

Policy Manual Index Series 700 – Support Services

Policy

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SUPPORT SERVICE GOALS

Support services are essential to the successful function of the Pecatonica Area School District. Management of auxiliary operations is therefore an important responsibility of the District Administrator. Education is the District's central function and all support services shall be provided, guided and evaluated based on the commitment to education.

In order to provide support services that are truly supportive of the educational program, the Board establishes these broad goals:

1. To provide a physical environment for teaching and learning that is safe, healthy, and pleasant for students, staff, and public.
2. To provide safe transportation for students to and from school, and when participating in school sponsored activities.
3. To provide healthy and nutritious meals for students, staff, and guests.
4. To provide support services, resources and assistance in response to needs of the educational program in the most timely, complete and appropriate manner.

LEGAL REF.: 120.12 Wisconsin Statutes 121.02(1)(i)
121.51
121.28

CROSS REF.: 720 - School Safety Plan
751 - Student Transportation Services
760 - Food Safety Plan
School Crisis Plan

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REVISED: March 18, 2013

SCHOOL SAFETY PROGRAM

The Board has, as one of its primary concerns, the safety, health, and physical well being of students and employees of the District. To meet this concern, a school safety program shall be developed and implemented in the District. The safety program shall be designed to:

1. Provide a safe and healthy school and work environment for students and employees;
2. Protect the safety of students, employees, and other persons present on District property and at school- sponsored events to the extent reasonably possible;
3. Comply with applicable health and safety codes and regulations;
4. Minimize mechanical hazards and unsafe conditions in school facilities and on school grounds so as to prevent accidents;
5. Inform students and employees of acceptable procedures and practices;
6. Develop an attitude of safety-mindedness among students that will endure through their school experience and extend into their adult lives;
7. Develop an attitude of safety-mindedness among staff that will help ensure a safe and healthy school and work environment, appropriate safety instruction, and enforcement of safe practices among students.

The Building Principals in each building shall be responsible to coordinate all activities related to the safety program. Principals shall be responsible for supervising the safety program in their assigned buildings and for keeping the staff members informed of pertinent state and local regulations and recommendations relating to safety in the schools.

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

LEGAL REF.: 101.055 Wisconsin Statutes
 101.11
 118.07
 120.12(1) & (5)
 120.13
 121.02(1)(i)

CROSS REF.: 353.1 - School Volunteers
411.1 - Bullying
443 - Student Conduct
443.2 - Student Conduct on the School Bus
443.3 - Tobacco Use by Students
443.4 - Student Alcohol and Drug Use
455.2 - Student Motor Vehicle Use
447.1 - Corporal Punishment/Use of Physical Force by Staff
447.3 - Student Suspensions and Expulsions
453.1 - Emergency Nursing Services
453.3 - Communicable Diseases ~~Control~~
458 - School Wellness
512 - Employee Harassment
533 - Professional Staff Recruiting/Hiring
723.3 - Emergency School Closing
District Safety Plan
District Exposure Control Plan

APPROVED: January 19, 1987

REVISED: March 18, 2013
May 16, 2022

ACCIDENT REPORTS

Accident reporting supports the safe and efficient operation of the District as well as the protection of students and employees. Therefore, any accident occurring on school premises or during a school-sponsored activity shall be promptly reported to the building principal. All building principals will submit accident reports to the District Office within 24 hours of making the report. Accidents of a serious nature will be reported immediately verbally.

All accidents involving vehicles transporting students shall be reported to the District Administrator or designee at the time of the accident.

All accidents involving District vehicles used by District employees shall be reported to the appropriate building principal, who, in turn, will complete the accident report and submit it to the District Office within 24 hours.

LEGAL REF.: 118.07 Wisconsin Statutes
 118.125
 121.02(1)(g) & (i)
 146.81 - 146.84
 PI 8.01(2)(i) Wisconsin Administrative Code

CROSS REF.: 347 - Student Records
 347 Rule - Procedures for Maintenance and Confidentiality of Student Records
 453.1 - Emergency Nursing Services
 526 - Personnel Records
 720 - School Safety Program

APPROVED: January 19, 1987

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 May 16, 2022

EMERGENCY SCHOOL CLOSING

The District Administrator, or designee, shall be responsible for closing school for the entire day, delaying the start of school or dismissing school early. The District Administrator, or designee shall consider the available evidence in any emergency situation and decide whether the health and safety of the students will be in jeopardy if school remains in session. If the student's health and safety appear to be in jeopardy the District Administrator, or designee, must order that school is closed.

The District Administrator, or designee, shall consult with as many experts as possible to obtain as much factual evidence as possible. These may be, but are not limited to other administrators, transportation directors, custodial supervisors, weather forecasters, law enforcement officials, medical advisors, etc.

If inclement weather is the problem the decision will always be made and announced by 6:00 AM. If there is a question at that time, school will always be delayed two hours. The next decision will either be to start school two hours late or to close school. Schools may also be closed by the public health officials in accordance with state law.

The District Administrator or designee shall notify the designated television and radio stations when schools are closed. Notifications will also be posted on the District's webpage and social media platforms.

RADIO

- WDMP - 99.3
- WEKZ - FM 93.7
- WEKZ - AM 1260

TELEVISION

- WISC - CHANNEL 3 / WMTV - CHANNEL 15 / WKOW – CHANNEL 27

Canceled school days shall be made up in accordance with state legal requirements and applicable employee handbooks.

When school is canceled, all other school related activities are also canceled, unless the District Administrator or designee provides specific permission for an activity to occur.

LEGAL REF.: 115.01(10) Wisconsin Statutes
121.02(1)(f) and (i)
PI 8.01(2)(f) Wisconsin Administrative Code

CROSS REF.: 453.3 - Communicable Diseases
720 - School Safety Program
751 - Student Transportation Services
Staff Handbooks

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May 16, 2022

BUILDINGS AND GROUNDS SECURITY

Access to the school buildings and grounds outside of regular school hours shall be limited to personnel whose work requires it. An adequate key control system shall be established which will limit access to the buildings to authorized personnel.

The administrative staff, the custodial staff, and all classifications of professional and auxiliary staff are expected to assume responsibility for security of the school buildings. Security shall be interpreted to include the following:

1. Make sure that locks function properly and are locked at the proper times.
2. Key distribution procedure.
3. Minimizing fire hazards.
4. Checking for faulty equipment.
5. Guarding against the chance of electrical shock.
6. Burning security lights inside and outside of the buildings.
7. Keeping records and funds in a safe place.
8. Protecting against vandalism and burglary.
9. Control of persons in school buildings.
10. Buildings and Grounds inspections.
11. Buildings and Grounds maintenance.
12. State and local health and safety codes and regulations.
13. Use of surveillance technology.

LEGAL REF.: 120.12(1) Wisconsin Statutes
120.13(35)
121.02(1)(i)
PI 8.01(2)(i) Wisconsin Administrative Code

CROSS REF.: 363.2 - Internet Safety and Acceptable Technology Use
720 - School Safety Programs
731.1 - Privacy in Locker Rooms
830 - Use of School Facilities
832 - Weapons on School Premises
District Safety Plans

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PRIVACY IN LOCKER ROOMS

Locker rooms are provided for the use of physical education students, athletes, and other activity groups or individuals authorized by the building principal or Board policy. The District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

1. Under no circumstances may a person use a camera, video recorder, cell phone, or other recording device to capture, record, or transfer a representation of a nude or partially nude person in the locker room. Any other use of a camera, video recorder, or other recording device in the locker room requires the prior permission of the building principal or designated locker room supervisor, and the person being photographed, videotaped, or recorded.
2. No media are allowed access to locker rooms before, during, or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
3. No parents or members of the public are allowed access to locker rooms before, during, or after any school athletic event or practice unless authorized by the building principal or locker room supervisor.

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

The building principal or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy.

A copy of this policy shall be distributed to all employees, published annually in all student handbooks, and posted at the entrance to each locker room in the District.

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

CROSS REF.: 363.2 - Internet Safety and Acceptable Technology Use
 443 - Student Conduct
 720 - School Safety Programs
 830 - Use of School Facilities
 District Safety Plan

APPROVED: March 18, 2013

CARE OF SCHOOL PROPERTY BY STUDENTS

Students are expected to treat school property with respect. Students who vandalize or damage school property shall be subject to school disciplinary action and may be referred to law enforcement for criminal prosecution. Students involved in vandalism, and their parents/guardians, shall be held financially responsible for damages to the extent authorized by law.

LEGAL REF.: 120.12(1) Wisconsin Statutes
 895.035

CROSS REF.: 447.3 - Student Suspensions and Expulsions
 656 - Student Fees, Fines, and Charges
 720 - School Safety Programs

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STUDENT TRANSPORTATION SERVICES

The Board shall provide transportation for students in accordance with state law, Board policy and established procedures. The Board has contracted to provide transportation services to the District.

Safe, efficient, and economical transportation shall be provided for all eligible students including the following:

1. Resident students living 2 or more miles from the district school attended, including students who attend private schools, in accordance with state law.
2. Students who reside in areas that present unusual hazards when walking to and from school or the designated bus stop location.
3. Students with disabilities as required by the Individualized Education Program (IEP) and consistent with law.
4. Students identified as homeless or unaccompanied.
5. Other students as required by authorized by state and federal laws and regulations.

Providing safe transportation for students is a primary concern. Bus drivers shall be responsible for the supervision of students while being transported to and from school. Students are responsible for proper behavior while on the bus that is consistent with established codes of conduct and bus rider rules. Students are accountable for their actions. Conduct violations may result in suspension or termination of bus riding privileges and/or other disciplinary action in accordance with established procedures.

The District may provide transportation by means other than contracted bus service. Transportation may be provided using District owned vehicles or private vehicles driven by employees, volunteers, and parents/guardians in accordance with established procedures.

Extracurricular transportation shall be provided in accordance with established procedures. Summer school transportation may be provided as approved by the Board.

Parents/guardians with concerns or problems with transportation shall be referred to and addressed by school administration at the building or District level.

LEGAL REF.: 110.075 Wisconsin Statutes
 115.787(2)(c)
 118.51(14)
 120.13(27m)
 121.51 – 121.56
 343.12

Chapter Trans 300 Transportation of School Children
PI 7 Wisconsin Administrative Code
McKinney-Vento Homeless Assistance Act

CROSS REF.: 751 Rule - Student Transportation Services
423 - Public School Open Enrollment
443 - Student Conduct
443.2 - Student Conduct on School Buses
447.3 - Student Suspensions and Expulsions
Wisconsin Department of Public Instruction Special Education Policies and Procedures

Manual

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May 16, 2022

STUDENT TRANSPORTATION SERVICES

A. ESTABLISHING OF BUS ROUTES AND SCHEDULES

The scheduling of school bus routes and location of bus stops shall be determined by the District Administrator and transportation coordinator of the contracted bus service. Bus routes and stops shall be established in accordance with the following guidelines:

1. Students may be expected to walk up to ½ mile to a pick-up point and/or from a drop-off point.
2. When driveways and/or dead-end roads exceed the ½ mile limit for pick-up/drop-off, residents must have a turn-around area large enough to assure satisfactory turn-around for a 72 passenger bus. Decisions regarding the adequacy of turn-around areas shall be made by the bus contractor in cooperation with the District Administrator.

B. DESIGNATED PICK-UP AND DROP-OFF LOCATIONS

Parents/guardians shall specify the one stop on a designated route for the pick-up and one stop for the drop-off of their student(s). These must be at the same location each day throughout the school year.

Requests for temporary or permanent changes in transportation arrangements during the school year shall be considered in cases of emergency or other significant extenuating circumstances. Requests shall be submitted in writing by the parent/guardian to the contracted bus service and approved by the transportation coordinator. When a request is based on a student’s physical condition, a statement from a medical provider may be required.

C. EXTRACURRICULAR TRANSPORTATION

Extracurricular transportation shall be provided by District buses for most activities and may be provided by authorized school employees and volunteers when necessary. With written parental permission, students may transport themselves to off-site practices. Students are not permitted to transport non-sibling students.

Authorization to transport students in private and/or school owned vehicles requires the completion of the official District form and approval by the building Principal and the District Administrator. Regardless of the type of transportation arrangement, the following requirements apply:

1. Students shall return on the same transportation vehicle unless a written parent/guardian request is approved by the activity advisor, coach or supervisor.
2. Students shall comply with established codes of conduct and may be subject to riding privilege restrictions and/or disciplinary action for conduct violations.
3. Transportation shall be provided for participants in extracurricular activities scheduled outside the District. Activity advisors, coaches, or supervisors shall serve as chaperones.
4. Fees shall be charged for the use of District buses to transport spectators of events outside the District. The high school Principal may schedule buses for this purpose when the participation rate is sufficient to cover the cost.
5. Transportation shall be provided within the District, between Blanchardville and Hollandale, for athletic

team practices and other activities when requested in advance by the athletic director or coach.

D. REVOCATION OF TRANSPORTATION PRIVILEGES

The District Administrator may revoke all transportation privileges of a student or students who continue to violate the established codes of conduct and bus rider rules following a conference with the parents/guardian. Privileges shall be revoked in accordance with legal requirements.

LEGAL REF.: 110.075 Wisconsin Statutes
115.787(2)(c)
118.51(14)
120.13(27m)
121.51 – 121.56
343.12
Chapter Trans 300 Transportation of School Children
PI 7 Wisconsin Administrative Code ~~PI-7~~
McKinney-Vento Homeless Assistance Act

CROSS REF.: 751 Rule - Student Transportation Services
423 - Public School Open Enrollment
443 - Student Conduct
443.2 - Student Conduct on School Buses
447.3 - Student Suspensions and Expulsions
Wisconsin Department of Public Instruction Special Education Policies and Procedures

Manual

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751.5 USE OF PRIVATE VEHICLES ON SCHOOL BUSINESS OR TO TRANSPORT STUDENTS

The Board recognizes the need for some school employees, or other persons serving in an official capacity, to use their own motor vehicle for school purposes. To safeguard the District, employees and students in matters of liability, particularly as it relates to the transporting of students, the following policy guidelines will be observed:

1. District employees or other persons serving in an official capacity shall have a written permission of the District Administrator, or designee, in order to use a private motor vehicle for school purposes. Permission may only be granted if the person providing transportation has satisfactorily met all District and state laws requirements.
2. The District shall assume no responsibility for liability in case of accident, unless the employee or other person serving in an official capacity has obtained the necessary authorization. In all cases, however, the driver's automobile insurance is the primary carrier, with the District's insurance being secondary.
3. Transportation by private vehicle shall be strongly discouraged and shall be used only when no other transportation is available.
4. The vehicle operator must have a valid Wisconsin operator's license or a valid operator's license issued by another jurisdiction, as defined by state law.
5. The operator must submit to a criminal background check on an annual basis.
6. The operator must submit to a Motor Vehicle Record (MVR) check on an annual basis.
7. Based on information obtained from the MVR, the following criteria shall be used to determine if the employee is an approved driver:

The individual shall not have:

 - a. Received a major moving violation, such as reckless driving, operating while intoxicated, etc. in the last seven years.
 - b. Had more than three (3) or more preventable accidents or minor moving violations over the most recent five (5) year period.
8. The employee must be at least 18 years of age.
9. The vehicle operator must have sufficient use of both hands and the foot normally employed to operate the foot brake and foot accelerator. The Board may waive this requirement if the operator has sufficient use of one hand to safely operate the vehicle which the Board proposes the operator use, as substantiated by the special driving examination conducted by the Wisconsin Department of Transportation (DOT).
10. The vehicle may not be used to transport more persons than can be seated on the permanently mounted seats facing forward without interfering with the operator. The driver and all passengers must wear seatbelts at all times.

11. Any student under the age of eight (8) must be restrained in compliance with Wisconsin Statutes in a safety restraint system that is appropriate to the child's age and size (i.e. car seat, booster seat) that meets the standards established by the DOT.
12. Drivers must refrain from the use of 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 the transportation of pupils.
13. Any individual who has been approved on a yearly basis to operate a motor vehicle must report to the District Administrator in writing within three (3) days of the occurrence of any accident in which the individual was involved as the operator of a motor vehicle, regardless of whether the individual was issued a uniform traffic citation or charged with any offense or any suspension or revocation of the individual's operating privileges.
14. Employees must provide proof of insurance. The minimum acceptable limits of liability (including uninsured/underinsured motorist coverage) on the vehicle should be \$100,000/\$300,000.

LEGAL REF.: 121.55 Wisconsin Statutes
 115.787(2)(c)
 118.51(14)
 120.13(27m)
 121.51 – 121.56
 343.12
 Chapter Trans 300 Transportation of School Children
 PI 7 Wisconsin Administrative Code
 McKinney-Vento Homeless Assistance Act

CROSS REF.: 751- Student Transportation Services
 443 - Student Conduct
 443.2 - Student Conduct on School Buses
 447.3 - Student Suspension and Expulsions Rule

751 - Student Transportation Services
 Special Education Handbook

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FOOD SERVICE MANAGEMENT

The District recognizes the importance of helping children meet their nutritional needs and providing well-balanced meals each full school day. Since nutritional status is related to one's health, school success and well-being, the objective of the food service program is to provide nutritious, well-balanced meals.

The District shall take part as feasible in the National School Lunch and Breakfast programs, special milk programs, and other food programs as appropriate which may become available to assure that all students in the District receive proper nourishment. These programs shall be conducted in accordance with the requirements for participation in the programs, related Board policies and established District procedures.

Nutritious school meals that meet federal and state regulations shall be made available for all students. School meal prices shall be established annually by the Board.

The District shall offer free and reduced price meals/milk to students who qualify based on the annual federal guidelines set forth for school nutrition programs. The District shall notify parents/guardians annually of the eligibility requirements for free and reduced price meals and milk. Application forms shall be available to parents/guardians to request free or reduced price meals, and a file of applications and/or authorization shall be maintained.

The District Administrator shall serve as the approving officer for such applications. In making individual determinations and in providing the free or reduced price meals, every effort shall be made to avoid overt identification to the peers of students receiving such meals. No student who a teacher believes is improperly nourished shall be denied a free lunch, or other food, simply because proper application has not been received from the parent/guardian.

Competitive food sales shall not occur prior to the end of the designated lunch periods.

Substitutions or modifications in school meals shall be provided for students whose disabilities restrict their diets. Parents/guardians shall notify the District of their child's dietary restriction(s) and provide a copy of a physician's statement in support of that restriction.

School meal program accounts shall be maintained according to state and federal regulations and have these ready for inspection and audit by authorized agents of the state and federal government.

The Pecatonica Area School District shall not discriminate in school-sponsored food service programs on the basis of sex, age, race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, gender identity, homelessness status or physical, mental, emotional or learning disability/handicap. Discrimination complaints shall be filed in accordance with established complaint procedures.

LEGAL REF.: 115.34 - 115.347 Wisconsin Statutes
118.13
118.17
120.10(16)
121.13(6) & (10)
343.12
PI 9.03(1)(i) Wisconsin Administrative Code
National School Lunch Act (42 USC 1751 et. seq.)
Child Nutrition Act of 1966 (42 USC 1771 et. seq.)
Child Nutrition and WIC Reauthorization Act of 2004
Healthy and Hunger-Free School Act of 2010
McKinney-Vento Homeless Assistance Act
Title VII

CROSS REF.: 411 - Educational Opportunities
411 Rule - Educational Opportunities Student Discrimination Complaint Procedures
458 - School Wellness
656 - Student Fees, Fines, and Charges
720 - School Safety Programs

APPROVED: January 19, 1987

REVISED: November 20, 1995
March 18, 2013
May 16, 2022

USE AND DUPLICATION OF COPYRIGHTED MATERIALS

The District directs its students and staff to comply with the federal copyright law.

Federal law makes it illegal to duplicate copyrighted materials without authorization of the holder of the copyright, except for certain exempt purposes. Unauthorized reproduction or use of copyrighted materials by District employees or students is illegal and unethical, and violations of the copyright law may result in criminal penalties, civil suits and/or disciplinary action.

Individuals violating provisions of the copyright law of this policy assume all liability for the action. Administrative guidelines have been developed to help educators interpret copyright law requirements.

LEGAL REF.:	943.70 Wisconsin Statutes Federal Copyright Law [17 U.S.C.]
CROSS REF.:	360 - Instructional Resources 361 - Instructional Materials Selection 361.1 RULE - General Guidelines for the Selection of Instructional Materials 361.2 RULE - General Guidelines for the Selection of Instructional Textbooks 362 - Library, Materials Selection, Evaluation, and Adoption 771 Rule - Copyright Guidelines
APPROVED:	January 19, 1987
REVISED:	March 18, 2013 May 16, 2022

COPYRIGHT GUIDELINES

A. Limitations on Exclusive Rights: “Fair Use”

Many provisions of the federal copyright law affect the educational uses of copyrighted materials, but the most generally applicable is Sections 107 – Fair Use. “Fair Use” applies four basic standards, which must be considered together when judging whether or not there has been a copyright infringement:

- a. The purpose and character of the use. Is the copying being done for commercial or educational purposes?
- b. The nature of the copyrighted work. Was the original work intended to be consumable?
- c. The amount and substantiality of the portion used in relation to the copyrighted work as a whole. How much is being copied? How important is the copied part to the entire work? How many copies are being made?
- d. The effect of the use upon the potential market for or value of the work. Will the copyright owner suffer financial loss?

B. Specific Copyright Guidelines for Instructional Materials

The following copyright guidelines are not comprehensive and do not absolve the staff from complying with all aspects of the law.

a. Print

- i. According to the concept of “fair use” as outlined above, a single copy of any of the following may be made by or at the individual request of a staff member for research or use in teaching:
 1. A chapter from a book
 2. An article from a periodical or newspaper
 3. A short story, short essay or short poem whether or not from a collective work
 4. A chart, graph, diagram, cartoon, or picture from a book, periodical, or newspaper
- ii. Multiple copies (not to exceed more than one copy per student) may be made by or at the request of an individual staff member for classroom use provided that:
 1. The copying meets the tests of brevity and spontaneity as defined in Section F below.
 2. The copying meets the cumulative effect test as defined in Section F below.
 3. Each copy includes a notice of copyright.
- iii. Notwithstanding any of the above, the following shall be prohibited:
 1. Copying of or from works intended to be “consumable” including, but not limited to workbooks, exercises, standardized tests and answer sheets.
 2. Copying to create or replace anthologies.
 3. Copying to substitute for the purchase of material.
 4. Copying directed by a higher authority, which would violate these guidelines

5. Requesting copies of the same item by the same staff member from term to term.

b. Audiovisual Recordings

- i. Copies of any of the following video recordings may be made by or at the individual request of a staff member for classroom use:
 1. "In house" productions
 2. Un-copyrighted works or works in the public domain
 3. Copies made under "permission to copy" arrangements
- ii. The following broadcast television programs may be copied off-air by or at the individual request of a staff member for classroom use:
 1. Instructional television programs (subject to any specific rights limitations)
 2. Broadcast programs provided they are used within 10 school days of the original broadcast
 3. Programs with specific "permission to copy" arrangements
- iii. Programs may be copied off cable television only if permission to use a given program has been granted to all educators, or specifically to an individual teacher who has requested said permission.
- iv. Taking the above into consideration, the following shall be prohibited:
 1. Copying from premium channels (HBO, the Disney channel, Showtime, Cinemax, etc.) or non- broadcast channels (ESPN, MTV, Nickelodeon, Arts and Entertainment, etc.).
 2. Duplicating copyrighted video recordings.
 3. Copying from one format to another (16 mm to videotape, Beta to VHS, disc to videotape, etc.).
 4. Copying off-air or cable programs for the purpose of entertainment or reward.
 5. Copying programs off broadcast or cable television at home for use in school, except as allowed in item (b) of this section.
 6. Using illegally obtained copies of video recordings in a school setting.
- v. Rented or purchased "Home Use Only" video recordings may be used in the classroom as part of face-to-face instruction only. They may not be used for the purpose of entertainment or reward.
- vi. The viewing of video recordings with "Public Performance Rights" is not restricted.

c. Computer Software

- i. Section 7 (b) of Public Law 96-517 grants to the purchaser the right to copy a computer program if and only if:
 1. Such a copy is an essential step in the utilization of the program in conjunction with a machine; or
 2. The copy is for archival purposes.

- ii. The following computer software may also be copied by or at the individual request of a staff member for classroom use:
 - 1. “In house” productions
 - 2. Un-copyrighted works or works in the public domain
- iii. Material may be digitized using a computer scanner or similar device, if it is un-copyrighted work or work in the public domain, or if it meets the “fair use” test outlined in Section A above.
- iv. Material may be uploaded or downloaded, if it is un-copyrighted work or a work in the public domain or if it meets the “fair use” test outlined in Section A above.
- v. Notwithstanding the above, the following shall be prohibited:
 - 1. Copying copyrighted programs on District equipment.
 - 2. Using illegal copies of copyrighted programs on District equipment.
 - 3. Purchasing programs designed primarily as “break and entry” tools with District, state or local funds.
 - 4. Booting single copies of copyrighted programs into more than one machine without authorization from the copyright holder.
 - 5. Using “archival” copies of software as additional copies.
 - 6. Digitizing copyrighted material without permission from the copyright holder, using a computer scanner or similar device regardless of whether the copyrighted material is textual, graphic, photographic, video, audio, or any other medium.
 - 7. Downloading any copyrighted material without permission from the copyright holder from the World Wide Web or other sources.
 - 8. Making copies of downloaded (or uploaded) material on other computer storage mediums, such as by copying a downloaded file onto a computer disk or hard drive, without permission from the copyright holder.
- vi. Staff members shall also adhere to state law provisions concerning the copying of data, information, and computer programs or supporting documentation.

d. Music

- i. Permissible uses include:
 - 1. Emergency copying to replace purchased copies, which are unavailable for an imminent performance.
 - 2. Making copies or excerpts of works for academic purposes.
 - 3. Editing or simplifying purchased works provided that the fundamental character of the work is not changed.
 - 4. Making a single copy recording of a student performance.
 - 5. Making a single copy of a copyrighted sound recording for the purpose of an aural exercise or examination.
- ii. Notwithstanding the above, the following shall be prohibited:
 - 1. Copying to create or replace anthologies
 - 2. Copying of or from works intended to be “consumable” including but not limited to worksheets, exercises, test and answer sheets.
 - 3. Copying for the purpose of performance, except for emergency use allowed in item (a) (1) of this section.
 - 4. Copying to substitute for the purchase of material.
 - 5. Copying without the inclusion of the copyright notice.

e. Libraries

- i. According to the provision of Section 108 of the copyright law (Public Law 94-553, Title 17), a library or any of its employees acting within the scope of their employment may reproduce copies of print works and audio-visual under the specific circumstances:
 - 1. Purposes of preservation

2. Purposes of private study, scholarship or research
3. Purposes of interlibrary loan
- ii. Notwithstanding any of the above, the following shall be prohibited:
 1. Copying for direct or indirect commercial advantage.
 2. The systematic reproduction for distribution of single or multiple copies.
 3. Copying to substitute for a subscription to a work or the purchase of a work.
- iii. The provision under Section 108 does not apply to musical, pictorial, graphic, sculptural, motion picture, or audiovisual works.
- iv. Copies made under the provision of Section 108 for interlibrary loan must include the notice of copyright.
- v. A library that requests reproductions of print or audio-visual via interlibrary loan must make certain that its requests conform to the National Commission on New Technological Uses of Copyrighted Works (CONTU) Guidelines and must maintain records of its requests for the required number of years. (See H.R. Rep. No. 94- 1733)
- vi. Libraries must display prominently, at the place where orders for reproductions are accepted, a warning that copying will be done in accordance with the copyright law.
- vii. Reproducing equipment located on the premises must display the proper notice that the making of a copy may be subject to the copyright law.

f. Digital Copyright

- i. The Digital Millennium Copyright Act (DMCA) makes accessing works that are protected by technological measures (password, encryption, etc.) an illegal activity, punishable by civil and criminal penalties.
- ii. Web copyright is addressed, and the following is not permissible, unless it falls under the “Fair Use” guidelines as described above:
 1. Freely copying, printing, and emailing material from the web,
 2. Scanning images to place on website, and
 3. Using images from the web.
- iii. Other issues regarding web copyright are not so clear. Although not strictly forbidden, it is suggested you get permission before doing the following:
 1. Linking to a URL on your website and
 2. Downloading MP3, MIDI, and WAV files.

g. Distance Education

- i. The TEACH Act of 2002 updates copyright law in the area of distance education and , if numerous requirements are met, facilitates the use of copyrighted materials in digital distance education efforts without having to obtain prior permission from the copyright owner.
- ii. The following are the TEACH requirements for use of copyrighted materials in distance education:
 1. Accredited nonprofit educational institution or governmental body,
 2. Institutional policies must be in place addressing the use of copyrighted materials and promotes compliance with U.S. Copyright Law,
 3. Provided educational resources to campus that accurately describe copyright rights and responsibilities.
- iii. Faculty wishing to incorporate works into digital transmissions for instructional purpose pursuant to TEACH must:
 1. Avoid use of commercial works sold or licensed for purposes of digital distance education,
 2. Avoid use of pirated works, or works where you otherwise have reason to know the copy was not lawfully made,
 3. Limit use of works to an amount and duration comparable to what would be displayed or performed in a live physical classroom setting,
 4. Supervise the digital performances or display, make it an integral part of a class session, and make it part of a systematic mediated instructional activity. It should not be an

- entertainment add-on or passive background/optional reading,
5. Use software tools provided to limit access to the works to students enrolled in the course, to prevent downstream copying by those students, and to prevent the students from retaining the works for longer than a “class session”,
 6. Notify the students that the works may be subject to copyright protection and that they may not violate the legal rights of the copyright holder.

Regulations governing the copyright guidelines are not comprehensive and do not absolve the staff and students from complying with all aspects of the law.

LEGAL REF.: Sections 107 – Fair Use
Public Law 94-553, Title 17
Public Law 96-517
H.R. Rep. No. 94- 1733
TEACH Act of 2002
Digital Millennium Copyright Act
National Commission on New Technological Uses of Copyrighted Works

CROSS REF.: 360 - Instructional Resources
361 - Instructional Materials Selection
361.1 RULE - General Guidelines for the Selection of Instructional Materials
361.2 RULE - General Guidelines for the Selection of Instructional Textbooks
362 - Library Materials Selection, Evaluation, and Adoption
771 - Copyright Guidelines

APPROVED: March 18, 2013
May 16, 2022

INSURANCE MANAGEMENT

Insurance is not a commodity, but a service. Therefore, it should not be purchased upon the basis of price alone. The District will make every effort to obtain insurance at the most economical cost, consistent with required service, by obtaining quotations.

The insurance program shall be dealt with as a whole in order to eliminate policy non-currency, inconsistency in rate, overlapping coverage and gaps in the overall program.

The Board has the responsibility to maintain an adequate insurance program to protect the property of the District against damage to protect the Board members and employees against general liability resulting from the discharge of their duties; to protect the school district against transportation liability; and to offer protection against injury for all employees if injured while acting on behalf of the District. The Board may also authorize and participate in an insurance program of hospitalization and medical insurances for students and employees.

The responsibility of administering the total insurance program shall be delegated to the District Administrator. Underlying such administrative delegation there will first be prepared for review and approval, specifications for insurance coverage of various types so that the insurance may be competitively bid. Any modification of these specifications which may from time to time be considered necessary because of changes in the law or substantial changes in the District's exposure values will be brought before the Board for discussion and adoption.

LEGAL REF.: 66.0137 Wisconsin Statutes
 118.10
 120.10(7)
 120.12(6)
 120.13(2) & (23)
 121.53(1)
 893.80
 895.46
 Chapters 102 and 108
 Teacher Liability Protection Act of 2001

CROSS REF.: 683 - Asset Management
 683 Rule - Capitalization and Depreciation Procedures
 720 - School Safety Plan
 830 - Use of School Facilities School Safety Plans

APPROVED: January 19, 1987

REVISED: March 18, 2013