

SERIES 700: SUPPORT SERVICES

- 720 Safe and Healthful Facilities
 - 722.1 Accident Reporting
 - 723 Emergency Plans
 - 723-Rule, Emergency Plan Procedures
 - 723.3-Rule, School Closing Procedures
 - 724 Zero Tolerance for Violence
 - 725 School Nutrition Policy

- 730 Buildings and Grounds Management
 - 731 Building and Grounds Safety and Security
 - 731-Rule, Guidelines for Building and Grounds Safety and Security
 - 731.1, Privacy in Locker Rooms

- 740 Materials Resources Management
 - 742 Use of School-Owned Equipment
 - 742.1 Use of School-Owned Music Instruments

- 750 Transportation Services Management
 - 751 Student Transportation
 - 751.1 Bus Routing and Scheduling
 - 751.1-Rule, Routing and Scheduling Guidelines
 - 753 Use of School-Owned Vehicles

- 760 Food Service Management

- 770 Office Services Management
 - 771 Copyright Policy
 - 771-Rule, Copyright Guidelines

SAFE AND HEALTHFUL FACILITIES

The Board of Education will maintain school facilities at the level of standards established for safe and healthful facilities. Resources will be provided to have facilities that are functional, comfortable and conducive to learning and that comply with appropriate local, state and federal codes and regulations.

Facilities shall be inspected annually by members of the Marshfield Fire Department. Less frequent inspections by other federal and state agencies, as well as inspections by representatives of the district's liability insurance company, shall be welcomed.

Teachers, building administrators and custodians shall be encouraged to identify potentially hazardous situations and to submit budget requests and work orders for the purpose of correcting such conditions.

All inspections, procedures for correcting potential or demonstrated hazards and the coordination of activities related to safe and healthful facilities shall be the responsibility of the district's Director of Buildings and Grounds.

Legal References: Sections 118.07, Wisconsin Statutes

118.09

118.10

120.12(5)

120.44

121.02(1)(i)

PI 8.01(2)(1), Wisconsin Administrative Code

Cross References: 453.1, Emergency Nursing Services

723, Emergency Plans

731, Building and Grounds Safety and Security

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

ACCIDENT REPORTING

If anyone is injured while on school property or engaged in a school activity, the person supervising the class or activity must immediately report the accident to the principal or designee on the day of the accident or injury. The principal will immediately file an incident report with the Director of Business Services.

Legal References: Sections 118.07, Wisconsin Statutes
121.02(1)(i)

Cross References: 453.1-Rule, Emergency Care Procedures

Approved prior to March 1991.

Reviewed: March 12, 1992 December 13, 2006 and May 12, 2010.

EMERGENCY PLANS

The Board of Education is responsible to provide facilities, equipment and training to minimize the effects of disaster. In dealing with these situations, the highest priority will be to protect the lives of students and employees, followed by the protection of public and private property, and the apprehension of offenders.

The Director of Business Services shall coordinate the emergency plans and serve as liaison to local civil defense and city/county emergency personnel. Each building administrator shall be responsible for utilizing the plan appropriately in his/her building, for informing staff, students and parents/ guardians of the procedures, for providing appropriate drill opportunities, and for reporting both drills and incidents.

Legal References: Sections 118.07, Wisconsin Statutes
121.02(1)(i)
PI 8.01(2)(i), Wisconsin Administrative Code

Cross References: 723-Rule, Emergency Plan Procedures

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

EMERGENCY PLAN PROCEDURES

A. Fire Procedures

Each building administrator, in conjunction with the local fire department, will develop evacuation plans for his/her building. Such plans will try to evacuate rooms nearest to the stairways and exits first, select the shortest routes and make sure lines do not cross each other as students and staff leave the building. The plans must provide for the evacuation of handicapped students. The plans must include monthly dates and times of day for drills and are reviewed by the Director of Business Services and local fire authorities.

An announced fire drill will be held during the first ten (10) days of school to help familiarize students and staff with emergency procedures. Unannounced fire drills are held monthly except when the person having direct charge deems that health of students may be endangered by inclement weather conditions. The timing of these drills shall vary in order to maximize student knowledge of emergency exits from different sections of the building.

Reports are made to the District office who will forward copies to the local fire official and the Wisconsin Department of Commerce, Safety & Buildings Division.

The purpose of the drills is to vacate the building. Therefore, all persons in the building are expected to participate. Persons leaving the building should move to designated areas as directed by the building administrator.

B. Tornado Procedures

The following procedures should be used during a tornado warning:

1. If a funnel is sighted or if the city warning system is sounded, alarms should be sounded and everyone should be asked to move to designated locations in the building.
2. Students should not be dismissed from school or sent out into the open during tornado warnings. The monitoring of weather bulletins should be used as a guide if there is to be a deviation in this procedure.

C. Bomb Threats

The final decision regarding evacuation of a building following a bomb threat will rest with the building administrator, with input from the police and fire departments and the office of the Superintendent. That administrator will receive the support of the Board of Education in his/her decision and will utilize the following procedure. If the building administrator is not in the building, his/her designee will notify the Central Office and the Superintendent or Director of Business Services will make that decision.

Teachers will be primarily responsible for the supervision and accounting of students in their classes at the time of the bomb threat.

Procedures will be implemented as established by the district and available in each building office.

1. The person receiving the call should attempt to keep the caller on the line as long as possible and attempt to determine if the threat is real. The following are suggested questions:
 - a. Where is the bomb placed?
 - b. When is it set to go off?
 - c. How large is the bomb?
 - d. What will set it off?Listen for background noises and write down anything that may help identify the caller or his/her location.
2. The person receiving information regarding a bomb threat should immediately call the Marshfield Police Department (911) and state the following:
 - a. Your name;
 - b. The name of the district facility; and
 - c. Indicate that the school received a bomb threat.
3. Notify the building administrator who will determine whether or not the fire alarm will be activated and the building vacated according to fire drill procedures. Weather conditions must be considered if the building is to be evacuated.
4. Notify the Superintendent's office of the bomb threat.
5. Have keys for all doors, lockers, etc. available for police and fire department officials.
6. Police, fire and emergency personnel will check the entire building. School maintenance personnel will be available to accompany the police, fire and emergency personnel when necessary.
7. The gymnasium will receive first priority, especially if the weather is not suitable for the students to remain outside. After the gymnasium has been checked, the building administrator will order the movement of students to that area.
8. Any unusual activities in hallways prior to receiving the threat should be reported to the principal.
9. After the building has been checked, the time element in regard to occupancy by students and staff will be determined by the building administrator after consultation with police and fire department officials.
10. No pagers should be worn or any other type of radio communication used during these procedures.

D. Civil Disturbance/Student Protest

In the case of civil disturbance and/or student protest, the building administrator shall have the following options for handling the situation.

1. Utilizing school disciplinary procedures which could result in detention, suspension or expulsion.

2. In case of extreme violence where students or school personnel may be in danger, it may be necessary to restrain or forcibly remove the violator.
3. Citing violators for violation of city ordinances or state statutes such as disorderly conduct, blocking of halls or noise.
4. Officially closing school after consultation with the Superintendent, with the provision that there may be the necessity to make up the day.

E. Utility Failure/Severe Weather

1. The Director of Buildings and Grounds or designee shall evaluate road conditions that are becoming hazardous and inform the Superintendent of such conditions. In the case of utility emergencies in individual schools, the Director of Buildings and Grounds or designee shall evaluate the situation and inform the Superintendent of conditions.
2. The Superintendent of Schools or designee, after conferring with the Director of Buildings and Grounds or designee, shall be the final authority for sending buses out in the morning or for early departure of the buses during the school day. Decisions will always be made prior to 6:00 a.m. or as early as possible.
3. Local radio stations shall be asked to broadcast school closings and/or unusual changes in bus schedules.

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

SCHOOL CLOSING PROCEDURES

1. The Director of Buildings and Grounds or designee shall evaluate road conditions that are becoming hazardous and inform the Superintendent of such conditions.
2. The Superintendent of Schools, after conferring with the Director of Buildings and Grounds, shall be the final authority for sending buses out in the morning or for early departure of the buses during the school day.
3. Local radio stations shall be asked to broadcast school closings, unusual changes in bus schedules, or unexpected early closings.

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

ZERO TOLERANCE FOR VIOLENCE

The Marshfield School District shall strive to maintain a safe, secure, and peaceful school environment on school premises, school buses, and at any school-sponsored activity.

Conduct, whether intentional or unintentional, that constitutes threats/acts of violence, as defined below, will not be tolerated.

For purposes of this policy, violence is defined as behavior which includes, but is not limited to, physical assault, aggressive behavior toward another individual, purposeful destruction of school property, intimidation through verbalization, and implied threats which express the intention to hurt, destroy, or punish.

Threats or acts of violence are not to be tolerated by one employee toward another employee, or by an employee toward a non-employee. Threats or violence will also not be tolerated from those outside the school environment. Any act or threat of violence believed to be posing immediate danger should be reported promptly by an employee to the police department by calling 911. The police department shall assess the need for special safeguards. An employee who feels a threat may pose a risk should report the incident to his/her building principal and a determination should be made if there is to be police involvement.

This policy also expressly prohibits retaliation of any kind against any employee bringing a complaint or assisting in the investigation of a complaint.

Any confirmed act or threat by an employee will be grounds for disciplinary action, up to and including termination of employment.

When appropriate, an employee violating this policy will be referred to an appropriate agency for evaluation and recommendations.

Legal References: Section 120.13(1)(a), Wisconsin Statutes
 Section 121.02(1)(i), Wisconsin Statutes

Cross References:
 512, Employee Sexual Harassment Policy & Complaint Procedure

Adopted: January 12, 2000.
Reviewed: December 13, 2006 and May 12, 2010.

Marshfield School District Wellness Policy

School Nutrition Policy

This policy supports the mission of the School District of Marshfield: Providing the environment that cultivates maximum student potential. Nutrition influences a child's development, health, well-being, and potential for learning. To afford students the opportunity to fully participate in the educational process, students must attend school with minds and bodies ready to take advantage of their learning environment. This district-wide nutrition policy encourages all members of the school community to create an environment that supports life-long healthy eating habits. Decisions made in all school programming need to reflect and encourage positive nutrition messages and healthy food choices.

The School District of Marshfield strongly encourages the sale or distribution of nutrient dense foods for all school functions and activities. Nutrient dense foods are those foods that provide students with calories rich in the nutrient content needed to be healthy i.e. whole grains, fresh fruits, and vegetables. In an effort to support the consumption of nutrient dense foods in the school setting, all Federal and State Child Nutrition Program laws and regulations apply to all sales of food, beverages, and candy on school grounds. These guidelines apply to all food and beverages served, distributed, or sold.

The policy of the School District of Marshfield is to:

- 1. Provide a positive environment and appropriate knowledge regarding food**
 - Ensure that all students have access to healthy food choices during school and at school functions.
 - Provide a pleasant eating environment that encourages healthy choices for students and staff.
 - Allow a minimum of 20 minutes for students to eat lunch in the designated cafeteria area.
 - Enable all students, through curriculum, to acquire the knowledge and skills necessary to make healthy lifestyle choices for a lifetime.
- 2. The district will provide a School Breakfast and Lunch Program that will meet or exceed the guidelines set by the federal and state child nutrition program laws and regulations applicable to schools.**
 - The Food Service Department will promote participation in the School Breakfast and Lunch Programs.
- 3. When using food as a part of a curriculum-based experience, class snack, class activity or student incentives, staff and students are encouraged to utilize healthy, nutritious food choices.**
 - Provide guidance for healthy nutritious food choices.
 - During classroom celebrations and activities, food choices should consist of at least 50% nutrient dense food and beverage options.
- 4. All staff are encouraged to model healthy behaviors.**

5. Reduce student access to foods of minimal nutritional value.

- In keeping with contractual obligations to the National School Lunch/Breakfast programs, food and beverage sales during school hours that are in direct conflict with the lunch/breakfast programs are prohibited. This includes vending machines, ala carte, school stores, and fundraisers. This prohibition does not apply to sales of milk, water and 100% fruit juices.
- Groups selling food and beverages through concessions on school grounds are encouraged to practice good nutrition by reducing the marketing, sale, and distribution of foods of minimal nutritional value by:
 - Reducing access to non-nutritional foods.
 - Educating students about healthy foods.
 - Selective pricing that favors sales of healthy foods.

6. Provide district wellness policy, goals, resources, and updates to students, staff members, families, and community members.

Physical Activity Promotion

Integrating physical activity into the classroom setting:

For students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class. Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent on sedentary activities, such as watching television.
- Opportunities for physical activity will be incorporated into other subject lessons.
- Classroom teachers will promote short physical activity breaks between lessons or classes, as appropriate.

Daily Recess:

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity.

School staff should discourage extended periods (i.e. periods of two or more hours) of inactivity. When activities, such as mandatory school-wide testing, make it necessary for students to remain indoors for long periods of time, teachers should give students periodic breaks during which they are encouraged to stand and be moderately active.

Physical Activity Opportunities Before and After School:

Our district offers a variety of physical activity programs that are associated with both co-curricular and extracurricular programs. Our district offers interscholastic sports programs. Our district offers a range of activities that meet the needs, interests, and abilities of most students, including boys, girls, students with disabilities, and students with special health-care needs.

Physical Activity and Punishment:

Within the school day, teachers and other school and community personnel are prohibited from using physical activity (i.e. running laps, pushups) or withholding opportunities for physical activity (i.e. recess, physical education) as punishment or remediation unless there are safety concerns.

Use of School Facilities Outside of School Hours:

Building use by the community will be encouraged for physical activity opportunities. (See Facility Use policy)

Implementation and Evaluation

Establish and maintain a wellness committee to advise and implement wellness policy, procedures, and measurable goals.

The school wellness committee will establish and evaluate a plan for policy implementation.

The wellness committee will measure the implementation of the policy.

The wellness committee will encourage participation of parents, students, food service personnel, teachers of Physical Education, school health professionals, school board members, administrators and community members.

A school wellness report will be provided to update the School Board, school personnel, parents, students, and community members regarding goal progress.

Reviewed: December 13, 2006, May 12, 2010 and November 14, 2012.

**BUILDING AND GROUNDS
SAFETY AND SECURITY**

The safety of children and adults and the security of the facilities are responsibilities that must be shared by everyone who works in the district and those community members who utilize the buildings. It is important to preserve the taxpayers' investment in the School District of Marshfield. Students and staff also have a major teaching and learning investment that must not be violated.

Legal References: Sections 121.02(1)(i), Wisconsin Statutes
PI 8.01(2)(i), Wisconsin Administrative Code

Cross References: 731-Rule, Guidelines for Building and Grounds Safety
and Security
420, Student ID Cards

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

**GUIDELINES FOR BUILDING AND GROUNDS
SAFETY AND SECURITY**

A. Elementary School Playgrounds

1. Elementary school playgrounds are closed to public use from 10:00 p.m. to 7:00 a.m.
2. Supervision of playground areas is not provided other than during school hours and while school is in progress, and then only for those students who attend the elementary school.
3. No person shall make or cause to be made any loud, disturbing or unnecessary sounds and noise which may annoy or disturb a person of ordinary sensibilities.

B. Parking Lots

1. Parking lots on school premises are for authorized use only. Violators will be towed at their own expense.
2. Loitering on school property is prohibited and subject to Section 9.07 of the City of Marshfield ordinances.
3. The speed limit in parking lots and school lanes is established at 10 m.p.h.
4. ATV's and snowmobiles are prohibited on school property.
5. Those using parking lots and school lanes must follow all regulations as posted and must drive in a responsible manner.

C. Buildings

1. The administrator will determine those employees who are to be issued keys for specific areas of the building.
2. All visitors to the district buildings must report to the office.
3. Those members of the community wishing to use district facilities must obtain authorization to do so at the Board Office. The individual in charge of any group using district facilities is responsible for building security.
4. Access to buildings outside of regular school hours shall be limited to personnel whose work requires it. Those employees who are in the buildings outside of regular hours are responsible for securing the building.

D. ID Cards

Board of Education policy requires that all staff visibly display their identification cards while on school grounds during the school day. It is our expectation that all middle and high school students will have their IDs with them at all times for safety and identification purposes.

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

LOCKER ROOM PRIVACY

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:

- No media is 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.
- 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 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.

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.

Cross References: 447 Student Discipline
 447.3 Student Suspensions
 447.4 Student Expulsions

Adopted: July 9, 2008

Reviewed: May 12, 2010.

USE OF SCHOOL-OWNED EQUIPMENT

School equipment may be loaned to outside agencies for educational purposes upon approval of the Superintendent of Schools. All equipment must be returned in its original condition or must be replaced.

The primary use of equipment placed in the schools is for the education of our own students; to that end, such equipment must always be in good working condition. Any unauthorized personal use of school equipment by a district employee, shall be prohibited. All personal use of school equipment shall be discouraged but may, under certain circumstances, be approved by the building principal in consultation with the instructor or director of the area in question. In rare circumstances School equipment may be loaned to outside individuals upon approval of the Superintendent of Schools after consultation with the School Board President. Under no circumstances may school equipment be loaned which may result in personal financial gain for any individual or outside agency.

Legal References: Sections 120.13(17), Wisconsin Statutes
120.44

Cross References: 742.1, Use of School-Owned Music Instruments

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

USE OF SCHOOL-OWNED MUSIC INSTRUMENTS

The School District of Marshfield will supply and maintain certain specialized instruments for use in the school music programs. Requests for and budgeting for such instruments shall be approved by the Board of Education.

An inventory of the school-owned music instruments, including the instruments assigned, shall be made annually. Insurance on school-owned instruments shall be maintained by the Board.

Any student enrolled in the instrumental music program is eligible to learn to play one of these instruments with the music instructor's approval. A maintenance fee as established by the Board will be charged for the use of the school-owned instruments.

The instrument and/or accessories must be returned to the music department in good condition at the request of the music instructor or proper school official.

- a. General maintenance of the instrument (cleaning, oiling, etc.) is the responsibility of the student.
- b. Loss of or damage to the particular instrument and/or accessories other than the result of normal wear and tear shall be chargeable to the student using the instrument.
- c. All instruments must be returned to the music department when a student discontinues use of the instrument, graduates or otherwise leaves the School District of Marshfield.
- d. In certain instances, such as use of the instrument over the summer months, the instrument shall be returned at a time designated by the instructor.

Legal References: Sections 120.13(17), Wisconsin Statutes
120.44

Cross References: 470-Exhibit, Specific Student Fees

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

STUDENT TRANSPORTATION

The Board of Education shall be kept informed by the Superintendent and/or the Director of Buildings & Grounds of transportation needs and problems and may, after identification and study, approve recommended schedules and routes.

Resident School District of Marshfield students living outside the city limits of Marshfield shall be bused to his/her assigned school. Transportation is not provided to School District of Marshfield students who reside within the city limits unless:

1. The administration assigns the student to a school other than his/her neighborhood elementary school.
2. Transportation is requested by the Director of Student Services for a handicapped student in accordance with provisions in the child's I.E.P.
3. Extreme hardship situations exist and have prior approval of the Superintendent or the Director of Business Services. Such situations will be allowed on a limited term basis only.

Special transportation arrangements for non-EEN student with temporary handicapping conditions who have special transportation through the Director of Business Services.

Marshfield parochial school students are bused in accordance with Wisconsin State Statutes and School District of Marshfield policies to the parochial elementary school of his/her parish.

Legal References: Sections 115.76(3), Wisconsin Statutes
121.51-121.56

Cross References: 425, Public School Open Enrollment
425-Rule, District Procedures for Dealing With Public School
Open Enrollment Applications
751.1, Bus Routing and Scheduling

Approved prior to March 1991.

Reviewed: March 12, 1992, January 14, 1998, December 13, 2006 and May 12, 2010.

BUS ROUTING AND SCHEDULING

Bus routes and schedules are the responsibility of the Director of Buildings & Grounds and shall be set prior to the first day of each school year.

Changes necessary in regular bus routes during the school year are the responsibility of the Director of Buildings & Grounds. Changes in routes or schedules because of an emergency or inclement weather are made by the Superintendent or Director of Business Services upon the recommendation of the Director of Buildings & Grounds.

The Director of Buildings & Grounds shall conduct studies of bus routes in each local district in order to provide the safest, shortest routes, which will get all children to school in the most economical way. Routes shall be arranged in such a way as to equalize as nearly as possible the length of routes and bus loads, and to provide for the full use of buses. Arrangements shall provide each child transportation to school within the prescribed time limits. Bus routes shall begin no earlier than one and one-half hours before school opens and children shall not be in transit from school more than one and one-half hours after dismissal.

Special Busing

The Board may schedule special buses for specific purposes as the Board may deem necessary.

Scheduling of all extracurricular and co-curricular transportation shall be approved through the office of the Director of Business Services.

Local radio stations will be asked to broadcast unusual changes in bus schedules.

The legal responsibility of the School District of Marshfield in transporting children to and from school is limited to providing service to their legal residence or day care provider.

Legal References: Sections 121.56, Wisconsin Statutes

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

**ROUTING AND SCHEDULING GUIDELINES
FOR RESIDENT STUDENTS**

1. Students who wish to change drop-off or pick-up points must file a permanent transportation change form. The form must be signed by the parent or legal guardian and submitted to the District Office and a copy sent to Marshfield Bus Service. Changes must be approved by the Director of Buildings & Grounds and meet the following criteria:
 - a. Changes must be permanent in nature and for the duration of the school year, if possible.
 - b. Room must be available on the bus if the requested change requires a change in buses.
 - c. Temporary bus changes will be approved on a short-term basis for emergency situations only. Requests of a social nature will not be approved. (Ex. slumber parties, scout meetings, overnight stays, etc.)
2. Maximum walking distances from home to a student's bus stop shall be no more than one half mile. Special education students walking distance will be determined by the Individual Education Program.

Bus stops shall not be located:

- A. On the side of a steep hill; or
- B. Where the view is obstructed to less than 500 feet.

Approved prior to March 1991.

Reviewed: March 12, 1992, January 14, 1998, December 13, 2006 and May 12, 2010.

USE OF SCHOOL-OWNED VEHICLES

School vehicles are owned by the Board of Education for administrative, in-service, and event travel. The assignment of school vehicles for such travel shall be made through the office of the Director of Business Services. When school vehicles are not used for in-service travel, the vehicles shall be available for other school business travel within the district by the Superintendent and the Director of Business Services with each being responsible for maintenance as scheduled and fueling of vehicles as assigned. The use of the school vehicles for commuting by the Superintendent or Director of Business Services shall be subject to the IRS regulations.

Cross References: 672.5, District Credit Cards

Approved prior to March 1991.

Reviewed: March 12, 1992, December 13, 2006 and May 12, 2010.

FOOD SERVICE MANAGEMENT

The School District of Marshfield shall serve a daily noon lunch.

The Board of Education will establish prices for meals for elementary students, secondary students and teachers. Prices of reduced lunches will be established using federal guidelines. Students of low-income families may procure free/reduced price meals upon application by his/her parent(s) or guardian to the building principal, subject to the guidelines established by the federal government.

Accurate records of receipts, expenditures, number of lunches served to children, number of lunches served to adults, lunches served free of charge, amount of milk served, and other pertinent records shall be maintained according to Department of Public Instruction regulations.

The Marshfield School District food service department is using an automated lunch accounting system to record lunch payments and to monitor food service transactions.

School district personnel will notify families with low or negative balances. Negative/low balance statements will be issued once per week at the junior and senior high level, and twice per month at the elementary level. These will be delivered to student's homerooms.

For elementary students, no more than three (3) charges are allowed per student. If the family cannot be contacted by phone, a letter will be sent. After the 3rd charge, elementary students will be served a sandwich and water until the account is paid in full. The appropriate cost for the sandwich will be added to the family account.

If school district personnel contact families and inform them of negative account balances and the family still fails to comply with providing adequate funds to cover meals, social services will be notified.

For middle school and high school students, no credit will be extended, and students will not be permitted to eat unless adequate funds are available in their account. These students do have the opportunity to pay cash for items from the a la carte line if they have a zero or negative balance in their account.

Refunds for any year end remaining balance of food service monies paid by families will not be provided to students kindergarten through grade 11, and will be carried over to the next school year unless a specific request by the family is made. If the family does make a specific request for a refund, it will only be granted if the remaining balance is in excess of \$2.00. Refunds will be made to families of students in grade 12 only if the remaining balance is in excess of \$2.00.

The School District of Marshfield shall not discriminate in school-sponsored food service programs on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Legal References: Sections 115.34, Wisconsin Statutes

115.345

118.13

120.10(16)

120.13(6) & (10)

120.44

PI 9, Wisconsin Administrative Code

PL 91-248

PL 94-105

Cross References: 411.1, Student Discrimination Complaint Procedures

Approved prior to March 1991.

Reviewed: March 12, 1992 April 9, 2003, December 13, 2006 and May 12, 2010.

COPYRIGHT POLICY

The School District of Marshfield will direct its staff to comply with the federal copyright law and the school district guidelines.

Specifically, the following general copyright requirements shall apply in the district:

- a. The district shall provide all staff with in-service training, information, and materials relating to the copyright law.
- b. The district shall provide staff with assistance in acquiring rights to copyrighted materials.
- c. Appropriate notices and warning signs shall be placed on all copying equipment.
- d. The duplication of copyrighted materials without permission from the copyright holder, except under the provisions of "fair use" shall be prohibited.
- e. The use of district equipment for the purpose of violating copyright law shall be prohibited.
- f. Copying copyrighted material to substitute for the purchase of that material shall be prohibited.
- g. The distribution and/or transmission of a reading or performance of copyrighted works without permission from the copyright holder, except under the provisions of "fair use," shall be prohibited.
- h. No employee shall direct another to violate the copyright law.
- i. The building principal shall be responsible for establishing practices, which will enforce this policy at the building level.
- j. The district Computer Coordinator is designated as the only individual who may sign software license agreements for schools in the district.

These regulations describing the copyright guidelines are not comprehensive. All staff and students shall also adhere to state and federal law provisions concerning the copyright of data, images, software, and/or music regardless of the medium (print or electronic). These provisions are contained in many documents including but not limited to: Copyright Act of 1976 (as amended), Digital Millennium Copyright Act (H.R. 2281) 1998, and the Copyright Term Extension Act (S.505) as P.L. 105-278.

In the event that staff or students violate copyright laws and/or district guidelines that result in any legal action, the person involved will be personally liable.

Cross Reference: 378 "Student Performances"

378-Rule "Guidelines for Stage and Concert Performances
(Rights and Use of Copyrighted Materials)"

Legal References: U.S. Public Law 94-553, General Revision of the Copyright Law; 1980 addition of Section 117 to Title 17 of the U.S. Code; United States Code 101 et seq. (Copyright Revision Act of 1976); Code of Federal Regulations 201 et seq. (Copyright Office Regulations); H.R. Rep. No. 94-1476, 94th Cong. 2d Sess. (1976). (Contains "Agreement on guidelines for Classroom Copying in Not-for-Profit Educational Institutions With Respect to Books and Periodicals" and Guidelines for Educational Uses of Music"); H.R. Rep. No. 94-1733, 94th Cong. 2d Sess. (1976). (Contains "Guidelines for the Proviso of Subsection 108(g)(2)")

Approved: March 8, 1995.

Reviewed: December 13, 2006 and May 12, 2010.

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 section 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:

1. The purpose and character of the use (Is the copying being done for commercial or educational purposes?)
2. The nature of the copyrighted work (Was the original work intended to be consumable, for example?)
3. The amount and substantiality of the portion used (How much is being copied? How important is the copied part to the entire work? How many copies are being made?)
4. The effect on the potential market for or value of the work (Will the copyright owner suffer financial loss?)

B. Specific Copyright Guidelines for Instructional Materials

1. Print
 - a. 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, or
 - (4) A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper.
 - b. 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) Copying meets the tests of "brevity, spontaneity, and cumulative effect" [see part "D"]
 - (2) Time does not allow for purchasing the material,
 - (3) The material is used only once, and
 - (4) The copyright notice is printed on each copy of the material.
 - c. Notwithstanding any of the above, the following shall be prohibited:
 - (1) Copying of or from works intended to be "consumable":
 - a. Workbooks,
 - b. Exercises,
 - c. Standardized Tests,
 - d. Answer Sheets, and
 - e. Other consumable materials;
 - (2) Copying to create or replace anthologies;
 - (3) Copying to substitute for the purchase of material;
 - (4) Copying in violation of copyright law directed by a higher authority;
 - (5) Repeated copying of the same item by the same staff member from term to term; and

- (6) More than nine instances of such multiple copying for one course during one class term.
2. Audiovisual Materials: The "Fair Use" criteria outlined above should be applied to each intended use before copying any audiovisual works (slides, filmstrips, audiotapes, records, copy photography, etc.) for classroom use.
3. Video Recordings
 - a. 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) Uncopyrighted works or works in the public domain, &
 - (3) Copies made under "permission to copy" arrangements.
 - b. The following 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 the specific rights limitations),
 - (2) Broadcast programs provided they are used within ten school days of the original broadcast, and
 - (3) Programs with specified "permission to copy" arrangements.
 - c. 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. The publication *Cable in the Classroom* should be used to determine which, if any, rights have been granted for educational use.
 - d. Taking the above into consideration, the following shall be prohibited:
 - (1) Copying from premium "movie" channels (HBO, The Disney Channel, Showtime, Cinemax, 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, and
 - (5) Using illegally obtained copies of video recordings in a school setting.
 - e. 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.
 - f. The viewing of video recordings with "Public Performance Rights" is not restricted.
4. Computer Software
 - a. Section 7(b) of Public Law 96-517 grants to the purchaser the right to copy a 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.

- b. 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 and
 - (2) Uncopyrighted works or works in the public domain.

 - c. 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 federal funds,
 - (4) Booting single copies of copyrighted programs into more than one machine without authorization from copyright holder, and
 - (5) Using "archival" copies of software as additional copies.
5. Music
- a. The "Fair Use" criteria outlined above and the guidelines under "fair use" for music should be applied to each intended use before copying any copyrighted music or musical works.

 - b. Permissible uses include:
 - (1) Emergency copying to replace purchased copies which are unavailable for an imminent performance,
 - (2) Making copies of 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, and
 - (5) Making a single copy of a copyrighted sound recording for the purpose of an aural exercise or examination.

D. Definitions of Tests of Brevity, Spontaneity, and Cumulative Effect (Taken from Section 107 of the Copyright Revision Bill)

- 1. Brevity. The test of brevity is met if the material being copied meets the following requirements.
 - a. Poetry
 - (1) A complete poem if less than 250 words and if printed on not more than two pages, or
 - (2) from a longer poem, an excerpt of not more than 250 words.

 - b. Prose
 - (1) Either a complete article, story or essay of less than 2,500 words, or
 - (2) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words.

[Each of the numerical limits stated in "a" and "b" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]

- c. Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
 - d. "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "b" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the words found in the text thereof, may be reproduced.
2. Spontaneity. The test of spontaneity is met if copying meets the following requirements.
 - a. The copying is at the instance and inspiration of the individual teacher, and
 - b. The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.
 3. Cumulative Effect. The test of cumulative effect is met if copying meets the following requirements.
 - a. The copying of the material is for only one course in the school in which the copies are made.
 - b. Not more than one short poem, article, story, essay or two excerpts may be copied from the same author, nor more than three from the same collective work or periodical volume during one class term.
 - c. There shall not be more than nine instances of such multiple copying for one course during one class term.

[The limitations stated in "b" and "c" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]

These regulations describing the copyright guidelines are not comprehensive. All staff and students shall also adhere to state and federal law provisions concerning the copyright of data, images, software, and/or music regardless of the medium (print or electronic). These provisions are contained in many legal documents including but not limited to: Copyright Act of 1976 (as amended), Digital Millennium Copyright Act (H.R. 2281) 1998, and the Copyright Term Extension Act (S.505) as P.L. 105-278.

In the event that staff or students violate copyright laws and/or district guidelines that result in legal action, the person involved will be personally liable.

Approved: March 8, 1995.

Reviewed: December 13, 2006 and May 12, 2010.