistent with legal requirements.
- ~~G.~~E. The District will provide transportation for students attending private schools in accordance with state law.
- ~~H.~~F. Public school open enrolled students will not be transported except as required by law or authorized by Board policy.
- ~~I.~~G. The district's responsibility for individual students begins at the pick-up point and ends at the designated drop-off point.
- ~~J.~~H. Routes and schedules.
1. The Transportation Supervisor will ~~conduct create~~ studies of bus routes that ~~to provide~~ safe and economical routes that will ~~get transport~~ all eligible riders to school and back. In general, the length of time students would be required to ride on the bus, proximity of bus stops to students' residences, safe practice in bus operation, school schedules and other factors ensuring safety and reasonableness of operation will be considered in determining the routing of each bus and the location of pick-up and discharge points.
 2. It is the responsibility of the Transportation Supervisor to determine pick-up/drop-off points.
 - a. Safety and economics of operation will be considered in determining pick-up/drop-off points. Distances will be measured

from the intersection of the student's driveway/mailbox to the pick-up/drop-off point.

- b. Except in cases of emergencies, the bus driver will pick-up/drop-off students only at designated stops.
 - c. Where students' homes are located in near proximity, a central stop area **will-may** be designated for all students involved. Safety will be the prime factor in choosing the central pick-up spot.
 - d. Safe and adequate turnaround for the bus, as well as complete and timely snow removal, will be conditions of pick-ups on dead end lanes, roads, or cul-de-sacs. Safety and economics of operations may dictate pick-up/drop-off points that exceed these general guidelines. There can be no guarantee that students will be picked up at their requested pick-up and drop-off point. Such drop-offs/pick-ups must be examined and approved individually by the Transportation Supervisor. Note: 4-K and 5-K students who have older siblings, or older neighborhood children transported from that area, are expected to walk to the drop-off/pick-up point with the older children.
3. Students are expected to be at the bus stop **5 minutes** prior to the designated pick-up time. Busses are expected to stop at all pick-up points unless notified of a non-stop pick-up that day. The driver is expected to look for students as he/she approaches the stop. If students are occasionally late, parents/guardians will be notified and informed that the bus is not obligated to wait.
4. Students may only be picked-up/dropped-off at their designated pick-up/drop-off point, except as outlined below:
- a. Approval for transportation to a childcare provider must meet the following criteria:
 - i. The parent/guardian must make all requests, in writing, to the Transportation Supervisor prior to the first day of school. All requests must include the address and telephone number of the parent/guardian; the name, address and phone number of the childcare provider; the name(s) of the students involved; and, a general statement agreeing to the terms for transportation to and from childcare providers.
 - ii. There will be no additional cost to the district.
 - iii. There will be no modification or change in any route to accommodate the request.

- iv. A change of bus assignment will be allowed only if seating is available on the bus.
 - v. It is the expectation that parents provide one consistent drop off and one consistent pick up. The child may have a different pick-up point from the drop-off point if the change is on a daily basis for a full year. NOTE: Only two changes of childcare provider will be accepted during any one school year, except when there are extenuating circumstances, and then only with special approval by the Transportation Supervisor. Each change will require filing a new request with the Transportation Supervisor.
 - vi. The parent/guardian must make all necessary arrangements with the childcare provider. Request for transportation to and/or from childcare provider must be renewed each school year. Families abusing the conditions of approved adjustments may forfeit the privilege for the rest of the school year.
- b. A parent/guardian may request that a student be picked-up/dropped-off at a location other than the student's designated stop. Such requests must follow this procedure:
- i. The parent/guardian must make the request by ~~note or~~ phone to the ~~building principal/designee or~~ Transportation Supervisor.
 - ii. ~~A bus pass, signed by the principal/designee giving permission for the change, is issued to the student for presentation to the bus driver.~~
5. If it is necessary to change a bus route during the year, the Transportation Supervisor will notify the district and ~~parent(s)/guardian(s) in writing by phone~~ in advance of the change if the change will:
- a. Change the pick-up or drop-off point of the student.
 - b. Change the pick-up or drop-off time significantly.
 - c. Make any other changes that might result in a student missing the bus if he/she didn't know about it.

~~K.I.~~ The responsibility for students using school busses rests with the parents/guardians until the students actually board the bus for school and after the students get off the bus on a return trip. ~~There will be no guarantee that students will be picked-up/dropped-off at their designated pick-up and drop-off point.~~

~~L.J.~~ Appeals regarding transportation will be made as follows:

1. Step 1: Verbal appeal to the Transportation Supervisor.
2. Step 2: If not satisfied with the decision of the Transportation Supervisor, or if appeal is denied, a written appeal can be made to the Director of Business ~~and Human Resource~~ Services. The Director of Business ~~and Human Resource~~ Services will respond in writing within ten working days.
3. Step 3: If not satisfied with the decision in Step 2, or if appeal is denied, a written appeal can be made to the District Administrator. The District Administrator will respond in writing within ten working days.
4. If not satisfied with the decision of the District Administrator, or if appeal is denied, a written appeal can be made to the Board of Education within five working days. Decisions of the Board are final.

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 751 Student Transportation Services
~~Exhibit 1 Transportation Timeline~~
Policy 751.22 Video Monitoring System on School Buses
Policy 751.23 Transportation in Unusually Hazardous Areas

LEGAL REFERENCE: Section 115.787(2)(c) Wisconsin Statutes
Section 118.51(14) Wisconsin Statutes
Section 120.13(27m) Wisconsin Statutes
Section 121.51-121.56 Wisconsin Statutes
TRANS 300, Wisconsin Administrative Code
PI 7
McKinney-Vento Homeless Assistance Act

~~Update language~~

SCHOOL DISTRICT OF NEW LONDON
TRANSPORTATION TIMELINES

Sep-Nov	Review and revise transportation policies to assure they are accurate and legally compliant
Nov-Jan	Consider bus route modifications and adjustments in compliance with district policy
Feb	Confirm decisions with Board of Education
Feb	Televised decision
Mar	Send individualized letters to families that will experience significant changes in their previously established routes
Mar-Apr	Work with families to rectify any safety concerns. Work to achieve greatest efficiency in routes without sacrificing safety
Mar-Aug	Work with City and other sources to create safe walking routes to schools
May-Aug	Advertise changes and rationale on website and media outlets
Mid-Aug	Send cards to families with initial route, time, and drop-off/pick-up spots. Include information regarding on-line access. Inform that this is preliminary information subject to changes—late parent registrations, family transportation requests
End-Aug	Transportation Department representative will be present at each elementary and IS/MS open houses to field questions, take in change requests, and resolve data conflicts
Within Week Prior to Start of School	Conduct dry run bus routes

Delete as it is outdated due to technology and process changes. Covered in Administrative Guideline.

**STUDENT TRANSPORTATION FROM
LICENSED GROUP DAYCARE PROVIDERS**

- A. The School District of New London recognizes a community need to provide transportation services to resident students attending a licensed group daycare located within the school district boundaries. A licensed group daycare is certified by the State of Wisconsin to provide care for more than nine children.
- B. The District will meet that need by providing bus transportation from the licensed group daycare facility to the elementary school or schools located near the facility as determined by the district at no cost.
- ~~C. A licensed group daycare may request, in writing, additional transportation from the district designated school in the attendance area of the daycare, to the district designated school in the attendance area of the parent(s) residence. This written request must be made to the District Administrator each year by June 1 prior to the start of school.~~
- ~~D. A request will only be approved if a regular existing route can accommodate the transfer. A regular route may be modified, however, no additional bus routes will be created to accommodate such transfer. A determination of bus transportation availability will be made by July 1.~~
- ~~E. A fee, established annually by the Board, will be charged to offset additional transportation costs.~~

ADOPTION DATE: July 14, 2008

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 121.54 Wisconsin Statutes
Section 121.545 Wisconsin Statutes
Section 121.56 Wisconsin Statutes

Update language

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 751.11—STUDENT TRANSPORTATION FROM LICENSED GROUP DAYCARE PROVIDERS

- A.——The School District of New London recognizes a community need to provide transportation services to resident students attending a licensed group daycare located within the school district boundaries. A licensed group daycare is certified by the State of Wisconsin to provide care for more than nine children.
- B.——The District will meet that need by providing bus transportation from the licensed group daycare facility to the elementary school or schools located near the facility as determined by the district at no cost.
- C.——A licensed group daycare may request, in writing, additional transportation from the district designated school in the attendance area of the daycare, to the district designated school in the attendance area of the parent(s) residence. This written request must be made to the District Administrator each year by June 1 prior to the start of school.
- D.——A request will only be approved if a regular existing route can accommodate the transfer. A regular route may be modified, however, no additional bus routes will be created to accommodate such transfer. A determination of bus transportation availability will be made by July 1.
- E.——A fee, established annually by the Board, will be charged to offset additional transportation costs.

ADOPTION DATE:—— July 14, 2008

REVISION DATE(S):——

REVIEW DATE(S):——

CROSS-REFERENCE:—— Policy 751.11 Student Transportation From Licensed Group Daycare Providers

LEGAL REFERENCE:—— Section 121.54 Wisconsin Statutes
—— Section 121.545 Wisconsin Statutes
—— Section 121.56 Wisconsin Statutes

Delete

SCHOOL DISTRICT OF NEW LONDON

POLICY 751.12

TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

The school board will provide transportation to nonpublic school students in accordance with state law and established procedures.

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 121.54(2), Wisconsin Statutes
Section 121.54⁵, Wisconsin Statutes
Section 121.55, Wisconsin Statutes

Update statute

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE

751.12 - TRANSPORTATION OF NONPUBLIC SCHOOL STUDENTS

Nonpublic school students will be provided with transportation to and from school consistent with the policies and procedures controlling the bussing of public school students.

The district does not provide extracurricular transportation to nonpublic school students except in instances where those students are riding with public school students on the same trip.

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: 751.12 Transportation of Nonpublic School Students

LEGAL REFERENCE: Section 121.54(2), Wisconsin Statutes
Section 121.54⁵, Wisconsin Statutes
Section 121.55, Wisconsin Statutes

Update statute

SCHOOL DISTRICT OF NEW LONDON

POLICY 751.2

TRANSPORTATION SAFETY PROGRAM

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

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 121.52(1), Wisconsin Statutes
Section 121.54(9), Wisconsin Statutes

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 751.2 - TRANSPORTATION SAFETY PROGRAM

- A. Student riders will be made aware of procedures to follow in emergency situations.
- B. All vehicles used to transport children will be maintained in such condition so as to provide safe and efficient transportation service with a minimum of delays and disruption of such service due to mechanical or equipment failure.
- C. Whenever employees are traveling on school district business, they are required to use seatbelts/shoulder straps, when such are available in the vehicle, regardless of whether the vehicle is district owned or privately owned.
- C.D. Drivers are prohibited from using a cell phone while operating a moving school-owned vehicle, except in the case of an emergency.
- D.E. Two safety drills, including the use of the emergency door of the bus will be conducted. The first drill will be conducted no later than October 31, and the second drill will be conducted no later than April 30, on each bus on each bus route. Drivers will be familiar with proper procedures in case of a tornado emergency, and will make students aware of those procedures as part of the safety drill. The Transportation Supervisor will notify all busses when severe weather warnings are issued.
- E.F. Suspension of operations and/or route alterations:
 - 1. The District Administrator will decide (with possible counsel and advice of other school, city, and county officials) when road conditions warrant suspension of bus service present safety concerns. The District Administrator or designee will then inform pupils and the parent(s)/guardian(s) by radio and television announcements by established procedures or other means to the fact that the buses will not be operating that day or that school will be dismissed early.
 - 2. Road conditions or mechanical difficulties may cause delay and/or temporary alteration of regular routes. The driver is expected to contact the Transportation Supervisor concerning such changes as soon as it is possible.

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 751.2 Transportation Safety Program

LEGAL REFERENCE: Section 121.52(1), Wisconsin Statutes
Section 121.54(9), Wisconsin Statutes

Include bus driver cell phone use; update language

SCHOOL DISTRICT OF NEW LONDON

POLICY 751.21

BUS ACCIDENT—EMERGENCY PROCEDURES

The School District of New London will follow the procedures per Administrative Guideline in the event of a bus accident.

ADOPTION DATE: March 8, 2004

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline
Exhibit 1 - School Bus Accident Procedures Flowchart
Policy 724, Media Contact During School Emergency

LEGAL REFERENCE:

Add exhibit

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 751.21 - BUS ACCIDENT—EMERGENCY PROCEDURES

A School Bus Accident Procedures flowchart has been developed in the case of a bus accident/incident.

A. — BUS DRIVER

1. — Report the accident to Transportation Supervisor or call 911 if unable to contact the Transportation Supervisor or District Office.
 - a. — Give all pertinent information.
 - b. — Report whether an ambulance is needed.
2. — Remove passengers to a safe location, at least 100 ft. from the side of the roadway, if safety conditions warrant their removal.
3. — Survey all passengers regarding possible injuries and administer critical First Aid.
4. — Make a list of all passengers and possible injuries and radio that information to the District Office if radio communication is possible.
5. — Insure that no passengers leave the bus or the scene until transported by ambulance, if necessary, or released by one of the following: Transportation Supervisor, Director of Business Services, District Administrator, or law enforcement.
6. — Provide law enforcement at location with all information as requested.
7. — Get name, address, phone number, and insurance information if another vehicle is involved.
8. — Assist Transportation Supervisor or law enforcement as directed.
9. — Make no statements to the media or bystanders; refer to District Administrator.
 - a. — Give information to investigating officers and school officials **only**.
10. — Complete accident report as soon as applicable.

~~B. — TRANSPORTATION SUPERVISOR~~

- ~~1. — Receive the emergency call from bus driver and write down all accident information.~~
- ~~2. — Call 911 to report the accident.~~
 - ~~a. — Give location of accident and all known information regarding possible injuries.~~
- ~~3. — Notify the Director of Business Services.~~
- ~~4. — Assist bus driver in completing the accident report as soon as possible and forward to Director of Business Services.~~
- ~~5. — Make no statements to the media or bystanders; refer to District Administrator.~~

~~C. — DIRECTOR OF BUSINESS SERVICES OR DESIGNEE~~

- ~~1. — Notify the District Administrator about the accident and continue to inform as new information becomes available.~~
- ~~2. — Obtain the names of students on the bus from the bus route files.~~
- ~~3. — Obtain a list of injuries as soon as available.~~
- ~~4. — Provide another bus and driver, if needed.~~
- ~~5. — Appoint staff to contact parents and, as the information is available, inform them:~~
 - ~~a. — That their child is uninjured or injured, and to what extent.~~
 - ~~b. — Of the medical facility to which student has been taken.~~
 - ~~c. — To contact the hospital.~~
- ~~6. — Contact the insurance carrier.~~

~~D. — DISTRICT ADMINISTRATOR~~

- ~~1. — Notify the principal(s) about the accident.~~
- ~~2. — Inform Board members about the accident prior to making any statements to the media if time permits.~~
- ~~3. — Prepare an appropriate media or public relations statement.~~

- ~~4. Receive any calls from the media regarding the accident. See Policy/Procedure 724, Media Contact During School Emergency.~~
- ~~5. If District Administrator is unavailable, the above will be the responsibility of the Director of Business Services.~~

~~E. PRINCIPAL~~

- ~~1. In the event of a serious injury or fatality, the principal or designee will go to the accident site and to the hospital.~~
- ~~2. Make no statements to the media; refer media calls to District Administrator.~~
- ~~3. Determine in consultation with the Director of Pupil Services the involvement of the Crisis Team.~~
- ~~4. Inform staff.~~

ADOPTION DATE: March 8, 2004

REVISION DATE(S): March 14, 2005

REVIEW DATE(S):

CROSS-REFERENCE: Policy 751.21 Bus Accident - Emergency Procedures
Exhibit 1 - School Bus Accident Procedures Flowchart

Policy 724 Media Contact During School Emergency

LEGAL REFERENCE:

Delete detailed guidelines and refer to Exhibit 1 – School Bus Accident Procedures Flowchart

Bus Driver Procedures

Radio Bus Garage and initial notification

Driver checks for injuries and damage.

“Remain calm. Help is on the way.”

Secure vehicle and re-check passengers

Remain on the bus unless evacuation is necessary

Determine students on the bus from roster

Police and Emergency Personnel have jurisdiction

Students may not leave scene without law enforcement approval

Do not provide statements to media or bystanders

School Bus Accident Procedures

Bus Garage Procedures

Notify Police, and if necessary, emergency personnel

Notify Director of Business Services

Notify Transportation Supervisor

Notify Parents

Supervisor or designee proceeds to scene

Do not provide statements to media or bystanders

District Office Procedures

Notify District Administrator

Notify District Office staff and print bus roster

Notify principals

Notify parents if bus garage cannot

Notify insurance

Verify Communication Plan.
Only DA and/or designee can speak to media



Notes

Other drivers please limit radio contact.
Other drivers may pick up other students not picked up yet if directed.
Do not touch video camera.
Have spare roster sleeved in bus garage.
Driver meets with Joe Marquardt within 24 hours.
Please ask any passengers to not live stream any videos with phones.
Do not provide any statements to media.

Bus Garage: 920-982-8543
District Office: 920-982-8530
Joe Marquardt: 262-949-0249
Marc Marsh: 920-915-4782
High School: 920-982-8420
IS/MS: 920-982-8532
Parkview: 920-982-8538
Lincoln: 920-982-8540
Readfield: 920-250-6590
Sugar Bush: 715-752-4135
Josh Fischer: 920-585-5115
Scott Bleck: 920-407-2003
Tara Marsh: 920-915-7159

SCHOOL DISTRICT OF NEW LONDON

POLICY 751.22

VIDEO MONITORING SYSTEM ON SCHOOL BUSES

The School District of New London approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the bus driver to focus on the driving of the bus and providing for safer transportation of students. All monitoring devices will be installed in accordance with all applicable state and federal regulations.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): March 14, 2005; December 20, 2010; May 11, 2015

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline

LEGAL REFERENCE: Section 118.125 Wisconsin Statutes
Section 118.13 Wisconsin Statutes
Section 120.13(1) Wisconsin Statutes
Section 121.52(2) Wisconsin Statutes

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 751.22 - VIDEO MONITORING SYSTEM ON SCHOOL BUSES

- A. Parents/guardians will be notified once a year that video cameras are being used on the buses, and a sign will be placed at the front of each bus indicating that video cameras may be present. Such notification ~~will be~~ is included with distribution of individual bus route information sent to each bus rider in the Student/Parent Handbook.
- B. Only the ~~building principals, bus drivers, deans, directors,~~ District Administrator, ~~directors,~~ and Transportation Supervisor ("Authorized Personnel") will be authorized to view the digital recording for the purpose of documenting a problem and determining which student(s) may be involved. School bus drivers and building principals may be allowed to view the recording for training purposes or as requested by Authorized Personnel.
- ~~B. 1. Student disciplinary action may be taken based on video documentation in accordance with School Board policies. Where consent is obtained from all parties (or, alternatively, the District is able to digitally alter the digital recording to hide the identity of other students involved in an incident), the isolated segment of the digital recording that documents the incident may be viewed by the identified student(s) and/or his/her parent(s)/guardian(s) provided the Director of Business & HR Services or District Administrator approve. Authorized Personnel shall view the digital recording with the student(s) and/or his/her parent(s)/guardian(s) and document the date and names of all individuals viewing the digital recording. A copy of such documentation will be kept on file by the Transportation Supervisor and sent to the District Administrator at the end of each school year.~~
- C. The digital recording will not be available for viewing by the public in general, the media, or other individuals. The District Administrator or designee may authorize the individuals such as a school counselor or school psychologist to view segments of a specific digital recording if such individuals are working with the student(s) because of a behavioral, emotional, or learning problem and viewing the digital recording is beneficial to their role in assisting the student(s). A log will be kept of the date and names of the individuals viewing the digital recording. A copy of such documentation will be kept on file by the Transportation Supervisor and sent to the District Administrator at the end of each school year.
- D. Any release for reuse of any digital recording must be pre-authorized by the District Administrator. The district may release a digital recording if requested in writing by law enforcement or the district's liability insurance carrier.
- E. Digital recordings shall be retained by the District for a period of 30 days when practical.

ADOPTION DATE: May 8, 2000

REVISION DATE(S): March 14, 2005; December 20, 2010; May 11, 2015

REVIEW DATE(S):

CROSS-REFERENCE: Policy 251.22 Video Monitoring System on School Buses

LEGAL REFERENCE: Section 118.125 Wisconsin Statutes
Section 118.13 Wisconsin Statutes
Section 120.13(1) Wisconsin Statutes
Section 121.52(2) Wisconsin Statutes

Update language

SCHOOL DISTRICT OF NEW LONDON

POLICY 751.23

TRANSPORTATION IN UNUSUALLY HAZARDOUS AREAS

Students who are required to walk along a state or federal highway because no alternate route is available, may be transported by school vehicle.

Students who live less than 2 miles from their school and who must walk along areas determined unusually hazardous under provisions of the state statutes may be served by district transportation.

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline
Policy 751 Student Transportation Services

LEGAL REFERENCE: Section 121.54(9), Wisconsin Statutes

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE

751.23 - TRANSPORTATION IN UNUSUALLY HAZARDOUS AREAS

An area may be declared unusually hazardous if one or more of the following conditions are present during the times children walk to and from school:

1. There has been a significant change in the area within the last 6 months to warrant consideration as a hazardous area.
2. There is an excessive traffic rate during the times children walk to or from school along a road or highway on which the student must walk without benefit of:
 - a. A regular sidewalk on at least one side of the street.
 - b. At least 3.5 feet of walking space outside a curbed roadway on both sides of the roadway; or
 - c. At least 5 feet of shoulder on each side of the road on a two-lane or four-lane road.
3. There is an excessive traffic rate during the time children are going to and from school through the crosswalk at an uncontrolled intersection, when the crossing exceeds 40 feet in width.
4. There is a unique traffic situation demanding extra consideration such as peak traffic hours due to industrial work shift changes or heavy truck traffic.
5. Railroad crossings, where moving trains as well as trains stopped at crossings present hazards to young people.

ADOPTION DATE: February 13, 2012

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 751.23 Transportation in Unusually Hazardous Areas
Policy 751 Student Transportation Services

LEGAL REFERENCE: Section 121.54(9), Wisconsin Statutes

No changes

COPIES – REQUEST FOR

The District Administrator shall establish procedures to insure requests of employees and citizens for copies of materials reproduced on an office copy machine and fulfilled on a timely basis as permitted by statute. The District will be compensated appropriately for time and materials for providing this service.

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Administrative Guideline
Exhibit 1, Request for Copies

LEGAL REFERENCE:

No changes

SCHOOL DISTRICT OF NEW LONDON

ADMINISTRATIVE GUIDELINE 771 - COPIES – REQUEST FOR

Requests for copies of records or contents of files or other qualified material will be met in a timely fashion (within the constraints of state or federal statutes and guidelines). The District is to be reimbursed for this service at a rate of \$0.250 per copy.

A copy is defined as the reproduction on one side of one piece of paper. Reproduction of information on both the front and back of a piece of paper will be considered as two (2) copies for the purpose of determining the cost of the service. The amount per copy charged to each citizen requesting public information will be determined yearly.

Requests for copies should be made using the Request for Copies form (Exhibit 1). This form will serve as a record of payment. Payment for this service is due at the time the copies are provided. Money collected for this service shall be receipted and sent to the District Business Office for deposit in the General Fund.

~~Request of student transcripts will be provided at the District's expense. Copies of student's records will be provided without charge to schools enrolling students who have transferred from the District.~~

ADOPTION DATE: May 8, 2000

REVISION DATE(S):

REVIEW DATE(S):

CROSS-REFERENCE: Policy 771 Copies - Request For
Exhibit 1, Request for Copies

LEGAL REFERENCE:

Update language

SCHOOL DISTRICT OF NEW LONDON
REQUEST FOR COPIES

NAME _____
:

DATE: _____

MATERIALS TO BE COPIED: _____

PLEASE NOTE: A copy is defined as the reproduction on one side of one piece of paper. Reproduction of information on both the front and back of a piece of paper will be considered as two (2) copies for the purpose of determining the cost of the service.

Number of copies:

x \$.205

Amount due to School District of New London:

Date Paid: _____

Authorization

Update charges