

**SCHOOL DISTRICT OF MANAWA
POLICY & HUMAN RESOURCES COMMITTEE MEETING
AGENDA**

Google Meet joining information

Video call link: <https://meet.google.com/pxk-kohh-rdk>

Or dial: (US) +1 252-776-9051 PIN: 231 828 787#

Date: November 28, 2022

Time: 5:00 p.m.

Hybrid Meeting Format (In-person Meeting for Board of Education at MES Board Room, 800 Beech Street & Virtual Components)

Board Committee Members: Reiersen (C), Riske, and Krueger

In Attendance:

Timer: _____ **Recorder:** _____

1. Update on Possible Roles and Responsibilities of a Potential School Resource Officer (Information)
 - a. School Perceptions Survey - Bill Foster (virtual)
 - b. Visit with St. Paul Personnel
 - c. Policy
 - d. Job Description
 - e. Other
2. Consider Endorsement of Adding a Third Section of Grade 5 Under a Limited Term Contract for a Grade 5 Teacher Position for Second Semester of the 2022-23 School Year as Presented (Action)
3. Consider Endorsement of Ad Hoc Districtwide Safety Committee Advisory Recommendations (Action)
4. Consider Endorsement of a Reconfiguration Proposal of the Activities Director and Athletic Director for the 2022-23 School Year as Presented (Information / Action)
 - a. Job Descriptions
 - b. Policy
 - c. AD Full-time Year Round Position to Include Super Sub. and Maintenance Duties
 - d. Other
5. Consider Endorsement of Revised Policy 5460 - Graduation Requirements (Information / Action)
6. Discuss Development of an Employment Orientation Process (Information / Action)
7. Create a Donations Policy (Information / Action)
8. Discuss Alternative Policy-Administrative Guideline Development Options (Information / Action)
9. Confirmation of Required Website Information is Complete (Information)
10. Confirmation of Required Posting and Notices are Complete (Information)

11. Kelly Marinoff, MacNeil Environmental was contacted to provide Paving the Way asbestos, lead, and water quality documentation on her next SDM visit as per PO8431.01. (Information)
12. Discuss and Recommend Applicable 2022-23 School Year Key Performance Indicators (Information / Action)
13. Set Next Meeting Dates:
14. Next Meeting Items:
 - a. School Nurse References - Nurse/Paramedical (Information / Action)
 - b.
15. Adjourn



Book	Policy Manual
Section	School Resource Officer Policy
Title	SCHOOL RESOURCE OFFICER PROGRAM
Code	po8407
Status	
Adopted	July 27, 2020

8407 - **SCHOOL RESOURCE OFFICER PROGRAM**

To promote a safe, secure, and supportive school environment, the Board believes it appropriate for the District to have a collaborative relationship with the law enforcement agency(ies) with jurisdiction in the District through a School Resource Officer (SRO) Program.

The SRO Program shall provide appropriate and relevant information, instruction, and resource services to students, teachers, and parents. These services, and the District's and the law enforcement agency's(ies)' duties and obligations regarding the SRO Program, shall be set forth in an agreement between the District and the law enforcement agency(ies), including:

- A. placement of a designated School Resource Officer in specific schools on specific days and times;
- B. development of positive law enforcement officer/student relationships;
- C. investigation of alleged violations of law, consistent with the authority and duties of law enforcement officers, that involve student or staff conduct on or off of school property;
- D. educational presentations/discussions;
- E. preventative and/or informational discussions with students/parents;
- F. patrol and supervision of various school functions;
- G. creation and implementation of crime prevention and safety programs; and
- H. performance of duties of regular patrol officers that pertain to school resource matters;
- I. a requirement the law enforcement agency(ies) to provide the District Administrator Board **[END OF OPTIONS]** with an annual report regarding the SRO Program.

This report shall summarize activities conducted throughout the previous school year and shall include recommendations for the upcoming school year. **[END OF OPTION]** The Board may request additional updates or reports. **[END OF OPTION]**

The building principal(s) shall serve as the designated liaisons between the District and the law enforcement agency(ies) and shall oversee the SRO Program as it pertains to the specific building(s). The District and the law enforcement agency(ies) shall collaborate in determining various responsibilities and requirements under the SRO Program, including programming services and development of the school safety plan (See Policy 8420 - School Safety). Any services or activities provided or performed by the law enforcement agency(ies) via the SRO Program shall not serve as a substitute for any responsibilities assigned to District personnel.

Sharing of confidential information and/or student record information with the law enforcement agency(ies) by the District shall fully comply with all relevant statutory provisions and District policies. Use of any devices by any member of the law enforcement agency(ies) to gather or store information in the course of an investigation (e.g., body camera footage) shall be done in full compliance with all law enforcement agency(ies) policies, as well as State and Federal law regarding the use of any such devices.

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- Legal
- Wis. Stat. §§ 968.07(1)(d), (2)
 - Wis. Stat. § 165.85(2)(c)
 - Wis. Stat. § 121.02(1)(i)
 - Wis. Stat. § 120.44 (unified school districts)
 - Wis. Stat. § 120.13
 - Wis. Stat. § 118.257
 - Wis. Stat. § 118.127
 - Wis. Stat. § 118.125
 - Wis. Stat. § 118.001
 - Wis. Stat. § 66.0301

Last Modified by Steve LaVallee on October 11, 2022



SCHOOL DISTRICT OF MANAWA

Job Description

SCHOOL RESOURCE OFFICER (SRO)

ESSENTIAL SKILLS:

1. Ability to serve as a resource for teachers, parents, and students for law-related concerns and questions
2. Serve as a mentor for students
3. Ability to serve as a resource in areas that may affect the education environment and are or may be law-related
4. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
5. Accurately follow verbal and written directions
6. Work well under pressure
7. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
8. Ability to collaborate with diverse work teams
9. Demonstrate skills in consensus-building and mediation
10. Capable of researching and creative problem solving
11. Maintain confidentiality and loyalty to the School District of Manawa and the Manawa Police Department
12. Promote a positive image of the School District of Manawa and Manawa Police Department at all times

QUALIFICATIONS:

Experience, Education, and Licensure

1. Bachelor's Degree in Criminal Justice/Law Enforcement or 2-Year Associates Degree
2. Valid Wisconsin Driver's License
3. Duly authorized law enforcement officer through the Manawa Police Department. SRO must continually fulfill necessary requirements to remain in good standing with the MPD.
4. Hold ALICE trainer certification (can be completed once hired at the district's expense).
5. Successful completion of basic SRO course from the National Association of School Resource Officers (can be completed once hired at the district's expense).
6. Two (2) years of law enforcement work experience preferred.

Required Skills and Abilities

1. Able to work flexible hours, evenings and staggered shifts, weekends and/or in emergency situations as per the school year calendar of events
2. Operate a two-way radio and qualify with a MPD issued firearm
3. Direct traffic/pedestrians crossing busy streets around schools or on school grounds when necessary
4. Investigate suspicious circumstances, persons, vehicles, etc.
5. Able to work in inclement weather, lift up to 60 pounds, and walk, run, climb, crawl or sit for extended periods of time
6. Knowledge of Wisconsin criminal and traffic code, City of Manawa and Waupaca County ordinances, criminal procedures, juvenile law and court proceedings
7. Must not have any open internal affairs investigations
8. Pass criminal history, background investigation, and psychological examination.
9. Respond to imminent threats as a single officer for the protection and preservation of life
10. Ability to interpret and administer laws, policies, and procedures consistently and objectively

11. Communicate effectively, verbally and in writing, to a diverse audience
12. Plan, organize, and prioritize work
13. Remain flexible in order to adapt to changes in the work environment
14. Excellent time-management, problem-prevention, and problem-solving skills
15. Work accurately with close attention to detail
16. Advanced computer skills, including email, word processing and spreadsheets
17. Work effectively, professionally and tactfully with students, parents, staff, and the community
18. Possess a work ethic that includes neatness, punctuality and accuracy
19. Exhibit a professional appearance and demeanor
20. Demonstrate the highest level of ethical behavior
21. Maintain confidentiality of sensitive information
22. Study and apply new state and federal laws and regulations
23. Develop relationships with key stakeholders

JOB GOALS:

1. The School Resource Officer supports and facilitates the educational process within the School District of Manawa by providing a safe and secure environment through building and establishing meaningful relationships with students and staff and proactively interacting with the school community to ensure the enforcement of city and state laws, preservation of public order, protection of life and the prevention, detection, or investigation of crime.
2. Work effectively with students, parents, school personnel and community agencies to support teaching and learning in the schools.
3. The School Resource Officer will patrol district property to protect students, staff and visitors from physical harm and prevent loss to district property resulting from criminal activity.

REPORTS TO:

Manawa Chief of Police or Designee

EVALUATED BY:

Manawa Chief of Police and School District of Manawa District Administrator

The evaluation will include:

- Documentation of success of established goals.
- Observations.
- Community feedback/survey.
- Accomplishment of tasks and responsibilities as per the job description.

TERMS OF EMPLOYMENT:

1.0 FTE salaried position from September 1 to June 30 when students are present and when requested to be present for non-student days and July/August MPD duties as assigned.

Salary and benefits to be determined mutually by the Board of Education and City of Manawa with a shared cost arrangement for the time period noted above at 70% SDM & 30% City of Manawa.

The City of Manawa will provide a used vehicle, laptop, and a uniform allowance.

Eighteen (18) month probationary period per City of Manawa Police Department Policy

PERFORMANCE RESPONSIBILITIES:

Job-Specific Responsibilities

- Enforce federal, state, and local traffic and criminal laws and ordinances.
- Responsible for dealing with criminal law issues, not the enforcement of school discipline or to punish students.

- Serve as a positive role model for students.
- Protect persons and property on school premises; work through school administration to address concerns related to school safety including participation in the refinement of the District Safety Plan and emergency response protocols.
- Participate in and assist school principals with safety drills, protocols, and procedures.
- Provide preventative patrol of District property and within the schools.
- Participate in faculty and student meetings or assemblies as appropriate to become integrated into the school community.
- Participate in Response to Intervention Team meetings to provide wrap around services to students and families as needed.
- Collaborate with the SDM administrative team and staff to foster a better understanding of the law enforcement function to maintain a secure learning environment.
- Serve as a visible and active law enforcement officer on campus dealing with law-related areas such as drugs, traffic, trespassing, fighting, and thefts.
- Conduct routine patrols of assigned facilities to include buildings, parking lots and district owned, leased, or rented property.
- Take law enforcement action to protect against unwanted intruders.
- Make student arrests only in the event of a real and immediate threat to students, staff, or public safety.
- Work collaboratively with public safety agencies to serve as a liaison between school and community to deter criminal and delinquent behavior.
- Work with the Athletic/Activities Director and School Principals to coordinate security for crowd and vehicle control at co-curricular activities and special events.
- Assist other law enforcement agencies with incidents involving local criminal activity that may impact the safety of the environment for students and staff.
- Serve as the initial first responder and school safety coordinator for campus emergencies.
- Respond to calls on crimes against person or property in progress, report crimes that have already occurred, and intrusion/fire alarms; perform preliminary investigation at the scene (e.g. gather and preserve evidence, take statements).
- Prepare written reports, maintain daily logs, and obtain and serve arrest and search warrants as necessary; testify in court as required.
- Subdue offenders and criminals by using the minimum amount of force needed to protect the officer and other persons.
- Provide classroom presentations on protective behaviors, drug and crime prevention and fundamental concepts and structure of the law.
- Conduct security building assessments for schools; guard, check and secure doors, rooms, buildings and equipment.
- Provide executive protection; provide transportation to and from pre-designated places for Board Members and district administrators.
- Perform other duties as assigned by appropriate supervisory personnel and school administrators.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District/with the City.

The School District of Manawa and the City of Manawa do not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability. Applicants requesting a reasonable accommodation for a disability should contact the District Office by email.

School/Police Liaison Officer Memorandum of Understanding and Agreement
Between
City of Manawa and School District of Manawa

Memorandum of Understanding for School Resources Officer Program

The purpose of this document is to establish a School Resource Officer Program and to set forth guidelines to ensure that law enforcement, school officials, and the communities they serve, have a shared understanding of the goals of the School Resource Officer Program;

The parties agree that an effective School Resource Officer Program defines the role of the School Resource Officer (SRO): within the context of the educational mission of the school; distinctions between disciplinary misconduct to be handled by school officials, and criminal offenses to be handled by law enforcement; information sharing; School Resource Officer training requirements; program assessment; and program structure;

The School Resource Officer's receive the necessary support and training to ensure a safe school environment while respecting the rights of students and improving the overall school climate;

The signatories agree to the following:

Role of the School Resource Officer within the Context of the Educational Mission of the School

1. The mission of the School Resource Officer program is to improve and foster school safety and the educational climate at the school.
2. School Resource Officers are responsible for dealing with criminal law issues, not to enforce school discipline or punish students.
3. The SRO shall meet with building-level school administrators, teachers, parents, and student representatives at least annually when requested to discuss issues of school safety.
4. The SRO shall be integrated into the school community through participation in faculty and student meetings and assemblies as appropriate.
5. The SRO shall maintain activity reports and submit summaries of these reports to building-level school administrators, district-level school administrators, and the relevant law enforcement agency. The summaries shall include the numbers and descriptions of all incidents or calls for service; names of school officials involved (referring teachers, principals, etc.); student searches; student questioning; tickets, citations, or summonses; filing of delinquency petitions; referrals to a probation officer; actual arrests, and other referrals to the juvenile justice system.

6. Absent a real and immediate threat to student, teacher, or school safety, and absent the situations described herein where formal law enforcement intervention is deemed appropriate, building-level school administrators shall have final authority in the building.
7. Absent a real and immediate threat to student, teacher, or public safety, incidents involving public order offenses including: disturbance/disruption of schools or public assembly; loitering; profanity; and fighting that does not involve physical injury or weapon, shall be considered school discipline issues to be handled by school officials, rather than criminal law issues warranting formal law enforcement intervention (e.g., issuance of criminal citation, ticket, summon, or filing of delinquency petition).
8. Students shall not be taken into custody at school, except where a child poses a real and immediate threat to student, teacher, or public safety or pursuant to a warrant.
 - a. School principals shall be consulted prior to a student being taken into custody where practicable.
 - b. The student's parent or guardian shall be notified of a child being taken into custody as soon as practicable.

Information Sharing

9. The school district designates the SRO a "school official" as provided in the Federal Educational Rights and Privacy Act (FERPA) 20 U.S.C. 1232g, and 118.125(2)(d) of the Wisconsin Statutes. A SRO may be provided access to student records information maintained by the school district only as needed by the SRO to perform his or her duties as SRO. A SRO may also be granted access to student records information in the event of an emergency situation threatening the health or safety of a student or other individual. The SRO may only re-disclose student records information consistent with FERPA and Wisconsin pupil records law.
10. Records created and maintained by a SRO for the purpose of ensuring the safety and security of persons or property in the school, district, or for the enforcement of local, state, or federal laws or ordinances shall not be considered student records - even when such records may serve the dual purpose of enforcing school rules - and are not subject to the same prohibitions of access or disclosure by the SRO. (This provision does not prohibit school personnel from complying with the notice and reporting requirements of seclusion or restraint of a student by the SRO as specified in 118.305(4) of the Wisconsin Statutes.)

School Resource Officer Training Requirements

11. The SRO shall receive such training as is necessary to permit the SRO to effectively advance the school's educational mission in the context of his or her duties as SRO. Training topics, goals, and objectives shall be determined jointly by representatives of the school and the law enforcement agency. Training shall be provided in the following areas:

To be determined by the Manawa Police Department and School District of Manawa as training is offered.

Training topics to consider may include: school values and mission; child and adolescent development; ALICE; cultural competency; positive behavioral supports, strategies, and interventions; federal and state anti-discrimination and special education laws; the provisions of Wisconsin law pertaining to the use of seclusion and restraint by school personnel; trauma informed practices; de-escalation techniques; compulsory attendance; suicide prevention; and school mental health.

Program Assessment

12. The School Resource Officer Program will be assessed annually, and the evaluation will be conducted jointly between the Police Department and School District of Manawa. The following areas will be used to evaluate the program:

- a. Success of established goals and objectives.
- b. Police-citizen contacts (citations, arrests, community and school outreach activities, etc.).
- c. Community feedback.
- d. Accomplishment of tasks agreed upon as part of any work plan written in conjunction with the principal.

Structure and Funding for School Resource Officer Program

13. By virtue of this agreement, the Manawa Police Department agrees to

provide ??? Officers to the School District of Manawa for use as Police Liaison Officers. The Officers shall serve for approximately one hundred and eighty (180) days during the school fiscal year(July 1 to June 30).

The Officer(s) shall remain employees of the Manawa Police Department and, therefore, shall continue to be governed by State Statutes, City of Manawa Ordinances, as well as all applicable rules, regulations and policies of the New London Police Department. The City of Manawa shall be responsible for the issuance of all payroll checks and benefit payments on behalf of the Police Officer.

The Officer(s) shall be appointed for a 4-year time period by the Manawa Police Department and shall be by mutual agreement between the Chief of Police and the District Administrator. Nothing in this contract precludes an existing school liaison officer from being re-appointed after the 4-year time period. The officers will be hired by the Manawa Police Department on a year by year basis and will be At-will employees of the police department.

14. Supervision

The Officers shall be under the direct supervision of the Chief of Police or designee.

15. Reporting Time

The Police Liaison Officers shall report to the School District of Manawa each day unless requested by the Chief of Police or designee to report to the Manawa Police Department. This assignment may be modified as needed by both the School District and the City. The Officer shall work an eight and a half (8.5) hour shift. The Officers shall work for the School District of Manawa when students are present and when requested to be present for nonstudent days. The Officers shall be allowed to attend any mandatory training required by the Manawa Police Department. The Part-Time Officer will be assigned to either a 4 or 8 hours shift.

16. Overtime

If the School District of Manawa requests the Police Liaison Officer(s) to work hours outside of the normal work day (i.e. football game security, dances, etc.), the officers shall be entitled to overtime and compensation is covered by the set agreed upon yearly amount by the School District and the Manawa Police Department. The Officer may also flex their schedule for special events to reduce the amount of overtime.

17. Notification

All written notices and correspondence under this Agreement shall be delivered in person or by first class mail as follows:

To the Chief of Police

500 S. Bridge St
Manawa, WI 54949

To the District Administrator or
designee
800 Beech Street
Manawa, WI 54949

18. Costs

The School District agrees to reimburse the City \$????? per year for the Officer(s). This will cover cost for the following items:

Wages
FICA
Wisconsin Retirement
Health Insurance Dental
Insurance
Income Continuation Insurance Workers
Compensation Insurance Uniform
Allowance
All appropriate, non-personal Monthly Cellular Phone Charges
during the School Year

The School District also agrees to provide a work area, including a computer and telephone in the school, for use by the Police Liaison Officer.

19. Reimbursement

Bi-annually, the School District of Manawa shall reimburse the City on the basis of an invoice detailing the charges for that time period. The School District shall make payment to the City within thirty (30) days of receipt of the invoice.

20. Equipment

The City of Manawa shall furnish equipment to the Police Liaison Officer(s) including, but not limited to, vehicle, communications equipment, and necessary training.

21. Insurance

The City of Manawa and School District of Manawa shall provide the following insurance and it shall remain in force during the contract:

Liability

A general liability policy with a minimum policy of \$1,000,000.

Automobile/Collision

The City of Manawa shall provide full auto coverage for any vehicle operated by the Police Liaison Officer.

Workers Compensation

The City of Manawa shall provide coverage as required by State Statutes.

The premium for the Police Liaison Officer shall be reimbursed as outlined in Section VI.

DRAFT

Duration

22. This memorandum of understanding shall become effective immediately upon execution by signature and remain effective until June 30, ??? whereupon it must be reviewed annually by all signatories or their successors before being renewed.

23. A signatory may terminate this memorandum of understanding by serving written notice to all other signatories at least thirty (30) days in advance of such termination. A termination by a signatory shall eliminate the presence of School Resource Officers at the School District of Manawa.

District Administrator

Date

Chief of Police

Date

DRAFT



Students choosing to excel; realizing their strengths.

To: Board of Education
From: Dr. Melanie J. Oppor
Date: August 10, 2022
Re: School Resource Officer Historical Summary

The following represents recent District communications regarding a School Resource Officer program.

From the June 8, 2022 Weekly Update:

Police Liaison Officer/School Resource Officer – In the wake of the most recent school shooting in Uvalde, Mr. Joe Starr asked to have the topic of the City of Manawa and the SDM banding together to hire a shared law enforcement officer. I called Mayor Frazier and we had a nice talk on this collaboration. Mr. Starr had contacted the Mayor also. The City hopes to have a new police chief in place by August if all goes well. They are starting their interviews later this month. Mayor Frazier would like to discuss the concept of an SRO once the new police chief is in place. I am putting together some information for the P and HR Committee/Board to reflect on the District's history with SROs. If this topic is of interest to the community, it can again be a resolution for consider at the Annual Meeting in October. The Mayor and I agree that if we had a liaison officer, they would be put to good use and if the constituents do not wish to have one, the SDM and City will continue to be supported by the both City and Waupaca County law enforcement.

July 18, 2022

I telephoned Mayor Frazier last week and he confirmed Chief Severson will begin on August 1. The mayor has not yet discussed the SRO topic with the new Chief but will do so in the near future. Then, the three of us will meet to put together a preliminary proposal for both the City Council and the Manawa Board of Education to consider.

August 4, 2022 – Manawa Night Out

I had the opportunity to visit at length with Police Chief Severson. He is very interested in sitting down with District personnel to discuss possible options. Chief Severson noted that finding an officer that is a good fit to the position is critical. He learned that New London uses recently retired police officers. Chief Severson notes that their level of maturity, understanding of the law, and calm demeanor are assets to the SRO position.

August 9, 2022 – Quad County Insurance Consortium Meeting

Mrs. O'Brien and I attended the meeting that included a presentation by Ted Hayes, a school safety and security consultant for M3. Each of us received a copy of the book "*If It's Predictable, It's Preventable.*" We also received other supplemental resources. This links well

with the District Safety Committee's work that is ongoing and began in the spring semester of 2022.

At the October 25, 2021, Annual Meeting of the School District of Manawa, the public voted against hiring an SRO.

The following is an excerpt from the minutes of the October 25, 2021 meeting:

"Hearing on the Budget:

The recommended tax levy is \$9.44/per \$1,000 home value. The 2020-21 proposed budget tax levy is the maximum allowable amount of \$2,660,335 and the entire referendum debt payment of \$981,462 and \$25,000 for the Community Service Fund (Fund 80). The total tax levy is \$3,666,797 with the mill rate at \$9.44.

Consideration/Discussion of the District engaging a School Resource Officer for the 2021-2022 school year, as follows:

- *Full-Time (1.0 FTE)*
- *Part-Time (.6 FTE – 3 days/week / 24 hours/week)*

Resolutions: Motion by Sondra Reiersen/ Nicole Rineck SY20/21#03 Resolution - Not to Proceed into an Intergovernmental Agreement with the City of Manawa for a School Resource Officer (SRO).

Discussion: Sondra Reiersen, N6234 Cty Rd K, Ogdensburg, mentioned over the years there had been an SRO in the district. If it was a good program, why didn't they keep it? There was a survey sent out. She has never seen any kind of information as to what the constituents want? What is going to be different now?

Chairman J. Johnson noted the survey results: In favor of an SRO - 43% all residents, 29% staff, 56% parents and 38% non-parents. Not in favor of an SRO - 32% all residents, 45% staff, 22% parents, 35% non-parents. pg. 10 Not sure/need more information - 25% all residents, 26% staff, 22% parents and 27% non-parents. When asked if they would support paying for an SRO through Fund 80, the survey results were: In favor of an SRO - 39% all residents, 35% staff, 51% parents and 33% non-parents. Not in favor of an SRO - 33% all residents, 38% staff, 25% parents, 37% non-parents. Not sure/need more information - 28% all residents, 27% staff, 24% parents and 30% non-parents. When asked if they were to add an SRO, what would the staffing level be, the survey results were: Employ an SRO PT- 31% all residents, 43% staff, 35% parents and 29% non-parents. Employ an SRO FT - 28% all residents, 29% staff, 39% parents, 23% non-parents. Not sure/need more information - 41% all residents, 28% staff, 26% parents and 48% non-parents.

Nicole Rineck, 808 Water Street, Ogdensburg stated there is a police department down the road. We are not in a big city. What is happening in the school now that warrants an SRO? Why are taxes going up for this? Mike Frazier, 405 E. Fourth St., Manawa, typed in the chat box saying the city would work with the School District on this issue.

John Smith, 960 Depot Street, Manawa, speaking on behalf of the city, said an SRO is not just to enforce rules as to what is happening in school but to help with other things that happen at home as well. Today's youth deal with drugs, suicides, and an SRO gives opportunity to build relationships. He said he realizes they may not have had the best SRO's in the past and that is why the position went away years ago. It should be full time. School staff is not trained in investigations.

Anglea Emmert, N8115 Ferg Road, Manawa wrote in the chat box with all due respect, Mr. Smith, you are contradicting what we heard from the principal who seemed to indicate there were few issues. Can Mr. Wolfram please clarify? Mr. Wolfgram said he is not going to say schools are a perfect situation where they don't rely on the police when called upon. They do have experience dealing with some things within the district as staff. Drugs in school rely on police to help in investigations. The majority of instances within the last year are related to vaping incidents. (Audio quality was an issue.)

Jenny Bessette, E5702 N. Water Dr., Manawa, thinks the SRO is a great concept. However, last year the staff was polled and she feels safe at school. Taxes are going up already and doesn't want more increases. There were many programs that the district does not have any longer due to cuts. The schools have two amazing school counselors.

Sondra Reiersen noted Manawa student's state testing numbers are going down. She would rather have money go to instruction than a SRO.

John Smith is glad staff feels safe here. Things have changed since he went to school here. Right now everyone wants to call the police for everything. The townships do not pay for the city police - only the city taxpayers pay for them. A Sheriff can take up to 40 minutes to respond if the city police are dealing with another issue. That should be another factor in considering an SRO.

Stephanie Riske, E6464 State Rd 22, Bear Creek, wanted to confirm that having an SRO would not affect staffing.

Chairman Johnson confirmed that is true because the SRO would be funded out of Fund 80.

The motion on the floor is: Motion by Sondra Reiersen/ Nicole Rineck - Not to Proceed into an Intergovernmental Agreement with the City of Manawa for a School Resource Officer (SRO). Angela Emmert yes, Jeanne Frazier no, Mike Frazier no, Jill Schuelke abstain, Mataya Pethke abstain, Tammy Buschke yes, Scott Emmert yes, Jenny Bessette yes, Bill Dallman yes, Bev Dallman yes, Nicole Rineck yes, Sondra Reiersen yes, John Smith no, Seeger no, Hollman yes, Forbes no, Scheller yes, Pethke yes, R. Johnson yes, J. Johnson yes. Motion carried on a roll call vote."

Historical Information:

The following officers served in the role of School Resource Officer in the order shown. Where hire dates were available in Skyward, they are noted.

- Ben Barrington
- Brady Peterson (January 2000)

- Heidi Cartwright (November 2001)
- Michelle Kamba

The School District of Manawa had received a COPS grant in the past to fund the start-up costs of having a School Resource Officer. When the grant funding ran out, the funds to continue the program at that time were not part of the budget. A sustainability plan for the COPS grant had not been created.

At about the same time as I became the new District Administrator (2014), I received feedback from a variety of sources indicating concerns about the School Resource Officer. There was the perception that the officer was allowing their personal moral biases to override the letter of law. There were also unsubstantiated claims of overreach by the officer into matters that should more appropriately be handled by the secondary principal or dean of students. This left a sour taste in the mouths of some citizens and parents regarding an SRO. The topic of hiring an SRO came up recently via a citizen concern but had not been discussed formally since October 25, 2021.

Next steps:

- Collaborate with Mayor Frazier and Chief Severson on establishing an SRO program to layout program expectations, create a job description, establish related costs, and so on.
- Consider a survey of SDM residents to gauge community support and to provide information to the public.
- Consider a resolution for the next Annual Meeting of the SDM citizenry in October.
- Other

Full Time Police Officer Cost 2023

Total Employer Pays a Year

Police officer wages		\$ 52,000.00	25.00 per hour (Does not include overtime)
Retirement		\$ 6,864.00	
Health Ins	Family	\$ 22,656.48	
	Single	\$ 9,201.60	
Dental	Single	\$ 329.04	
	Single+Family	\$ 996.72	
	Single+Spouse	\$ 658.56	
Life Ins		\$ 66.00	
Vision	Single	\$ 60.36	
	Single+Spouse	\$ 120.48	
	Single+Child(ren)	\$ 135.96	
	Family	\$ 217.32	
SS/MED		\$ 3,978.00	

Employer pays 88% for Health, Dental and vision premium
 Employer pays 13.2% and Employee pays 6.8% for Retirement
 Employer pays 7.65% for SS/MED
 Clothing cost varies for each officer

Costs for an employee with family *20¢ mill rate* \$ 86,778.52
 Costs for a single employee *0.17* \$ 72,499.00

- raise the levy by this amt. - apportioned over the entire tax base

0.2

7.00 = 700 / \$100,000

7.20 = 720 / \$100,000

increase \$20 for ea. \$100,000 assessed value

Part Time Police Officer Cost 2023

Total Employer Pays a Year

(Hours estimated at 880 for year)

Police officer wages

\$ 22,000.00 25.00 per hour (For 10 months)

SS/MED

\$ 1,683.00

Must stay below 1,200 hours for part time status

Employer pays 7.65% for SS/MED

Clothing cost varies for each officer

Total Cost

0.06¢
\$6.00

\$ 23,683.00

2 retired people
sharing

School Resource Officer/ resource person questions

Why do we need a School Resource Officer?

- Instantaneous emergency response
- Police/student/community/ relationship building
- Mentoring and student support
- Deterrent/Crime Prevention effect
- Site Security generally as well as crime prevention through environmental design
- Assist with state required safety assessments (Grant)

Do we have to have a licensed police officer? Are there other security officer options available that the community fund can be used for?

- Sworn, certified officers have the following:
 - o State required training
 - o Information sharing for the good of the school and student is only allowed across school and LE
 - o Experience
 - o Professionalism
 - o Public relations skills
 - o Instantaneous communication with patrol for immediate assistance
 - o Important potentially lifesaving equipment
 - o Close collaboration with other agencies such as CPS, YFS, CRISIS, other LE

What time will the resource person work?

- 7:30 am until 3:45 pm
- NLPD has two part time officers who rotate: Thursday, Friday, Monday, Tuesday, Wednesday...then off for seven days.

What will a resource person do throughout the day? I.e. (during the in session school day) an 8.5 hour work day with a 30 minute lunch. Approximately 70-80% of the school day students are in class so 20-30% of the resource person's day would have a potential to interact with students. 1.6 to 2.4 hours of possible interaction time.

- Presence at critical drop off and pick up sites
- Assist admin staff with disciplinary issues when necessary
- Mentor troubled student (bulldog time)
- Recess security and student contact
- Special Event and Athletic Event Security
- Hall monitoring throughout the day an between classes
- Conduct truancy checks/home visits
- Meeting with parents of students who are having behavioral difficulties

- Note: Part time SRO's avoid being bogged down in court by turning serious crimes over to patrol or detectives,
- Classroom presentations: Bullying, Sexting, Human Trafficking, Stranger Danger, Drugs, etc, etc...

What will a resource officer do when there are non-scheduled student school days?

- SRO's do not work on non-scheduled student school days
- SRO's conduct active shooter and EMS training for staff during staff development days

How will a resource person enhance our current safety program?

- Instantaneous emergency response
- Police/student/community/ relationship building
- Mentoring and student support
- Deterrent/Crime Prevention effect
- Site Security generally as well as crime prevention through environmental design

Who does the resource person report to?

- To both the school principal and chief of police

How will the Constitutional rights of the students be maintained?

- In the same way they are maintained for adults in the community
- The SRO must abide by states laws, constitutional parameter's and within school and police policy

If the resource person is traveling from building to building are they using their own vehicle? Will they be compensated for mileage?

- The PD supplies the squad car and pays for maintenance
- "Building to building" travel time is worked into the daily schedule

How will we ensure that a resource person doesn't cross the line of excessive force as what happened in Kenosha in March 2022?

- By abiding by use of force parameters defined by the state and PD policy

If working over 8.5 hrs a day will they be receiving overtime? For example - at school during school hours and then also working at after school activities. If receiving overtime pay, who is responsible for the overtime cost?

- Part time SROs would get overtime only if they worked more than 40 hours in a work week. This does not occur however because of the part time nature of the positions

SCHOOL DISTRICT OF MANAWA

TEMPORARY/LIMITED TERM
INDIVIDUAL TEACHING CONTRACT

THIS TEMPORARY/LIMITED TERM INDIVIDUAL TEACHING CONTRACT (hereinafter the “Contract”) is entered into by and between the **SCHOOL DISTRICT OF MANAWA** (hereinafter the “District”) and ????????? (hereinafter “Teacher”).

WHEREAS, the District desires to hire Teacher for a temporary/limited term (July 1, 2020 through June 30, 2021); and

WHEREAS, Teacher desires to be employed for a temporary/limited term (July 1, 2020 through June 30, 2021).

NOW, THEREFORE, the parties hereto agree as follows:

1. Teacher is a professionally trained educator who is legally qualified to teach in the State of Wisconsin.
2. This Contract shall commence on the 1st day of July, 2020 and terminate on the 30th day of June, 2021. As to the duration of this Contract, the parties acknowledge the attached Addendum, which is an integral part of this Contract.
3. Teacher shall teach and/or supervise such tasks as are assigned by the District. The District may, at its discretion, assign additional tasks for which Teacher is certified or may obtain certification, together with extra-curricular/co-curricular assignments. Teacher agrees to take part in various activities including, but not limited to, teacher institutes, group meetings, curricular workshops, festivals, clinics, contests, parent-teacher conferences, in-service workshops, open houses and the like.
4. In exchange for the services outlined herein being properly rendered, the District shall pay Teacher a salary of _____ **Dollars** (\$_____), pursuant to the District’s regular payroll practices.

Teacher may defer payment of a prorated portion of Teacher’s salary through August following the expiration of this Contract by electing to do so herein.

5. This Contract will be amended and modified to comply with the salary requirements of any collectively bargained agreement between the District and any entity legally authorized to represent Teacher, if any, entered into subsequent to the tender of this Contract.
6. The District may provide Teacher with employment benefits that it may from time to time deem appropriate.

7. This Contract is made and shall remain subject to the rules, regulations, policies and directives of the District now existing and as may be hereinafter enacted and Teacher agrees to, in all respects, abide by and comply with the same.
8. The disqualification of Teacher to continue teaching for any legal cause whatsoever shall immediately terminate and render this Contract void. This Contract may be terminated by the District on the basis of the policies, rules and regulations established by the District.
9. Should Teacher seek to be released from this Contract, Teacher shall submit a written request for release to the Board, together with payment of liquidated damages. The parties agree that this Contract constitutes a binding legal contract, the breach of which will result in liability for damages. It is specifically agreed that in the event Teacher breaches this Contract, the following liquidated damages will flow from such breach and the Board may, at its option, demand and recover from Teacher such amount of liquidated damages:

After June 1 but prior to July 1	\$ 500.00
After June 30 but prior to August 1	\$1,000.00
After July 31 but prior to August 15	\$1,500.00
After August 15	\$2,500.00

This express intent to liquidate the uncertain damages and harm to the District from such a breach is not the exclusive remedy or right of the District but is, rather, an alternative right and remedy and shall not, unless the District elects to rely on the same, preclude the District from seeking and recovering the actual amount of damages resulting from such a breach by Teacher.

10. The District reserves the right to layoff, including partial layoff through a reduction in FTE, Teacher based upon the needs of the District. Teacher shall be given notice of such layoff not less than thirty (30) calendar days prior to the effective date of such layoff, unless impractical to do so. It is understood that as a layoff, the non-renewal procedures of Wis. Stat. § 118.22, Wis. Stats., do not apply.
11. Individual employment contracts of a professional educator may be terminated or non-renewed upon a majority vote of the full membership of the Board subject to any applicable law. Employees may be terminated or non-renewed for any reason, provided that the decision is not arbitrary or capricious, or in violation of any applicable law. In the event the District Administrator intends to recommend the non-renewal of a teacher's contract, he/she shall comply with all applicable statutory non-renewal procedures.

The non-renewal of Individual Teaching Appointments shall be governed by Section 118.22, Wis. Stats.

Any decision to terminate or non-renew a professional educator's employment contract shall be subject to review consistent with the grievance procedure in policy and corresponding Professional Educator Handbook references.

A resignation, once submitted and accepted by the Board or its designee, is final and may not be rescinded without approval by the Board. The Board may defer acceptance of a late (i.e. 30 days prior to the start of the school year or school calendar year) resignation until such time as the position from which the professional educator has resigned is filled by the District. Resignations shall be processed in accordance with policy.

12. Should either party initiate litigation to enforce any term(s) of this Contract, the prevailing party in said litigation shall be entitled to recover its costs including, but not limited to, reasonable attorneys' fees, from the non-prevailing party.
13. Teacher waives any and all rights to receive, on or before, April 30, 2021, preliminary notice of refusal to renew Teacher's teaching contract for the 2021-2022 school year and, on or before May 15, 2021, written notice of renewal or refusal to renew Teacher's teaching contract for the 2021-2022 school year.
14. The parties agree that this Contract shall not be construed to establish any precedent for future employment matters.
15. This Contract contains the entire agreement and understanding between the parties hereto in reference to all matters herein agreed upon, and no representations, promises, agreements or understandings, written or oral, not contained herein shall be of any force or effect.
16. This Contract may be modified or terminated at any time during the term hereof by the mutual written agreement of the parties hereto.
17. The persons executing this Contract, by their signature, represent they have full authority to do so.
18. The parties agree that the provisions of this Contract are severable, and if any part of this Contract is found to be unenforceable, the other paragraphs shall remain fully valid and enforceable to the fullest extent permitted by law.
19. The laws of the State of Wisconsin govern this Contract.

This Contract is not valid unless signed and returned by Teacher on or before **June 15, 2020**.

Dated this 29th day of May, 2020.

SCHOOL DISTRICT OF MANAWA

President	Date	Clerk	Date	Treasurer	Date
-----------	------	-------	------	-----------	------

I, the undersigned Teacher, hereby accept the provisions set forth in this Contract.

___ I elect to receive pay in twenty-four (24) installments.

___ Divided equally and paid over twenty-four (24) payrolls.

___ Divided equally and paid over twenty-four (24) payrolls, however I elect to have the salary amounts for June, July and August paid to me in one lump sum on June 30, 2021.

Teacher Signature

Date

**ADDENDUM TO TEMPORARY/LIMITED TERM
INDIVIDUAL TEACHING CONTRACT**

Pursuant to Wis. Stat. § 118.22, you are hereby put on notice that the School Board of the School District of Manawa is considering the recommendation of the District's Administration that your Individual Teaching Contract not be renewed for the 2021-2022 school year because the parties hereto agreed to the limited term/temporary nature of the employment relationship prior to Teacher being hired by the District.

Please be advised that pursuant to Wis. Stat. § 118.22, you have the right to file a request with the School Board within five (5) days of your receipt of this notice for a conference with the School Board relative to the subject of the non-renewal of your Individual Teaching Contract.

SCHOOL DISTRICT OF MANAWA

By: _____
District Administrator, by direction of the
Board of Education

Date: _____

_____ I request a conference with the School Board relative to the non-renewal of my Individual Teaching Contract.

_____ I do not request a conference with the School Board relative to the non-renewal of my Individual Teaching Contract.

By: _____
Teacher

Date: _____

ACTION BY THE SCHOOL BOARD

Please be advised that the School Board of the School District of Manawa, by a majority vote of the full membership of the Board, has decided not to renew your Individual Teaching Contract for the 2021-2022 school year. The decision not to issue you an Individual Teaching Contract was made because the parties agreed to the limited term/temporary nature of the employment relationship prior to you being hired by the District.

SCHOOL DISTRICT OF MANAWA

By: _____

Date: _____



Students choosing to excel; realizing their strengths.

School District of Manawa

Emergency Response

Protocols

Approved by the Manawa Board of Education on

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Section 1 - Emergency Contact List

1 Principal/District Administrator
1.5 Custodial
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Police/EMS/Fire		911 (715) 258-4474
Sheriff's Department	Waupaca County	911 (715) 258-4474
State Police	Wausau Office	(715) 845-1143
Emergency Management/Haz-mat	Waupaca County	911 (715) 258-4474
Air Shut Off – (for complete building)	Automated Energy Systems	(920) 968-5882
Safe Area - (Evacuation site)	Manawa Rural Fire Dept./City Hall or the other school building for emergencies not involving the other building	_____
Staging area - (Family Reunification)	Masonic Center or the other school building for emergencies not involving the other building	_____
Poison Control Center		(800) 815-8855
Hospital Emergency Room	ThedaCare – Waupaca	(715) 258-1000
Hospital Emergency Room	ThedaCare – New London	(715) 531-2030
Electric	Alliant Energy	(800) 255-4268
Water	City of Manawa – Dept. of Public Works	(920) 596-2578
Gas Company	Alliant Energy	(800) 255-4268
Telephone Company	Solarus (VoIP)	(920) 596-2535 (800) 421-9282
District Administrator	Melanie J. Oppor, PhD	(920) 596-5300 (920) 896-3133
Elementary Principal	Danielle Brauer	(920) 596-2559 (920) 323-9636
Secondary Principal	Abe El Manssouri, Ed. D.	(920) 596-5310 (414) 306-0962
Bus Route Supervisor	Kobussen – Jacob Elsner	(920) 389-1500 (920) 427-1408

Technology Director	Dean Marzofka	(920) 596-5737 (715) 467-1326
Business Manager	Carmen O'Brien	(920) 596-5332 (715) 602-3303
Maintenance Person	Arthur Pethke	(920) 595-5805 (715) 853-5702

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1.2 Teacher & Staff

1.4 Kitchen Staff

When calling 911 - SPECIFY

- 1. Which school you are at (high school, middle school, elementary, Paving the Way etc.)**
- 2. Where you are located in the building (classroom, fitness center, gym etc.)**
- 3. The Door # (number) that the emergency vehicle should come to**

MANAWA ELEMENTARY SCHOOL OFFICE 800 Beech Street
Ext: 5700

Police/EMS/FD		911
Sheriff's Department	Waupaca County	911 (715) 258-4474
Emergency Management/Haz-mat	Waupaca County	911 (715) 258-4474
Elementary Principal	Danielle Brauer	(920) 596-2559 (920) 323-9636
Poison Control Center		800-815-8855

1.6 Bus Drivers
1.7 Route Supervisor

MANAWA MIDDLE/LITTLE WOLF HIGH SCHOOL OFFICE 515 East 4th Street
Ext: 5800

Police/EMS/FD		911
Sheriff's Department	Waupaca County	911 (715) 258-4474
Emergency Management/Haz-mat	Waupaca County	911 (715) 258-4474

PAVING THE WAY 407 Bridge Street (920) 596-2526

Secondary Principal	Abe El Manssouri	(920) 596-5310 (414) 306-0962
Dean of Students	Jeff Bortle	(920) 596-5806 (608) 397-0248

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Section 2 - Evacuate - Fire

Definition

This type of evacuation is used for any emergency evacuation related to a fire incident and includes a fire that is believed to be extinguished.

Alert Signal

Fire alarm and/or announcement over the public address system (PA).

2.1 Principal Response

1. Make sure that the alarm has been activated as soon as notification is received.
Do not wait to verify that a fire is actually occurring before activating alarm.
2. Call 911 for emergency services. Report a fire and give the facility's address as per the details on page 15 for calling 911.
3. See that the emergency evacuation kits are taken from the building and transported to the initial evacuation site (MES- overflow parking lot; MS/HS- north end of west parking lot).
4. **If it is safe to do so sweep/quickly check that the area is empty:**
 - a. The MES custodian will sweep from the main office through the south end of the facility and the school counselor will sweep from the main office through the north end of the facility.
 - b. The MS/HS counselor/custodian will sweep the main academic level of the facility and the Dean of Students will sweep the lower level/Fitness Center of the facility.
 - c. The Paving the Way lead teacher will ensure all students and staff have exited.
5. Confirm that all staff, students, and visitors are out of the building using the two-way radio system.
6. Leave the building and report to the first responding public safety official.
 - a. Advise them of the emergency situation.
 - b. Offer to provide master keys to a properly identified public safety official.
 - c. Make a record of to whom the key is issued.
7. The District Administrator, principal, and emergency management will assess the situation and decide whether to move to the reunification evacuation site.
8. If moving to the reunification site, the Business Manager will call Kobussen for transportation and the Masonic Center manager.
9. Report to the City Hall/Fire Department, appraise the situation, and with the district administrator determine the course of action.
10. Decide whether to implement the family reunification protocol. If family reunification protocol is not appropriate, notify the transportation department to be prepared to implement it in the event the situation escalates.
11. The District Administrator will implement the Skylert/media protocol.

2.2 Teacher & Staff Response

1. Shut off equipment such as Bunsen burners, stoves etc.
2. Gather all students and visitors in your area of responsibility and prepare to evacuate to MES- overflow parking lot; MS/HS- north end of west parking lot and area at least 300 feet from the facility; Paving the Way- walk to the City Hall.
3. Ensure that special needs persons in the immediate area are provided assistance.

4. Hold door open, allowing people to file out single file, to MES- overflow parking lot; MS/HS- north end of west parking lot; Paving the Way – walk to City Hall.
5. Take emergency evacuation kit & shut the door.
6. If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
7. Once evacuees have reached the evacuation site take attendance (call each student's name, **DO NOT** just count students) and report any missing student(s) to the Principal and office personnel (high visibility vest).

2.4 Kitchen Staff Response

1. Turn off equipment (stove, appliances etc.)
2. After last person has left the room/area shut the door and report to the evacuation site.
3. Make sure that all people leaving the facility remain at the evacuation site until released by the appropriate authority.
4. **DO NOT** attempt to reenter the facility unless the principal or the designee directs you to do so.

2.5 Custodial Response

1. Gather all students and visitors in your area of responsibility and evacuate according to the fire evacuation plan.
2. Ensure that special needs persons in the immediate area are provided assistance.
3. **If it is safe to do so** sweep areas of the facility as in 2.1.4 above and take any people found to the principal.
4. If you encounter fire, any other significant hazard or find the designated pathway blocked, quickly evaluate the situation and seek an alternate route.
5. Report to the principal or their designee and assist as needed.

2.6 Bus Driver Response

1. Instruct all occupants to evacuate according to the fire evacuation plan for your design of bus. Provide direction on specific evacuation procedures if needed.
2. Call 911 or notify dispatch and request that the Fire Department be called. During notification be sure to give the address twice to ensure accuracy.
3. Take the emergency evacuation kit with you as you evacuate.
4. Ensure that special needs persons on the bus are assisted in evacuating.
5. If you encounter fire blocking an emergency exit, quickly evaluate the situation and seek an alternate route. Once evacuees have reached the evacuation site, develop a written list of all evacuees and provide the list to the principal or his or her designee.
6. Remain alert to potential dangers in the area and properly supervise students under your care.

2.7 Terminal Manager Response

1. Ensure that the fire department has been called.
2. Advise all other drivers to keep the radio clear except for emergency transmissions until public safety responders are on the scene.
3. Respond to the scene and meet responding public safety officials, brief them of the situation, make them aware of the contents of the emergency evacuation kit.
4. Report to the evacuation site and appraise the situation.
5. Decide whether to use another bus to transport students or to implement the family reunification protocol.
6. Implement the media protocol.
7. If appropriate, photograph the damage.
8. Brief your supervisor and the District Administrator as appropriate for the situation.
9. If it is a bus emergency, the District Administrator will respond in the event of injury.

2.8 Lead Staff Member Response (district/school sponsored after hours)

1. Sound fire alarm.
2. Call 911 and request fire department and law enforcement response.
3. See that the emergency evacuation kits are taken from the building and go to MES- overflow parking lot; MS/HS- north end of west parking lot; Paving the Way- walk to Fire Department bay.
4. In areas where it is safe to do so, ask a responsible adult to sweep the facility for students and adults who may not have been able to evacuate.
5. Meet responding public safety officials. Brief them of the situation.
6. Contact the building principal and District Administrator.
7. Report to the evacuation site and appraise the situation.
8. The District Administrator will implement the media protocol.

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Section 2a - Tracking Sheet(s)

2a.1 - Fire Evacuation Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Fire Evacuation** _____

Sheet initiated by: _____ Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Sound fire Alarm, activate appropriate crisis teams				
Call 911, request Fire and Police Dept. response				
Sweep the facility for students and adults				
Obtain emergency evacuation kits				
Assist special needs persons				
Evacuate according to the fire evacuation plan				
Report to evacuation site, appraise the situation				
Meet responding public safety officials				
Decide whether to implement the family reunification protocol				
Implement the media protocol				
At evacuation site develop a written list of all evacuees				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

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Section 3 – “Evacuate” for Bomb Threat or Other Non-Fire Situation

Definition

This type of evacuation is used for any emergency evacuation not related to a fire incident. Law enforcement in coordination of the principal will determine if it is a credible threat and if evacuation is necessary.

Alert Signal

Announcement over the public address system. “All Staff and Students Evacuate, Evacuate, to the **Manawa Rural Fire Department/City Hall or the other school building (if not affected).**”

3.1 Principal Response

1. Notify appropriate public safety agencies and central staff of the situation.
2. Select an evacuation route.
3. If time permits, send designated staff member(s) to sweep the evacuation route and site and wait for an all-clear report before announcing the evacuation.
4. Announce an evacuation is in effect. (refer to “Alert Signal”)
5. **If it is safe to do so sweep/quickly check that the area is empty:**
 - a. The MES custodian will sweep from the main office through the south end of the facility and the school counselor will sweep from the main office through the north end of the facility.
 - b. The MS/HS counselor/custodian will sweep the main academic level of the facility and the Dean of Students will sweep the lower level/Fitness Center of the facility.
 - c. The Paving the Way lead teacher will ensure all students and staff have exited.
6. Ensure that the emergency evacuation kits are removed from the building.
7. Leave the building and report to the first responding public safety official
 - a. Advise him/her of the emergency evacuation kits and their contents.
 - b. Offer to provide master keys to a properly identified public safety official.
 - c. Make a record of the person to whom the key is issued.
8. Report/walk (or in the event of inclement weather as determined by the principal, buses will be secured to transport) to the **Manawa Rural Fire Department/City Hall** or other designated facility.
 - a. Check to ensure that all students and staff are at the site and appraise the situation.
9. Decide whether to implement the family reunification protocol. If family reunification protocol is not appropriate, notify the transportation department to be prepared to implement it in the event the situation escalates.
10. Implement the media protocol.
11. If deemed appropriate after consulting with public safety officials, authorize staff to reenter the facility.

3.2 Teacher & Staff Response

1. Gather all students and visitors in your area of responsibility and evacuate using the route and **evacuation site** designated unless otherwise instructed.
2. Ensure that all special needs persons are provided assistance.
3. After last student has left the room - Take emergency file & shut the door.
4. Once evacuees have reached the designated evacuation site:
 - a. Take attendance (Call each student’s name, **DO NOT** just count students).

- b. Provide attendance list to the principal or their designee (high visibility vest).
 - c. Report any missing student(s).
 - d. Notify the principal or their designee of any suspicious packages/objects you noticed in your room/work area.
4. Ask students to report anything out of place or suspicious.
 5. **DO NOT** attempt to reenter the facility unless the principal or their designee directs you to do so.
 6. **DO NOT** allow students to use portable/cell phones.
 7. **DO NOT** use cell phones unless a significant emergency situation exists.

3.4 Kitchen Staff Response

1. Turn off equipment (stove, appliances etc.).
2. After last person has left the room/area shut the door and report to the evacuation site.
3. Make sure that all people leaving the facility remain at the evacuation site until released by the appropriate authority.
4. **DO NOT** attempt to reenter the facility unless the principal or his or her designee or his or her designee directs you to do so.

3.5 Custodial Response

1. Inform all students, personnel and visitors in your area to evacuate using the route and site designated by the principal or his or her designee.
2. Ensure that all special needs persons in your area of responsibility are provided assistance.
3. **If it is safe to do so** sweep the facility as in 3.1.5 above and take any people found to the principal.
4. Once you reach the designated evacuation area, report to the principal or their designee and assist as needed.
5. **DO NOT** use cell phones unless a significant emergency situation exists.

3.6 Bus Driver Response

1. Instruct students to evacuate the bus and to take all of their possessions with them. Remove the keys to the bus. Conduct a quick visual sweep of the bus before you exit. Do not touch, move or disturb any suspicious item, but note its location. **If it is safe to do so**, move students to a point approximately 1,000 feet from the bus (about the length of ten football fields). Meet with responding officials and tell them what you observed when you visually swept the bus for suspicious items.
2. Remain alert to your surroundings. Be particularly alert to any people or conditions that might pose a danger to evacuees. If you encounter a significant hazard, quickly evaluate the situation, adjust your evacuation route and attempt to notify the principal or his or her designee or the appropriate public safety officials.
3. Once you reach the designated evacuation site, develop a written list of all evacuees and provide the list to route supervisor upon their arrival. Report the presence or lack of any suspicious objects on or near the bus, evacuation route or site.
4. Remain alert to potential dangers in the area and properly supervise students under your care.
5. **DO NOT** allow students to use portable telephones. Confiscate any electronic communications devices that are prohibited by policy. The use of cellular phones can result in loss of control of the situation.
6. Try to avoid use of the bus radio unless an emergency situation dictates its use. In certain rare instances, a two-way radio signal can cause a device to detonate.

3.7 Route Supervisor Response

1. Ensure that the appropriate public safety agencies have been notified of the situation.
2. Advise all other drivers to keep the radio clear except for emergency transmissions until public safety responders are on the scene.
3. Proceed to the incident site if only one bus is involved.
4. Upon arrival, conduct a quick visual sweep the evacuation area.
5. Report to the evacuation site, check to ensure that all students and staff are at the site and appraise the situation.
6. Meet with responding public safety officials and determine how the bus will be swept for explosive devices. Public safety officials ordinarily request that someone who is familiar with the area to be checked assist them. Any transportation personnel who assist in the sweep of the bus should be clearly instructed not to touch, move or in any way disturb anything on or near the bus.
7. After the bus has been swept, consult with public safety officials and decide whether to transport students on the bus, transfer them to another bus or to implement the family reunification protocol.
8. Implement the media protocol.
9. Brief your supervisor as appropriate for the situation.

3.8 Lead Staff Member Response (after hours)

1. Notify appropriate public safety agencies of the situation.
2. Select an evacuation route and site.
3. If time permits, send designated staff member(s) to sweep the evacuation route and site and wait for an all-clear report before announcing the evacuation.
4. Announce evacuation.
5. Notify the principal and district administrator and request that the Crisis Response Team be activated.
6. **If it is safe for you to do so**, sweep the facility for students and adults who may not have been able to evacuate.
7. Ensure that the emergency evacuation kits are removed from the building.
8. Leave the building. Report to the first responding public safety official and advise him or her of the emergency evacuation kits and their contents. Offer to provide master keys to a properly identified public safety official. Make a record of the person to whom the key is issued.
9. Report to the evacuation site. Check to ensure that visitors, students and staff are at the site. Appraise the situation.
10. Decide whether or not to implement the family reunification protocol.
11. Implement the media protocol.

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Section 3a - Tracking Sheet(s)

3a.1 -Bomb Threat/Non-Fire Evacuation Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Bomb Threat/Non-Fire Evacuation** _____

Sheet initiated by: _____ Date: _____

1st Shift Relieved by: _____ Time: _____

2nd Shift Relieved by: _____ Time: _____

3rd Shift Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Notify appropriate public safety (police, fire)				
Select an evacuation route and site				
Activate appropriate crisis teams				
Send designated staff member(s) to sweep the evacuation route and site				
Announce evacuation				
Sweep the facility for students and adults, assist special needs persons				
Ensure that the emergency evacuation kits are removed from the building				
Evacuate according to non-fire evacuation protocol				
Report to the first responding public safety official				
Report to the evacuation site				
Decide whether to implement the family reunification protocol				
Implement the media protocol				
Once at the site, develop a written list of all evacuees				
Confiscate any electronic communications devices that are prohibited by policy				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

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Section 4 - Shelter in Place Protocol

Definition

Sheltering in place procedures are utilized when there has been a chemical or biological release or radiological incident outside of, but in proximity to, a facility and available information indicates that there is not adequate time to evacuate building occupants to a safe location before the dangerous contaminants reach the facility.

Alert Signal

Announcement for staff to shelter building occupants in place.

4.1 Principal/District Administrator Response (Principal makes a determination to shelter in place quickly if evacuation is not practical.)

1. The District Administrator will notify AES at (920) 968-5882 to shut off air if the principals or D.A. are not able to do it via the remote VPN. Pay particular attention to hood ventilation systems in the production kitchens and technology education labs and shut off the fans in the gym.
2. Principal makes an announcement over the public address system to direct staff to shelter in place.
3. Principal ensures that all outdoor personnel have been moved into the facility.
4. Principal ensures that all staff and occupants receive word to shelter in place and verify that all personnel are sheltered in appropriate locations.
5. Principal checks to see that staff members have taken proper steps to seal off windows and doors from outside airflow using items found in the Emergency Evacuation Kit.
6. District Administrator monitors the situation through radio and/or television stations. Attempt to calm staff and students. Keep staff informed of developments whenever possible. District Administrator will use Skylerts to convey messages to families and emergency contacts and will send similar messages using available social media outlets.
7. Principal when informed by local public safety and emergency management personnel, notify staff when it is safe to leave the facility.
8. District Administrator and principals make preparations to implement the family reunification protocol quickly if the situation dictates. Notify the transportation department to be prepared to implement the family reunification protocol in the event the situation escalates.

4.2 Teacher & Staff Response

1. All staff that are outdoors should quickly gather all students and adults in the area and instruct them to go inside the facility immediately.
2. Close all windows and doors.
3. Seal off windows and doors from outside airflow using items found in the "Go Kit".
4. Wait for further instructions from your principal or their designee.
5. Review emergency evacuation and family reunification protocol.

4.4 Kitchen Staff Response

1. Instruct everyone in the area to move to an interior area without windows if possible.
2. Close all doors.
3. Shut down all exhaust fan hoods.
4. Wait for further instructions from your principal or their designee.

4.5 Custodial Response

1. If you are outdoors, quickly gather all students and adults in the area and instruct them to go inside the facility immediately. Once inside, instruct everyone to move to an interior area without windows if possible.
2. Close all windows and doors in your area of responsibility.
3. **If it is safe to do so**, sweep/quickly check that all halls, rest rooms, common areas are empty in the facility and take any people found to the principal.
4. Report to the principal or their designee and provide assistance as needed.

4.6 Bus Driver Response

1. Close all windows and doors.
2. If available, use tape to cover all windows and doors with precut sheets of plastic to help reduce airflow into the area.
3. Close all outside air vents. Turn off all heating or ventilation systems.
4. Notify the transportation department of your situation and exact location.
5. Consult with area public safety and emergency management officials if any are in the area.
6. Be prepared to move the bus or implement emergency evacuation procedures.

4.7 Route Supervisor Response

1. Consult with driver(s) and public safety officials to determination if drivers in the affected area should attempt to drive out of the area, move students to a building if they can locate one, or shelter in place.
2. Advise all other drivers to keep the radio clear except for emergency transmissions.
3. Keep track of all bus locations and areas where students are evacuated or sheltered.
4. Monitor situation through radio and/or television stations. Attempt to calm staff and drivers. Keep staff and drivers informed of developments whenever possible.
5. Notify staff when it is safe to leave their location based on advice from local public safety and emergency management personnel.
6. Brief your supervisor as appropriate for the situation.

4.8 Lead Staff Member Response (after hours)

1. Make a determination to shelter in place quickly if evacuation is not practical.
2. Make an announcement by the best available means to direct staff to shelter in place. Request that staff advise visitors of the shelter in place procedures.
3. Check to see that outdoor personnel have been moved into the facility.
4. Notify the principal and district administrator and tell them to advise the Crisis Response Team of the situation.
5. The District Administrator will notify AES at **(920) 968-5882** to shut off air if the principals or D.A. are not able to do it via the remote VPN. Pay particular attention to hood ventilation systems in the production kitchens and technology education labs and shut off the fans in the gym.
6. **If it is safe to do so**, check to see that staff and occupants received word to shelter in place.

7. Verify that personnel are sheltered in the most suitable locations.
8. Check to see that staff members have taken proper steps to seal off windows and doors from outside air flow.
9. The District Administrator will monitor the situation through radio and/or television stations. District Administrator will use Skylerts to convey messages to families and emergency contacts and will send similar messages using available social media outlets.
10. Attempt to calm staff, visitors and students. Keep staff informed of developments whenever possible.
11. When informed by local public safety and emergency management personnel, notify staff when it is safe to leave facility.

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Section 4a - Tracking Sheet(s)

4a.1 - Shelter in Place Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Shelter in Place** _____

Sheet initiated by: _____ Date: _____

1st Shift Relieved by: _____ Time: _____

2nd Shift Relieved by: _____ Time: _____

3rd Shift Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement over public address system, activate appropriate crisis teams				
Gather outdoor personnel into facility				
Verify that personnel have received word and are sheltered in the most suitable locations				
Once inside, instruct everyone to move to an interior area without windows if possible				
Close all windows and doors				
Use tape to cover all windows and doors with precut sheets of plastic to help reduce air flow into the area				
Use wet towels to reduce air flow under doors				
Close all outside air vents				
Turn off all heating or ventilation systems				
Implement media protocol				
Monitor situation through radio and/or television stations				
Attempt to calm staff and students				
Notify staff when it is safe to leave facility				
Decide whether to implement family reunification protocol				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

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Section 5 - Relocation Evacuation & Family Reunification Protocol

Definition

This type of evacuation is used for any evacuation where students and staff will need to be moved to a site/location off the premises for reunification with family members and loved ones.

Alert Signal

Announcement over the public address system “**All Staff and Students evacuate to Manawa Rural Fire Department/City Hall or the other school building**”, and be prepared to implement our Family Reunification Protocol.

5.1 Principal/District Administrator Response

1. Notify the District Administrator of your decision to implement a Relocation Evacuation. Provide a brief description of the incident and specify the staging area so buses can be dispatched to the appropriate location.
2. The District Administrator will request that additional law enforcement officials dispatch uniformed personnel to **Manawa Rural Fire Department/City Hall or the other school building**, and the **Masonic Lodge**.
3. Once at the Manawa Rural Fire Department/City Hall or the other school building make sure that all staff members and students are accounted for.
4. The bus company will send transportation to take students and staff from the **Manawa Rural Fire Department/City Hall or the other school building** to the **Masonic Lodge**.
5. The principal or their designee is responsible for contacting family members for the pick-up of the evacuated at the **Masonic Lodge or the other school**. - Follow Family Reunification Protocol.
6. The principal will have the school office staff and school counselor assist in coordinating and leading the Reunification Protocol at the **Masonic Lodge or the other school** at the staging area. Each of these staff members should have a complete school roster by grade-level or course in their Emergency Evacuation Kits.
7. The principal, school office staff, and school counselor will direct other staff members how they are to assist with family reunification at the staging area.
8. The District Administrator will implement the media protocol.

5.2 Teacher & Staff Response

1. Follow Relocation Evacuation procedures and guide students to **Manawa Rural Fire Department/City Hall or the other school building**.
2. Prepare students for boarding of buses.
3. Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
4. Assist police in obtaining a list of all witnesses and/or victims:
 - a. Full name(s), date of birth, and address
 - b. Indicate whether (“V”- for victim or “W” - for witness)
5. Once students and other persons from your area of responsibility have boarded a bus, take the roll.
6. The principal, school office staff, and school counselor will direct you as to your assigned role in the Family Reunification Protocol when you arrive at the **Masonic Lodge or the other school** staging area.

5.4 Kitchen Staff Response

1. Turn off equipment (stove, appliances etc.).
2. After last person has left the room/area shut the door and report to the **Manawa Rural Fire Department/City Hall or the other school building**.
3. Make sure that all people leaving the facility remain at the evacuation site until released by the appropriate authority.
4. **DO NOT** attempt to reenter the facility unless the principal or their designee directs you to do so.
5. **DO NOT** use cell phones unless a significant emergency situation exists.

5.5 Custodial Response

1. Follow Relocation Evacuation procedures and guide students to **Manawa Rural Fire Department/City Hall or the other school building**.
2. Ensure that any special needs persons in your area of responsibility are assisted during the evacuation.
3. **If it is safe to do so**, sweep/quickly check the facility to be sure everyone has exited. At Paving the Way, the lead teacher will ensure that everyone has left the building.
4. Report to the principal or his or her designee and provide assistance as needed.
5. Once you are advised to evacuate to the family reunification site and students and other persons from your area of responsibility have boarded a bus, assist the bus driver by taking roll and completing the driver's evacuation roster.
6. Follow the instructions of Family Reunification Staff when you arrive at the Family Reunification Site. You may be asked to assist in staffing the site.

5.6 Bus Driver Response (For an incident involving your bus)

1. Follow Relocation Evacuation procedures and guide students to an appropriate evacuation site. Prepare students to board another bus.
2. Ensure that any special needs persons are assisted during the evacuation.
3. Once students have boarded a bus, assist the bus driver by taking roll and completing the driver's evacuation roster.
4. Follow the instructions of Family Reunification Staff when you arrive at the Family Reunification Site. You will be asked to assist in staffing the site.

5.7 Route Supervisor Response (For an incident involving your bus)

1. Notify dispatch and the District office of your decision to implement the family reunification protocol. Provide a brief description of the incident and specify the staging area so a bus can be dispatched to the appropriate location.
2. Request that law enforcement officials dispatch uniformed personnel to the staging area.
3. If you must stay at the scene, designate a staff member to serve as your representative at the family reunification center.

5.6a Bus Driver Response (When one or more schools are affected by a crisis)

1. When you are notified that your assistance is needed for implementation of the family reunification plan, make sure that you have copies of student family reunification rosters.
2. Follow directions provided by route supervisors and public safety officials as to the best approach to the affected school or its evacuation area.
3. Try to calm students as they board the bus.
4. Once loaded, proceed safely to the family reunification site. Understand that evacuees may be traumatized by events and may be in an excited and emotionally distraught state.
5. Have a staff member fill out the student transport roster. If no staff member is present, ask a student to perform this task and note the name of the student who completed this task on the form.
6. **Do not** stop the bus or open the door to allow evacuees to meet family members.
7. When you arrive at the family reunification site, follow the instructions of public safety personnel. Provide the roster(s) to the staff member that meets your bus.
8. Return for the next relay if you are needed and repeat the process until the evacuation is complete.
9. Your bus may or may not be escorted by law enforcement depending on the available resources and the nature of the crisis.
10. Keep all radio traffic to a minimum.

5.7a Route Supervisor Response (When one or more schools are affected by a crisis)

1. Advise all drivers to keep the radio clear except for important transmissions until the last transport is completed.
2. Work with administrators at the affected site, crisis response team members and public safety officials to set up an efficient relay system. Designate a staging area near the school so buses can be staged there if too many buses arrive at the evacuation area at one time for loading.
3. Maintain a log of the status of all involved buses to help you keep track of available resources.
4. If buses from another school system or mass transit buses are sent to assist, coordinate with their supervisors and personnel. Attempt to establish a means of radio communications with their personnel. You may be able to provide a spare radio to a representative of their organization.
5. Brief your supervisor as appropriate.

5.8 Lead Staff Member Response (after hours)

1. Coordinate with public safety officials and/or Crisis Response Team members when deciding which site to use. Unlike a daytime emergency, the other school or Manawa Athletic Complex may be appropriate.
2. Notify the principal and district administrator of your decision to implement the family reunification protocol and request that the Crisis Recovery Team be activated if needed and sent to the selected site. Provide a brief description of the incident and specify the staging area so buses can be dispatched to the appropriate location.
3. Request that law enforcement officials dispatch uniformed personnel to the staging area.
4. If available, make the announcement by public address system, runners, e-mail or by the most practical means available to inform visitors, staff and students. It may be best to wait until the Crisis Response Team and buses have had time to travel to the affected site and the family reunification site before making the announcement and moving to the staging area.

5. In certain situations, it may not be practical or safe to order a general evacuation (such as during a hostage situation or if an armed intruder may still be in the area). In such instances, coordinate with public safety officials for law enforcement personnel to conduct the evacuation room by room.
6. Designate a Crisis Response Team member or other staff member to serve as your representative at the family reunification center. Instruct them to take student information from one of the Emergency Evacuation Kits with them.
7. Notify the appropriate Crisis Response Team member to serve as your representative at the staging area.

Section 5a - Tracking Sheet(s)

5a.1 -Remote Evacuation and Family Reunification Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Remote Evacuation and Family Reunification** _____

Sheet initiated by: _____ Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Notify the central office				
Request law enforcement to report to staging area				
Make the announcement over public address system				
Activate appropriate crisis teams, notify a team member to be administrator's representative at family reunification center				
Follow non-fire evacuation procedures				
Provide assistance for special needs persons				
Take roll enroute (if on a bus take roll and complete the driver's evacuation roster)				
Implement media protocol				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date: _____

Witnessed by: _____ Date: _____

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Section 6 – Secure (Lock)

Definition

A Secure is a means to rapidly enhance the level of security in the facility. By locking all exterior doors and main interior doors, staff can make it more difficult for a dangerous person or situation in the vicinity of the facility to gain access to staff and students. This does allow staff and students to continue with productive activities in a limited fashion.

Alert Signal

Announcement over the public address system, “All staff and Students, Secure, Secure the Perimeter, Secure, Secure the Perimeter. Remain inside the Building.”

6.1 Principal/District Administrator Response

1. Make an announcement to implement the Secure (Lock Out).
2. Notify District Office, transportation and public safety officials of the situation requiring a Secure.
3. **If it is safe for you to do so**, verify that all exterior doors have been secured.
4. **If it is safe for you to do so**, verify that all main interior doors have been secured.
5. Notify the transportation department so that they can stop any inbound buses and/or make preparations to support you in the event you need to implement a **Lock Down**.
6. Brief staff and students as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, over two-way radio, via intercom, by phone, or by e-mail. You may need to remain in this Secure condition for several hours. If so, you may wish to modify the Secure conditions as appropriate.
7. Once the situation is resolved, you may resume normal activities. The principal should inform staff and students of the reason the Secure was issued. This can be done by having administrators go from room to room, using an announcement over the public address system, announcing over the two-way radios, or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

6.2 Teacher & Staff Response

1. If you are located outside of the building, gather all students in the vicinity into the building and lock the door(s).
2. Do not allow anyone to leave the building. Stay away from any exterior doors.
3. If possible, report any concerns, missing students, suspicious activities, etc. to the principal or his or her designee by telephone, two-way radio, or intercom.
4. Continue with normal activities as much as the situation allows.
5. If students or staff have a need to move about in the building, obtain permission first from the principal or his or her designee.
6. Be prepared to rapidly implement a Lock Down if directed to do so.

6.4 Kitchen Staff Response

1. Continue with normal activities as much as the situation allows.
2. Do Not accept any deliveries during a Secure.
3. Be prepared to rapidly implement a Lock Down if directed to do so.

6.5 Custodial Response

1. Make sure all exterior entrance points to the building are locked immediately.
2. Instruct all students and visitors you encounter to remain in the building.
3. Once you have secured all exterior doors, report to the principal or his or her designee and assist as needed.
4. Continue with normal activities as much as the situation allows. Periodically check exterior doors to ensure that they remain locked.
5. If students or staff have a need to move about in the building, obtain permission first from the principal or his or her designee.
6. Be prepared to rapidly implement a Lock Down if directed to do so.

6.6 Bus Driver Response

- A. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from a route supervisor. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from a route supervisor to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
- B. If you are advised of a Lock Down by a student, staff member, or public safety official and have not been notified by the transportation department, depart from the area and immediately advise your route supervisor or the dispatcher of the information you have received. If students are on your bus who would normally disembark, have them remain on the bus until you confirm that it is safe to drop them off at the school.

6.7 Route Supervisor Response

1. If notified that a Lock Down is in affect at a school, notify all bus drivers that would normally be dropping off or picking up students at the school and direct them as to what to do next.
2. For Lock Downs instruct drivers to restrict radio transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a Lock Down may remain in place for an extended time, consult with district administrator or his or her designee to determine if drivers who are designated to pick up at the school should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).
4. Keep drivers updated on the situation as appropriate.
5. Brief your supervisor as appropriate for the situation.

6.8 Lead Staff Member Response (after hours)

1. Make sure the designated entrance points to the building near your location are locked immediately.
2. If the function is in a contained area such as a cafeteria, lunchroom or gymnasium, it may be best to have all exterior doors and all doors to the room where the function is being held secured and to continue the activity.
This decision depends on the information about the threat that the lead staff member has at the time. Otherwise:
3. If you are located in an area with a lockable door, gather all staff, visitors, and students in the vicinity into the room and lock the door.
4. If you are not in a location with a lockable door, move staff, visitors, and students to an area where they can be separated from other parts of the facility by a locked door.
5. Verify that all exterior doors have been secured as soon as it is safe for you to do so.
6. Call emergency services and advise them that you have initiated a Lock Down at the facility and the reason for the Lock Down. Request that law enforcement officers be dispatched if appropriate to the situation.
7. Notify the principal and district administrator and report your situation request that they notify the Crisis Response Team of the situation.
8. Continue with normal activities to the extent the situation allows.
9. If staff, visitors, or students have a need to move about in the building, make a decision whether or not it is safe to do so. Students who are allowed to move about the building should be escorted by an adult.
10. Be prepared to rapidly implement an emergency evacuation or Lock Down if directed to do so.
11. Brief staff, visitors, and students as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, over two-way radio, via intercom, by phone, or by e-mail. You may need to remain in this Lock Down condition for an extended time period. If so, you may wish to modify the Lock Down conditions as appropriate.
12. Once the situation is resolved, resume normal activities. The lead staff member may wish to inform other staff, visitors, and students of the reason the Secure was issued. This can be done by public address system or other means.

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Section 6a - Tracking Sheet(s)

6.a.1 – Secure (Secure) Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Secure (Secure)** _____

Sheet initiated by: _____ Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement to implement the Secure(Lock)				
Activate appropriate crisis teams				
Notify central office				
Notify public safety officials				
Notify the transportation department				
Gather students and staff from outside of the building				
Gather all students in the vicinity into a room and lock the door				
Verify that all exterior and interior doors have been secured as soon as it is safe to do so				
Brief staff on the situation if it is safe to do so				
Notify staff when it is safe to resume normal activity				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

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Section 7 – Lock Down

Definition

A Lock Down is a response to an actual emergency situation. A Lock Down is used to dramatically and rapidly enhance the level of security in the facility. By locking all exterior and interior doors, staff can make it more difficult for dangerous person(s) in the facility to gain access to staff and students. A Lock Down further requires that all staff and students seek as much physical safety from physical assault as possible by using barriers to sight, physical barriers, or moving to a safer location.

Alert Signal

Announcement over the public address system, “All staff and students–Lock Down, Locks, Lights, Out of Sight, Lock Down, Locks, Lights, Out of Sight.”

7.1 Principal/District Administrator Response

1. Make an announcement to implement a Lock Down.
2. Notify District Office and public safety officials (911) of the situation requiring a Lock Down.
3. **If it is safe to do so**, verify that all exterior doors have been secured.
4. **If it is safe to do so**, verify that all main interior doors have been secured.
5. Notify the transportation department so that they can stop any inbound buses and/or make preparations to support you in the event you need to implement a Relocation Evacuation due to a change in the situation.
6. Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, over two-way radio, or by e-mail. You may need to remain in this Lock Down condition for several hours. If so, you may wish to modify the Lock Down conditions as appropriate.
7. Once the situation is resolved, **Law Enforcement** will provide procedures as appropriate for the situation. You may wish to inform staff members of the reason the Lock Down was issued. This can be done by having administrators go from room to room, using an announcement over the public address system, over two-way radios, or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

7.2 Teacher & Staff Response

1. If you are located in an area with exterior/interior lockable door(s), gather all students in the vicinity into the room and lock the door(s).
2. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
3. If possible, report any concerns, missing students, suspicious activities, etc. to the principal or his or her designee by telephone or intercom
4. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
5. **Do not open your door for any reason.** (The on scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.)
6. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**

7.4 Kitchen Staff Response

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
3. **Do not open your door for any reason.** (The on scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.)
4. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**

7.5 Custodial Response

1. Make sure entrance points to the building near your location are locked immediately.
2. If you are located in an area with a lockable door, gather all students in the vicinity into the room and lock the door.
3. If you are not in a location with a lockable door, move students to an area where they can be separated from other parts of the facility by a locked door.
4. If possible, report your status to the principal or his or her designee by telephone or intercom.
5. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
6. **Do not open your door for any reason.** (The on scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures)
7. **Remain in place if the fire alarm system rings. Fire evacuation will be signaled by intercom announcement.**

7.6 Bus Driver Response

1. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from a route supervisor. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from a route supervisor to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.

2. If you are advised of a Lock Down by a student, staff member or public safety official and have not been notified by the transportation department, depart from the area and immediately advise your route supervisor or the dispatcher of the information you have received. If students are on your bus who would normally disembark, have them remain on the bus until you confirm that it is safe to drop them off at the school.

7.7 Route Supervisor Response

1. If notified that a Lock Down is in affect at a school, notify all bus drivers that would normally be dropping off or picking up students at the school and direct them as to what to do next.
2. For Lock Downs instruct drivers to restrict radio transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a Lock Down may remain in place for an extended time, consult with district principal or his or her designee to determine if drivers who are designated to pick up at the school should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).
4. Keep drivers updated on the situation as appropriate.
5. Brief your supervisor as appropriate for the situation.

7.8 Lead Staff Member Response (after hours)

1. Make an announcement to implement the Lock Down.
2. Notify emergency services (911) that you have initiated a Lock Down, indicate the reason for the Lock Down and request that law enforcement officers be dispatched to your location.
3. Call the principal and district administrator and request that the Crisis Response Team be notified of your situation. Briefly advise them of the situation.
4. Verify that all exterior doors have been secured if it is safe for you to do so.
5. Verify that all main interior doors have been secured if it is safe for you to do so.
6. Make sure entrance points to the building near your location are locked immediately.
7. If you are located in an area with a lockable door, gather all students and visitors in the vicinity into the room and lock the door. If you are not in a location with a lockable door, move staff, visitors and students to an area where they can be separated from other parts of the facility by a locked door.
8. If possible, turn out lights and gather students and visitors into an area of the room where they are not visible to someone looking into windows.
9. **Do not open your door for any reason.** (The on scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.)
10. Brief staff as soon as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, over two-way radios, or by e-mail. You may need to remain in this Lock Down condition for several hours. If so, you may wish to modify the Lock Down conditions as appropriate.
11. Once the situation is resolved, Law Enforcement will provide procedures as appropriate for the situation. The lead staff member may wish to inform staff members, visitors and students of the reason the Lock Down was issued. This can be done by having administrators go from room to room, using an announcement over the public address system or via e-mail as appropriate to the situation.

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Section 7a - Tracking Sheet(s)

7a.1 - Lock Down Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Lock Down** _____

Sheet initiated by: _____ Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make announcement to implement the Lock Down				
Activate appropriate crisis teams				
Notify central office				
Notify public safety officials				
Gather all students in the vicinity into the room and lock the door				
Gather students and staff from outside the building				
Verify that all exterior doors have been secured				
Verify that all main interior doors have been secured				
Notify the transportation department				
Turn out lights				
Gather students and visitors into an area of the room where they are not visible to someone looking into windows				

Name of person closing log: _____ Time and date log closed out: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

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Section 8- Resumption of Normal Activities

Resumption of Normal Activities/Reverse Evacuation

Definition

These protocols are used to return students and staff to the building after an evacuation or to resume normal activities following a Lock Down or shelter in place once it is determined that potential danger has passed. A Resumption of Normal Activities/Reverse Evacuation can be combined with a Secure or Lock Down if the District Administrator or his or her designee determines that there is danger to students who have been evacuated and that evacuees should be returned to the building and Locked Down.

Alert Signal

For a resumption of normal activities: An announcement by bullhorn, runners, or via the public address system of “All teachers and staff implement the Resumption of Normal Activities protocol now. Please resume normal activities at this time.”

For a reverse evacuation and Secure: An announcement by bullhorn, runners or via the public address system of “All teachers and staff implement the Reverse Evacuation and Secure immediately.”

8.1 Principal Response

1. After the appropriate announcement has been made, determine when and if the school can return to normal operations or if a **Secure** is required until the situation is stabilized.
2. Provide appropriate guidance to staff via public address announcements, e-mail, runners or other means as appropriate.
3. Notify the transportation department if you resume normal activities.
4. The District Administrator or his or her designee may wish to inform staff members of the reason the evacuation was implemented. This can be done by having administrators go from room to room, using an announcement over the public address system, over two-way radios, or via e-mail as appropriate to the situation. Staff should be instructed on how they should explain the situation to students. In some cases, the administrator may find it appropriate to send a brief letter home to inform parents of the actions that were taken to protect their children (see appendix of master protocol for sample letters).

8.2 Teacher & Staff Response

If a reverse evacuation and Lock Down is indicated: Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned Lock Down area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once they reach the assigned area, staff will implement the Lock Down Procedures.

1. Once evacuees have returned to their assigned area(s), take attendance to verify that all students are accounted for
2. Provide a list of missing students and other concerns to the principal or his or her designee.

If a Resumption of normal activities has been indicated: Teachers and staff shall return evacuees to their assigned areas in an orderly but prompt fashion. Upon reaching their assigned area, normal activities should be resumed.

8.4 Kitchen Staff Response

- ***If a reverse evacuation and Lock Down is indicated:*** Follow your Lock Down protocol.
- ***If a Resumption of normal activities has been indicated:*** Resume normal duties.

8.5 Custodial Response

If a reverse evacuation and Lock Down is indicated: Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned Lock Down area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once they reach the assigned area, staff will implement the Lock Down Procedures. Upon your return to the facility, follow the Lock Down Procedures.

8.6 Bus Driver Response

- ***If a reverse evacuation and Lock Down is indicated:*** Follow your Lock Down protocol.
- ***If a Resumption of normal activities has been indicated:*** Resume normal route activity and make adjustments in your route as appropriate.

8.7 Route Supervisor Response

- ***If a reverse evacuation and Lock Down is indicated:*** Follow your Lock Down protocol.
- ***If a Resumption of normal activities has been indicated:*** Advise drivers to resume normal route activity and provide direction on how they can adapt to the altered schedule created by the event.

8.8 Lead Staff Member Response (after hours)

If a reverse evacuation and Lock Down is indicated: Teachers and staff shall return evacuees to their classrooms/assigned areas (or nearest assigned Lock Down area) in an orderly but prompt fashion while remaining alert to possible threats. If a threat is identified while en route, appropriate adjustment should be made. Once evacuees reach the assigned area, staff will implement the Lock Down Procedures.

If a Resumption of normal activities has been indicated: Teachers and staff shall return evacuees to their assigned areas in an orderly but prompt fashion. Upon reaching the assigned area, the function should be resumed.

1. Provide appropriate guidance to staff, visitors and students via public address announcements, e-mail, runners, two-way radios, or other means as appropriate.
2. Call the principal and district administrator and request they notify the Crisis Response Team of the decision to implement the reverse evacuation protocol. Advise them whether you are implementing the Emergency Lock Down protocol or are resuming the function.
3. The lead staff member may wish to inform staff, visitors and students of the reason the evacuation was implemented. This can be done by having students go from room to room, using an announcement over the public address system, over two-way radios, or via e-mail as appropriate to the situation.

Section 8a - Tracking Sheet(s)

8a.1 - Resumption of Normal Activities/Reverse Evacuation Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Resumption of Normal Activities/Reverse Evacuation** _____

Sheet initiated by: _____ Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Make appropriate announcement				
Notify appropriate crisis teams				
Provide appropriate guidance to staff				
Notify the transportation department if necessary				
Brief staff				
Return evacuees to their classrooms/assigned areas				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

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Section 9 - Intruder/Suspicious Person

Definition

An intruder or suspicious person or person(s) are those who enters the grounds or building and do not appear to have a legitimate purpose for being present.

Alert Signal

Refer to appropriate announcement for Lock Down or Secure.

9.1 Principal Response

1. Obtain a description of the intruder(s) and any suspicious actions they have shown.
2. Determine if a Lock Down or Secure is appropriate. Announce a Lock Down or Secure and follow appropriate procedures
3. Call 911 or emergency services, and request a law enforcement response.
Provide dispatch personnel with all available information regarding intruder descriptions and actions. It can be dangerous for administrators and/or staff to approach intruders or suspicious persons.
4. Upon their arrival, coordinate actions with law enforcement officials.
5. Brief staff on the outcome of the situation as soon as it is resolved.

9.2 Teachers & Staff Response

1. Direct students into areas that can be secured.
2. Secure doors and exterior windows (if a Lock Down is announced).
3. **Do not** allow students under your supervision to leave a secure area without approval from the principal or his or her designee.
4. Communicate with the principal or his or her designee if you have pertinent information (use the intercom, e-mail, two-way radio or telephone as available).
5. Attempt to calm students under your care.
6. **Do not** attempt to approach suspicious persons.

9.4 Kitchen Staff Response

1. Continue with normal activities as much as the situation allows.
2. Be prepared to rapidly implement a Relocation Evacuation or Lock Down if directed to do so.

9.5 Custodial Response

1. Notify the office immediately if you become aware of a suspicious person on or near campus.
2. Direct students and staff into areas that can be secured. Secure doors and exterior windows in your immediate area (if a Lock Down is announced).
3. Communicate with the principal or his or her designee if you have pertinent information (use the intercom, two-way radio or telephone as available).
4. **Do not** attempt to approach suspicious persons.

9.6 Bus Driver Response

1. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from a route supervisor. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from a route supervisor to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
2. If you are advised of a Lock Down by a student, staff member or public safety official and have not been notified by the transportation department, depart from the area and immediately advise your route supervisor or the dispatcher of the information you have received. If students are on your bus who would normally disembark, have them remain on the bus until you confirm that it is safe to drop them off at the school.

9.7 Route Supervisor Response

1. If notified that a Lock Down is in affect at a school, notify all bus drivers that would normally be dropping off or picking up students at the school and direct them as to what to do next.
2. For Lock Downs instruct drivers to restrict radio transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a Lock Down may remain in place for an extended time, consult with the district administrator or his or her designee to determine if drivers who are designated to pick up at the school should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).
4. Keep drivers updated on the situation as appropriate.
5. Brief your supervisor as appropriate for the situation

9.6a Bus Driver Response – (Intruder on or attempting to board the bus)

Suspicious person(s)

1. Note the description and action(s) of suspicious persons at or near bus stops and, report what you have observed to your supervisor or dispatch. Request that police be dispatched to the site if you deem necessary. **Do not** attempt to approach suspicious persons.

Intruder on or attempting to board the bus

1. If a person who is not authorized to board your bus tries to enter or remain on the bus, calmly and clearly advise them that they must not enter or must leave the bus.
2. If they refuse to leave the bus or try to force their way onto the bus, immediately notify dispatch and request that law enforcement officers be dispatched to your location. Give your location twice and provide a brief description of the situation. If you feel that it is safe to do so, provide a description of the person(s).

3. If they are trying to pry the doors open and are not in the bus, drive away slowly **if it is safe to do** so.
4. If they are on the bus and remain on the bus after law enforcement officers have been dispatched, calmly and politely tell them that it is against the law for them to remain on the bus and that the police are on the way.
5. Watch their hands and scan their person for any visible sign of a weapon.
6. Try to keep students as calm as possible while police are en route.
7. If the person(s) become violent, decide whether it is best to instruct students to evacuate or stay on the bus. Attempt to notify the dispatcher of any escalation in the situation.

9.7a Route Supervisor Response – (Intruder on or attempting to board the bus)

Suspicious person(s)

1. Coordinate between drivers and law enforcement officers to ensure that reports of suspicious activity at or near bus stops are provided to law enforcement officers who can assist. For example, if a driver has noted what appears to be drug or gang activity near a bus stop, see that the information is provided to the appropriate police personnel (precinct commander, gang unit, drug squad, etc.)
2. If it is appropriate for the situation based on the information you have, advise all other drivers to keep the radio clear except for emergency transmissions until public safety responders are on the scene.
3. Follow up with drivers who report suspicious situations to see if they have noted any other activity after their initial report.

Intruder on or attempting to board the bus

1. Ensure that law enforcement officers are on the way.
2. Respond to the location if appropriate.
3. Remind other drivers to keep the radio frequency clear of non – emergency transmissions until the situation is resolved.
4. Follow up as appropriate for the situation.

9.8 Lead Staff Member Response (after hours)

1. Obtain a description of the intruder(s) and any suspicious actions they have shown.
2. Determine if a Lock Down or Secure is appropriate. Announce a Lock Down or Secure as appropriate. Call 911 or emergency services, and request a law enforcement response. Provide dispatch personnel with all available information regarding intruder’s descriptions and actions. It can be dangerous for administrators and/or staff to approach intruders or suspicious persons.
3. **Do not** attempt to approach suspicious persons.
4. Upon their arrival, coordinate actions with law enforcement officials.
5. Brief staff, visitors and students of the outcome of the situation as soon as it is resolved.
6. Call principal and district administrator and request that the Crisis Response Team be notified of the situation. Provide a brief description of the situation.

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Section 10 - Tornado/Severe Weather

Definition

Tornado Watch: Weather conditions are favorable for the development of a tornado.

Tornado Warning: A tornado has been sighted or detected on radar. Take shelter now.

Alert Signal

Announce over the public address (PA) system, over two-way radios, or send a runner to notify staff of a “Tornado Watch - be prepared to take shelter if a tornado is reported” or “Tornado Warning - take shelter immediately.”

10.1 Principal Response

1. Monitor weather radios.
2. Announce appropriate alert signal over the PA.
3. Call 911 or emergency services in the event of a tornado sighting or strike.
4. Make sure that all outdoor activities and individuals are moved indoors when if conditions warrant.
5. When a “Tornado Warning” is received:
 - Move everyone to tornado safe areas including volunteers and guests in the building.
 - Take Emergency Evacuation Kit.
 - Make sure that everyone remains in the duck and cover position until danger passes.
 - Implement the Injury or Illness Protocol, if needed.
 - If possible, consult with local emergency management officials regarding the structural integrity of the facility prior to remaining in or re-entering the facility after a tornado strike. You may have to make a determination to evacuate the facility or to remain in the damaged facility, weighing the dangers posed by structural damage against the possibility of a second tornado strike on exposed evacuees. If an evacuation is deemed appropriate after a tornado strike, move evacuees to an area away from gas or electrical lines.
 - Implement the Family Reunification Protocol, if needed.
6. The district administrator will implement the Media Protocol, if needed.
7. If damage to the property occurs, request that the appropriate district officials notify insurance carrier and document damage with properly documented photographs.

10.(2/.5) Staff Response (includes: office, teachers, custodial, kitchen personnel)

1. If a tornado watch is reported, review procedures for tornado warning and take steps to be able to implement “Tornado Warning” procedures if needed.
2. If a tornado warning is announced:
 - Turn off any equipment in your area that could become a hazard (stove, appliances, etc.).
 - Move into tornado safe areas.
 - Take the Emergency Evacuation Kit with you.
 - Assist any individuals with special needs.
 - Take roll to determine if anyone is missing.
 - Instruct all individuals to remain in the duck and cover position until danger passes.
 - Staff will periodically do a visual scan of the space to ensure everyone remains in the duck and cover position.

10.6 Bus Driver Response

1. If a tornado watch is reported, review procedures for tornado warning and take steps to be able to implement “Tornado Warning” procedures if needed. Remain alert to any visual signs of a tornado.

2. If a tornado warning is announced:
 - Locate the nearest structure that would afford protection from severe weather, ask permission to shelter your students there and evacuate students into the site. Notify the dispatcher of your shelter location.
 - Assist any individuals with special needs.
 - Take roll to determine if anyone is missing.
 - Instruct all students to remain in the duck and cover position until danger passes.
 - **Do not** attempt to park under a bridge or underpass as this can intensify the effect of a tornado.
 - If a tornado is sighted close by and you are not near a suitable structure, evacuate students to a ditch or low lying area and instruct them to assume the duck and cover position.

10.7 Route Supervisor Response

1. Monitor weather radios.
2. Announce appropriate alert signal over the radio.
3. Call 911 or emergency services in the event of a tornado sighting or strike.
4. When a “Tornado Warning” is received:
 - Ensure that dispatch has instructed all drivers to shelter students in tornado safe areas.
 - Maintain a list of all buses and the shelter locations provided by each driver. Check the list against your route list to ensure that all drivers have heard the instructions and evacuated their buses.
 - Implement the Injury or Illness Protocol, if needed.
 - Implement the Family Reunification Protocol, if needed. Consult with public safety officials before transporting students and staff. Hold all students who walk or ride buses to and from school until a determination can be made as to how they should be released to parents and guardians.
 - Contact the district administrator to implement the Media Protocol, if needed.
 - Brief your supervisor as appropriate.

10.8 Lead Staff Member and Support Personnel Action Steps

1. Monitor weather radios.
2. Announce appropriate alert signal over the PA.
3. Call 911 or emergency services in the event of a tornado sighting or strike.
4. Make sure that all outdoor activities and personnel are moved indoors when a “Tornado Watch” is received.
5. When a “Tornado Warning” is received:
 - Move all personnel to tornado safe areas. Ensure that all persons in areas such as the gym and cafeteria are evacuated to the appropriate locations. Take the Emergency Evacuation Kit with you.
 - Make sure that all personnel remain in the duck and cover position until danger passes.
 - Implement the Injury or Illness Protocol, if needed.
 - If possible, consult with local emergency management officials regarding the structural integrity of the facility prior to remaining in or re-entering the facility after a tornado strike. You may have to make a determination to evacuate the facility or to remain in the damaged facility weighing the dangers posed by structural damage against the possibility of a second tornado strike on exposed evacuees. If an evacuation is deemed appropriate after a tornado strike, move evacuees to an area away from gas or electrical lines.
 - **Do not** allow the use of open flames such as matches or candles due to possible gas leaks in the area.

- Implement the Family Reunification Protocol, if needed. Consult with public safety officials before transporting students and staff. Hold all students who walk or ride buses to and from school until a determination can be made as to how they should be released to parents and guardians.
- Contact the district administrator to implement the Media Protocol, if needed.
- If damage to the property and/or injury occurs, call the principal and district administrator and request that the Crisis Response Team be notified and requested to respond.

Section 11- Incident Command System Protocol

Definition

Response structure will be established using Incident Command System (ICS) principles with an identified incident commander, supported by a staff designated for operations, planning, logistics, and finance/administration respectively. A supplemental staff group consisting of public affairs, safety and liaison elements will also be established. Generally, most of the event activities will be a part of the Operations Section supporting another agency's response to an incident; however, for health emergencies the incident commander and primary operations staff may be from the school's health services area and local public health officials.

The Incident Commander is ultimately in charge of the event operations and activities associated with the event. All school staff and Critical Response Team (CRT) members shall operate within the framework of the incident command system during crisis situations.

Incident Commander

1. Appoints Command Staff:
 - Information Officer
 - Liaison
 - Safety Officer
 - Appoints General Staff
 - Operations Chief
 - Planning Chief
 - Logistics Chief
 - Finance/Administration Chief
2. Conducts incident briefings for Command Staff and General Staff.
3. Monitors activities and events.
4. Scales back personnel if necessary.

There are three positions under the Incident Commander. These are called the **Command Staff** and consist of the following positions:

1. **Information Officer:** Point of contact for the media and other people or organizations seeking information.
2. **Safety Officer:** Monitors safety conditions and develops measures for assuring the safety of all personnel.
3. **Liaison Officer:** Point of contact for other agency representative involved in the incident or event, aids in coordinating their involvement.

Depending on the size of the event, all or some of the above positions may be activated. **However, any task not assigned is the responsibility of the Incident Commander.**

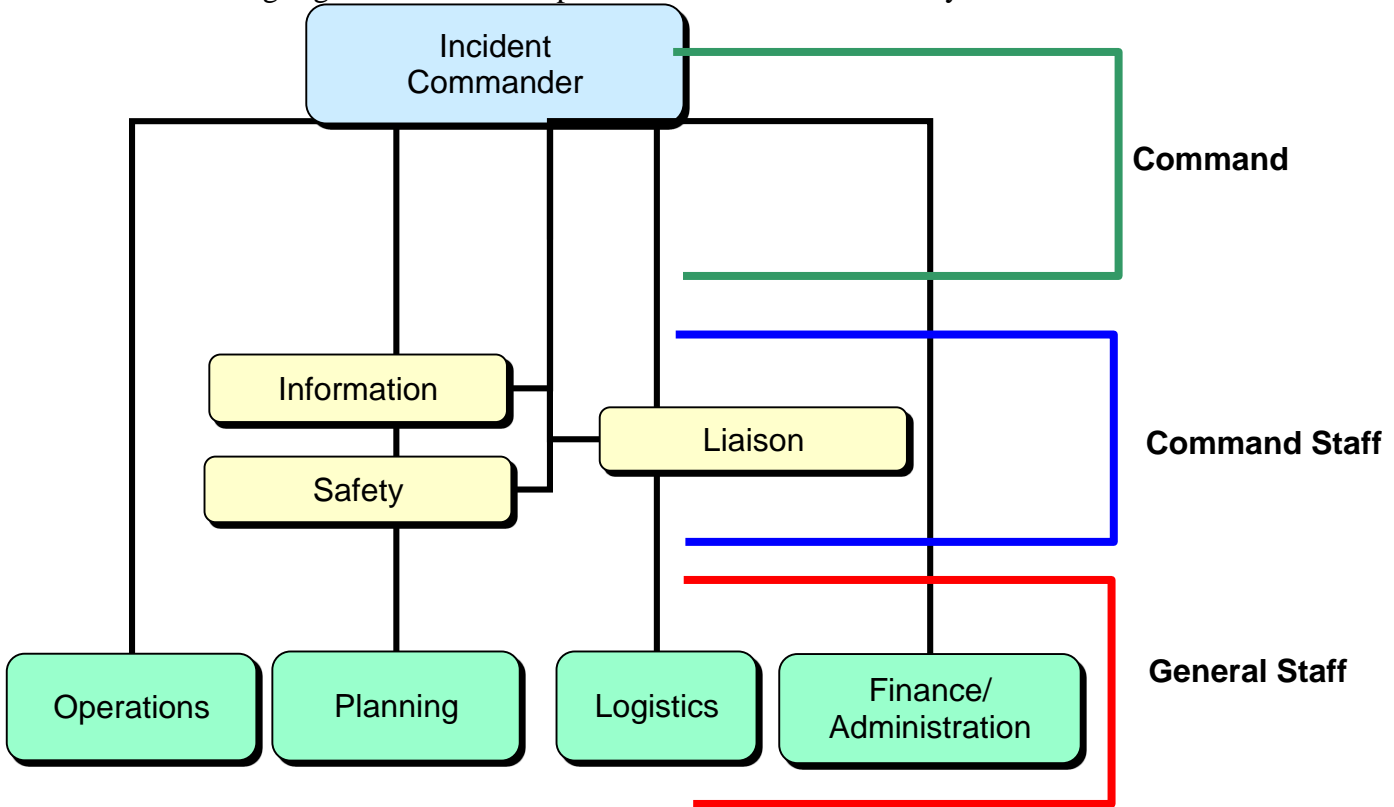
There are five functional areas that may be implemented as needed to respond to an incident. They are:

1. **COMMAND:** sets objectives and priorities, has overall responsibility at the incident or event.
2. **OPERATIONS:** Conducts tactical actions to carry out the plan and develops the tactical objectives, organization and directs all resources.

3. **PLANNING:** Develops the Action Plan to accomplish the objectives, collects and evaluates information, maintains resource status and documents the incident.

4. **LOGISTICS:** Provides support to meet incident needs, provides resources and all other services needed to support the incident.
5. **FINANCE and ADMINISTRATION:** Monitors costs related to the incident and provides accounting, procurement, time recording and cost analysis.

The following organization chart depicts the Incident Command System:



Section 11a - Tracking Sheet(s)

11a.1 - Incident Command System Activation Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Incident Command System Activation** _____

Sheet initiated by: _____ Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Appoint command staff				
Activate appropriate crisis teams				
Appoint general staff				
Conduct incident briefing				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed By: _____ Date _____

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Section 12 - Media Protocol

Definition

Media representatives frequently respond to situations that involve schools. Mistakes made in dealing with the media can result in adverse publicity for the school; interference with emergency response and increased civil liability.

12.1 District Administrator Response

1. Brief your staff before you release information to the media.
2. In the event of an emergency that draws significant media attention, notify the District Office that you need the district media protocol enacted.
3. Work closely with public safety officials on the release of information to the media. Refer all public safety questions to the appropriate public safety official. In particular, do not discuss specifics of any ongoing criminal investigations.
4. Conduct periodic joint press conferences with public safety officials. Information should only be released at the media staging area. (**Masonic Lodge parking lot – 520 N. Bridge Street**)
5. **Do not provide any information “off the record.”**
6. Be careful not to show any favoritism to any particular press representative. Be particularly careful not to ignore local media representatives while trying to work with national media. Remember, you will have to work with the local media for years after the national media representatives are gone.
7. Be careful of “hot mikes.” Television reporters will sometimes leave a camera turned on and record people when they think that they are only engaged in casual conversation with reporters. **Consider all electronic equipment active at all times.**
8. Before releasing information, consider whether you can legally do so. Be particularly careful about releasing identifying information.
9. **Do not** authorize interviews with juveniles without specific parental permission.
10. Maintain records of all interviews.
11. Background information sheets (*see Appendix C*) should be made available for the media. These sheets should contain information on the school and incident and can reduce the number and duration of interviews.

12(.2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. **Do not** make any statements to media personnel during or after a critical event without the expressed permission of the principal or his or her designee.
2. Refer all media inquiries to the district administrator or his or her designee.
3. Notify the principal or his or her designee whenever a media representative contacts you.
4. As you discuss crisis events with other personnel, administrators and public safety officials, be alert to individuals who are standing nearby.

12.6 Bus Driver Response

1. **Do not** make any statements to media personnel during or after a critical event without the express permission of a route supervisor or the transportation director.
2. Refer all media inquiries to the district administrator.
3. Notify a route supervisor whenever the media contacts you relating to your employment as a driver.
4. You are under no legal obligation to talk to the media.
5. As you discuss crisis events with other transportation personnel, administrators and public safety officials, be alert to individuals who are standing nearby. Reporters have been known to eavesdrop on these types of conversations and report what they overhear. Consider that reporters may be listening to your radio transmissions on scanners.

12.7 Route Supervisor Response

1. Brief your staff before you release information to the media.
2. Consider that media personnel may be monitoring your radio transmissions on scanners.
3. In the event of an emergency that draws significant media attention, notify the District Office that you need the district media protocol enacted.
4. Work closely with public safety officials on the release of information to the media. Refer all public safety questions to the appropriate public safety official. In particular, do not discuss specifics of any ongoing criminal investigations.
5. Authorization by the appropriate district authorities is required to conduct periodic joint press conferences with public safety officials. Information should only be released at the media staging area. This tends to reduce attempts by media personnel to resort to unethical tactics to gain information.
6. **Do not** provide any information “off the record.”
7. Be careful not to show any favoritism to any particular press representative. Be particularly careful not to ignore local media representatives while trying to work with national media. Remember, you will have to work with the local media for years after the national media representatives are gone.
8. Be careful of “hot mikes” Television reporters will sometimes leave a camera turned on and record people when they think that they are only engaged in casual conversation with reporters. Consider all electronic equipment active at all times.
9. Before releasing information, consider whether you can legally do so. Be particularly careful about releasing identifying information.
10. **Do not** authorize interviews with juveniles without specific parental permission.
11. Maintain records of all interviews.
12. Brief your supervisor when you are approached for interviews that you decline.

12.8 Lead Staff Member Response (after hours)

1. **Do not** release information to the media without approval from the district administrator.
2. In the event of an emergency that results in media requests, call the principal and district administrator and request assistance from the Crisis Response Team in addressing media inquiries.
3. **Do not** provide any information “off the record.”
4. Remind staff to follow the media protocol and to refer all media requests to the Crisis Response Team.
5. Be careful of “hot mikes.” Television reporters will sometimes leave a camera turned on and record people when they think that they are only engaged in casual conversation with reporters. Consider all electronic equipment active at all times.

6. **Do not** authorize interviews with juveniles without specific parental permission.

Section 12a - Media Information/Tracking Sheets

12a.1 - Media Information Sheets

These sheets can be given to media representatives and others wanting basic information during a crisis to reduce the number of requested interviews during a hectic situation. The School Background sheet can be pre-filled and kept on file, while the Incident Information sheet is to be completed after/during a crisis.

School Background Information Sheet

(Insert School System name here)

(Insert School name here)

(Insert date of last update here)

School Address

School Information

Principal: _____

Number of Students: _____

Special Programs: _____

Additional Information: _____

For more information, contact *(Insert Public Information Officer name here)* at *(Insert PIO contact information)*.

(Leave this page blank)

12a.2 - Media Protocol Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Media Protocol** _____

Sheet initiated by: _____

Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Brief staff				
Notify Central Office				
Activate appropriate crisis teams				
Begin Media Event Log (separate form)				
Conduct periodic joint press conferences with public safety officials				
Do not provide any information "off the record"				
Maintain records of all interviews				
Provide school/incident fact sheets to media representatives				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

(Leave this page blank)

12a.3 - Media Event Log

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: _____

Sheet initiated by: _____ on _____ (date & time)

Relieved by _____ at _____

Relieved by _____ at _____

1. District media protocol enacted by _____ at _____
2. Formal liaison established between school system media representative and the media representative for (complete all that apply):

	Time established
a. Police Department	_____
b. Sheriff's Department	_____
c. Fire Department	_____
d. Emergency Management Agency	_____
e. Other: _____	_____
f. Other: _____	_____
g. Other: _____	_____

3. Media/Public Information Center opened:

Location: _____ Time: _____

4. Press Conferences held at:

Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____
Location: _____	Time: _____

(Leave this page blank)

12a.4 - School Background Information Sheet

(Insert School System name here)

(Insert School name here)

(Insert date of last update here)

School Address

School Information

Principal: _____

Number of Students: _____

Special Programs: _____

Additional Information:

For more information contact *(Insert Public Information Officer name here)* at
(Insert PIO contact information).

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Section 13 - Mental Health Critical Incident Protocol Pre-Recovery Phase

Definition

A mental health critical incident is any event that overwhelms an individual's capacity to cope. Traumatic events can cause psychological and emotional turmoil, cognitive problems, and behavioral changes.

Alert Signal

Make announcement via intercom, classroom telephone, personal notification or e-mail directing everyone what to do.

13.1 Principal Response

1. Maintain structure and stability within the schools.
2. Provide teachers and parents with information about what to say and do for children in school and at home.
3. Have teachers provide information directly to their students, not during the public address announcements.
4. **If it is safe to do so**, have school psychologists and counselors available to talk to students and staff who may need or want extra support.

13.(2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. Remain calm. Avoid appearing anxious or frightened.
2. Maintain student safety.
3. Let children know that it is okay to feel upset.
4. Observe children's emotional state. Understand that children will express their emotions differently. There is no right or wrong way to feel or express grief.
5. Per the statement prepared by administration, tell children the factual, confirmed information. Don't try to pretend the event has not occurred or that it is not serious.
6. Keep your explanations developmentally appropriate.
7. Refer children who exhibit extreme anxiety, fear, or anger to mental health counselors in the school.

13.6 Driver Response

1. Remain calm. Avoid appearing anxious or frightened.
2. Maintain student safety.
3. Let children know that it is okay to feel upset.
4. Observe children's emotional state. Understand that children will express their emotions differently. There is no right or wrong way to feel or express grief.
5. Per the statement prepared by administration, tell children the factual, confirmed information. Don't try to pretend the event has not occurred or that it is not serious.
6. Keep your explanations on the child's level.
7. Refer children who exhibit extreme anxiety, fear, or anger to mental health counselors in the school.

13.7 Route Supervisor Response

1. Maintain structure and stability within the schools.
2. Provide teachers and parents with information about what to say and do for children in school and at home.
3. Have teachers provide information directly to their students, not during the public address announcements.
4. **If it is safe to do so**, have school psychologists and counselors available to talk to students and staff who may need or want extra support.

13.8 Lead Staff Member and Support Staff Response

1. Remain calm. Avoid appearing anxious or frightened.
2. Maintain student and visitor safety.
3. Let children know that it is okay to feel upset.
4. Observe children's emotional state. Understand that children will express their emotions differently. There is no right or wrong way to feel or express grief.
5. Per the statement prepared by administration, tell children the factual, confirmed information. Don't try to pretend the event has not occurred or that it is not serious.
6. Keep your explanations developmentally appropriate.
7. Contact the principal to refer children who exhibit extreme anxiety, fear, or anger to mental health counselors in the school.

Section 14 - Disruptive/Unruly Person

Definition

A disruptive or unruly person is a student, employee or visitor who becomes unruly to the point of disruption of the academic or work environment.

Alert Signal

“All staff and Students, Lock Down, Locks, Lights, out of Sight” (if a Lock Down is deemed to be appropriate).

14.1 Principal/District Administrator Response

1. Determine the person(s) who are disruptive and quickly assess the degree of their unruly behavior.
2. Determine if a Lock Down is appropriate to keep the situation from escalating to other parts of the facility. Announce a Lock Down and follow appropriate procedures if a Lock Down is desired.
3. If appropriate, call 911 or emergency services, and request a law enforcement response. Provide dispatch personnel with all available information regarding intruder descriptions and actions. It can be dangerous for administrators and/or staff to approach unruly persons
4. Apply ALICE protocols. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). Consider potential escape routes for yourself and others in the event the individual(s) become combative.
5. Speak to staff and the individual(s) in a calm and firm manner. Decide if it is best to advise the individual(s) that law enforcement personnel are on the way if you have called them.
6. Attempt to contain the situation by ordering students and staff away from the individual(s) if appropriate for the situation.
7. Visually scan the unruly individual(s) for any signs that they may have a weapon. If you notice bulges in clothing that could indicate a weapon or see part of a weapon protruding from their clothing (such as a knife with a clip in a pocket or the butt of a handgun in the waistband), notify law enforcement immediately.
8. Upon their arrival, coordinate actions with law enforcement officials.
9. Brief staff on the outcome of the situation as soon as it is resolved.

14.(2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. Notify the office of your situation by the best and safest available means.
2. Apply ALICE protocols. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). Consider potential escape routes for yourself and others in the event the individual(s) become combative.
3. Instruct students to move away from the unruly individual(s)/area.
4. Speak in a calm and firm voice.
5. If a **Lock Down** is announced follow appropriate procedures.
6. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). For example, take a position behind the counter. Consider potential escape routes for yourself and staff in the event the individual(s) become combative.
7. Visually scan the unruly individual(s) for any signs that they may have a weapon. If you notice bulges in clothing that could indicate a weapon or see part of a weapon protruding from their clothing (such as a knife with a clip in a pocket or the butt of a handgun in the waistband), notify

the office immediately and evacuate all students to a safe area and follow Lock Down procedures.

8. **Do not** physically confront the individual(s) unless you or a student are attacked or an attack appears imminent. If you decide that it is appropriate to use physical force, comply with ALICE guidelines and use only the minimal amount of force that is necessary to subdue or incapacitate the individual.

14.6 Bus Driver Response

1. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from a route supervisor. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from a route supervisor to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
2. If you are advised of a Lock Down by a student, staff member or public safety official and have not been notified by the transportation department, depart from the area and immediately advise your route supervisor or the dispatcher of the information you have received. If students are on your bus who would normally disembark, have them remain on the bus until you confirm that it is safe to drop them off at the school.

14.7 Route Supervisor Response

1. If notified that a Lock Down is in affect at a school, notify all bus drivers that would normally be dropping off or picking up students at the school and direct them as to what to do next.
2. For Lock Downs instruct drivers to restrict radio transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a Lock Down may remain in place for an extended time, consult with district principal or his or her designee to determine if drivers who are designated to pick up at the school should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).
4. Keep drivers updated on the situation as appropriate.
5. Brief your supervisor as appropriate for the situation.

14.6a Bus Driver Response - disruptive /unruly person on or attempting to board the bus

1. Determine the person(s) who are disruptive and quickly assess the degree of their unruly behavior.
2. For situations involving students, calmly but clearly call them by their names if you know them and give them clear instructions to discontinue the behavior. Tell them exactly what you need them to do so you can calm the situation. Follow the district's disciplinary action procedures.
3. If the person(s) continue the disruptive behavior and it is appropriate due to the level of disruption, notify dispatch of your situation, provide your location twice to confirm and request a law enforcement assistance.
4. If the behavior is or becomes violent enough to pose a clear danger to other students, consider if it is the best and safest course of action to park the bus in an area away from traffic and instruct the other children on the bus to disembark from the bus and assemble outside in an area that you clearly identify to them until law enforcement officers arrive. Notify the dispatcher if you take this course of action.
5. Follow the district's disciplinary procedures and provide proper and thorough documentation.

14.7a Route Supervisor Response - disruptive/unruly person on or attempting to board the bus

1. Ensure that law enforcement officers are dispatched if requested by the driver.
2. If appropriate to the situation, advise all drivers to keep the radio clear except for emergency radio transmissions.

3. Provide follow up assistance to police and the driver once the situation is contained. Follow through to see that the district's disciplinary process is utilized. Make sure the driver provides proper documentation.

14.8 Lead Staff Member Response (after Hours)

1. Determine the person(s) who are disruptive and the quickly asses the degree of their unruly behavior.
2. Determine if a Lock Down is appropriate to keep the situation from escalating to other parts of the facility. Announce a Lock Down if a Lock Down is desired.
3. If appropriate, call 911 or emergency services, and request a law enforcement response. Provide dispatch personnel with all available information regarding intruder descriptions and actions. It can be dangerous for administrators and/or staff to approach unruly persons.
4. Apply ALICE protocols. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). Consider potential escape routes for yourself and staff in the event the individual(s) become combative.
5. Speak to staff and the individual(s) in a calm and firm manner. Decide if it is best to advise the individual(s) that law enforcement personnel are on the way if you have called them.
6. Attempt to contain the situation by ordering staff, visitors and students away from the individual(s) if appropriate for the situation.
7. Visually scan the unruly individual(s) for any signs that they may have a weapon. If you notice bulges in clothing that could indicate a weapon or see part of a weapon protruding from their clothing (such as a knife with a clip in a pocket or the butt of a handgun in the waistband), notify law enforcement immediately.
8. Call the principal and district administrator and request that the Crisis Response Team be notified of the situation. Provide a brief description of the situation.
9. Upon their arrival, coordinate actions with law enforcement officials.
10. The district administrator will brief staff, visitors, and students on the outcome of the situation as soon as it is resolved.

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Section 15 - Civil Unrest

Definition

Civil unrest is a situation in which a group of individuals become unruly and/or violent to the point of disruption to an area of the community and/or the academic or work environment of a campus.

Alert Signal

Announce a **Secure or Lock Down as appropriate.**

15.1 Principal/District Administrator Response

1. Determine the location of the persons who are disruptive and the quickly asses the degree of their unruly behavior.
2. Determine if a Lock Down is appropriate to keep the situation from escalating to other parts of the facility. Announce a Secure or Lock Down and follow appropriate procedures if a Lock Down is desired.
3. Call 911 or emergency services, and request a law enforcement response. Provide dispatch personnel with all available information regarding the location, descriptions and actions of participants. If you have any indication that participants have weapons, be sure to convey this information to dispatch personnel. It can be dangerous for administrators and/or staff to approach unruly groups.
4. Apply ALICE protocols. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). Consider potential escape routes for yourself and staff in the event the individual(s) become combative.
5. Contact District Office.
6. Make sure that transportation personnel are notified so they can divert any buses from the area.
7. If you are in a position to observe the participants, visually scan them for any signs that they may have a weapon. If you notice bulges in clothing that could indicate a weapon or see part of a weapon protruding from their clothing (such as a knife with a clip in a pocket or the butt of a handgun in the waistband), notify law enforcement immediately.
8. Be prepared to implement family reunification procedures in the event the situation makes this action appropriate.
9. Be prepared to implement the “shelter in place protocol” if the use of pepper spray, tear gas or other agents by law enforcement officers and/or protesters makes this action necessary.
10. The district administrator will implement the media protocol.
11. Coordinate with law enforcement officials upon their arrival.
12. The district administrator will brief staff on the outcome of the situation as soon as it is resolved.

15(.2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. If you become aware of a civil unrest situation, make sure the office is notified.
2. If you are in an outdoor or indoor area that is affected, attempt to gather students and move them to a secure area. Implement Secure or Lock Down procedures as appropriate.
3. Apply ALICE protocols. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). Consider potential escape routes for yourself and staff in the event the individual(s) become combative.
4. Speak in calm and clear tones and work to keep students calm.

5. **Do not** engage any participants verbally or physically unless you are forced to do so to protect yourself or students. If you decide that it is appropriate to use physical force, comply with district guidelines and use only the minimal amount of force that is necessary to subdue or incapacitate the individual.
6. Follow Lock Down procedures if they are given. Be prepared to implement emergency evacuation procedures or shelter in place procedures if these procedures become necessary.

7. If you are in a position to observe the participants, visually scan them for any signs that they may have a weapon. If you notice bulges in clothing that could indicate a weapon or see part of a weapon protruding from their clothing (such as a knife with a clip in a pocket or the butt of a handgun in the waistband), notify an administrator or law enforcement immediately.
8. Contact the district administrator and follow the media protocol.
9. Report to the principal or his or her designee and assist as needed.

15.6 Bus Driver Response

1. If you become aware of a civil unrest situation, report it to dispatch immediately. Provide them with information as to the type of incident and location. If you have any indications that anyone that is involved has a weapon, be sure to advise the dispatcher. If you are in a position to do so, quickly visually scan the crowd for weapons. Do not remain in the area to do this however. Your safety and the safety of the students on your bus is more important than obtaining this information.
2. Drive away from the area if possible. If you must alter your route to avoid danger, advise the dispatcher of your intended route.
3. Try to maintain your composure and try to keep students calm. Speak in clear but calm tones.
4. If your bus is in close proximity to the incident, make sure that all windows on the bus are closed.
5. If your bus is trapped in a crowd, do not attempt to argue with participants involved in the incident. Make sure that the dispatcher knows your exact location and situation. Order students to duck low in their seats to protect them from flying glass should objects be thrown at the bus. If necessary and appropriate move to a position where you are less exposed. If you do this, remain alert for the opportunity to drive the bus out of the area.
6. If any students try to yell out of a window or in any other way become involved in the incident, advise them to stop immediately.
7. **Do not** drop students off near the incident scene or allow students to get off of the bus. Notify your supervisor that you are not dropping them off at that stop and follow your supervisor's instructions.
8. Contact the district administrator and follow the media protocol.

15.7 Route Supervisor Response

1. Make sure that law enforcement officers have been properly notified of the situation.
2. Advise all drivers to keep the radio clear except for emergency traffic.
3. Determine the affected area and begin routing buses out of the affected area.
4. Coordinate with school administrators and law enforcement officials where students who are normally dropped off in the affected area should be taken and how they will be reunited with an authorized family member.
5. Contact the district administrator and follow the media protocol.
6. Brief your supervisor as appropriate.

15.8 Lead Staff Member Response (after hours)

1. Determine the location of the persons who are disruptive and quickly assess the degree of their unruly behavior. Determine if a Lock Down is appropriate to keep the situation from escalating to other parts of the facility. Announce a Secure or Lock Down if a Lock Down is desired.
2. Call 911 or emergency services, and request a law enforcement response. Provide dispatch personnel with all available information regarding the location, descriptions and actions of participants. If you have any indication that participants have weapons, be sure to convey this information to dispatch personnel. It can be dangerous for administrators and/or staff to approach unruly groups.
3. Apply ALICE protocols. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). Consider potential escape routes for yourself and staff in the event the individual(s) become combative.
4. Call the principal and district administrator and request that the Crisis Response Team be notified. Provide a brief description of the situation.
5. If you are in a position to observe the participants, visually scan them for any signs that they may have a weapon. If you notice bulges in clothing that could indicate a weapon or see part of a weapon protruding from their clothing (such as a knife with a clip in a pocket or the butt of a handgun in the waistband), notify law enforcement immediately.
6. Be prepared to implement family reunification procedures in the event the situation makes this action appropriate.
7. Be prepared to implement the “shelter in place protocol”, if the use of pepper spray, tear gas or other agents by law enforcement officers and/or protesters makes this action necessary.
8. The district administrator will implement the media protocol.
9. Coordinate with law enforcement officials upon their arrival.
10. Brief staff, visitors, and students on the outcome of the situation as soon as it is resolved.

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Section 16 - Kidnapping/Missing Child

Definition

A kidnapping or missing child situation is one in which indications are such that a student who should be at the facility has run away from home, is lost or has been abducted.

Alert Signal

None, unless a precautionary Lock Down is deemed to be appropriate by the Principal or his or her designee. In the event a Lock Down is deemed to be appropriate, Lock Down shall be announced over the intercom system. If there is any indication that an abduction may be about to occur, a Lock Down should be implemented. Staff should be notified by runners or over two-way radios and requested to search their area(s) of responsibility.

16.1 Principal Response

1. Obtain as much information regarding the student's description, including clothing and the circumstances of the disappearance.
2. If the missing person(s) are not located during the initial search by staff members or if there is any indication that foul play or a dangerous situation is involved, call 911 or emergency services, and notify law enforcement officials immediately.
3. If there is any indication that an abduction has occurred or is about to take place, announce a Lock Down as appropriate to the situation.
4. Contact the District Office.
5. Coordinate with law enforcement officials regarding parental/guardian notification.
6. Request that law enforcement officials ask parents/guardians to search the residence where the students(s) live.
7. **Siblings of the missing students(s) should be closely monitored at all times. If siblings are known to be in another location (such as a local school), the administrator of that facility should be notified to carefully monitor them.**
8. Provide information for staff as appropriate.
9. Assist law enforcement officers with the investigation.

16(.2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. If a Lock Down is announced, follow appropriate Lock Down procedures.
2. Each staff member should take attendance and notify the office of any missing child(ren).
3. Staff not responsible for a classroom are to report to the office for an assignment to assist in searching for the missing child(ren).
4. Any potential hiding place should be searched, including crawl spaces, rest rooms, storage closets, cabinets, and storage containers. Missing children have frequently been found hiding in these types of areas.
5. Staff members should advise the principal or office personnel of the results of the search as soon as their search is completed.

16.6 Bus Driver Response

1. Immediately report any information that comes to your attention that may indicate that a child has run away, is missing or has been abducted.
2. If you witness an apparent abduction, call dispatch immediately and request that law enforcement be notified. Note and provide any available information on the kidnapper's physical and clothing description, vehicle description and tag number if they are in a car, and direction of travel. Also provide the description of the victim(s).
3. If you are notified that a child who rides your bus is missing, make sure they are not among the passengers if the bus is loaded. Conduct a physical search of the bus for the child whether it is loaded or not.
4. If a Lock Down is announced, follow appropriate Lock Down procedures.
5. Contact the district administrator and follow the media protocol.

16.7 Route Supervisor Response

1. Ensure that law enforcement is notified of any instance where there are any indications that a child has run away, is missing or has been abducted.
2. If a child is reported as missing after they disembarked from a school bus at a bus stop, or at a school, request that law enforcement officers or parents search the students(s) residence. Missing children have frequently been found hiding in closets, attics and other areas at home.
3. Siblings of the missing students(s) should be closely monitored at all times. If siblings are known to be on another bus, the driver should be instructed to turn that child over to a parent, guardian or the police as appropriate to the situation rather than be dropped off. If the bus is en route to the child's school in the morning or to a school activity or event, the driver should be met by a school official who can properly supervise the child until it is determined that they are not in any danger of abduction.
4. If a Lock Down is announced, follow appropriate Lock Down procedures.
5. Provide information for staff as appropriate.
6. Assist law enforcement officers with the investigation.
7. Contact the district administrator who will implement the media protocol.
8. Brief your supervisor as appropriate.

16.8 Lead Staff Member Response (after hours)

1. Obtain as much information regarding the student's description, including clothing and the circumstances of the disappearance.
2. If the missing person(s) are not located during the initial search by staff members or if there is any indication that foul play or a dangerous situation is involved, call 911 or emergency services, and notify law enforcement officials immediately.
3. If there is any indication that an abduction has occurred or is about to take place, announce a Lock Down as appropriate to the situation.
4. Contact the district administrator and principal.
5. Coordinate with law enforcement officials regarding parental/guardian notification.
6. Request that law enforcement officials ask parents/guardians to search the residence where the students(s) live. Missing children have frequently been found hiding in closets, attics, basements, crawl spaces, and in other areas at home.
7. Siblings of the missing students(s) should be closely monitored at all times. If siblings are known to be in another location (such as another special event or at home, the Lead Staff Member at that event and/or parents should be notified to carefully monitor them.

8. Provide information for staff as appropriate.
9. Assist law enforcement officers with the investigation.

Section 17 - Weapons Use

Definition

Weapons use is defined as the unauthorized discharge of a firearm or other use of a weapon to assault, threaten, or injure another person on or in close proximity to school property.

Alert Signal

Lock Down or Relocation Evacuation as deemed appropriate

17.1 Principal/District Administrator Response

1. Make a rapid assessment of the situation and determine whether a Lock Down or Relocation Evacuation /family reunification is the safest probable course of action. Notify staff of the Lock Down or evacuation. **Do not** attempt to verify that a weapons assault has taken place prior to making this decision, even a brief delay could result in avoidable injuries or loss of life.
2. Follow appropriate procedures for Lock Down or Relocation Evacuation.
3. Apply ALICE protocols. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). Consider potential escape routes for yourself and staff in the event the individual(s) become combative.
4. Call 911 or emergency services, and request law enforcement response. If you have any indication of injury, also request emergency medical personnel. Provide dispatch personnel with all available relevant information such as description of perpetrator(s), type(s) of weapons involved, location of injured victims, location or direction of travel of suspect(s), suspect vehicle(s) etc.
5. As safely as possible, see that staff carry out appropriate procedures for Lock Down or Relocation Evacuation.
6. Determine within the first five to ten minutes if the family reunification protocol should be implemented. If the decision is made to do so, implement the family reunification protocol.
7. Request that responding law enforcement officers establish perimeters around the school.
8. The district administrator will implement the media protocol.

17.(2/5) Staff Response (includes: office, teachers, custodial, kitchen personnel)

1. Follow Lock Down or Relocation Evacuation procedures as directed. If you witness a weapons use incident, follow the most suitable procedure (Lock Down or evacuation from the area) and notify the principal or his or her designee as rapidly as is safely possible.
2. Apply ALICE protocols. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). Consider potential escape routes for yourself and staff in the event the individual(s) become combative.
3. When it is safe to do so, attempt to obtain the names and locations of any violators, witnesses and victims from students under your care. As soon as it is practical to do so, forward this information to the principal or his or her designee or responding public safety officials.
4. If possible, secure any victims to protect them from further harm.
5. **DO NOT** attempt to confront or disarm anyone who is in possession of any weapon as you may risk serious bodily harm and further escalation of the situation. It is normally preferable to move students under your care away from armed individuals unless you feel that it will escalate the situation or place them in greater danger. If no other alternatives exist, institute age appropriate ALICE tactics.

6. If the weapon(s) have been dropped or discarded, secure the area where it is located, **DO NOT** touch the weapon. Cover it with a waste basket or box if possible. Notify the principal or his or her designee or responding public safety personnel.
7. Remember that a weapons use scene is a crime scene. No attempt should be made to clean up blood or other evidence without the approval of the senior law enforcement official.
8. Remember that there may be hazards from blood or other bodily fluids at the scene so follow Bloodborne pathogens training protocols.

17.6 Bus Driver Response

1. If you are unloading students in the morning and have other stops, continue your route, avoiding the immediate area of the affected school(s). If your next stop is a school located in close proximity to the affected school(s), seek guidance from a route supervisor. If you are picking up students in the afternoon, drive to a location that is at least one thousand feet from any affected school(s) and park in a safe area. Seek guidance from a route supervisor to see if you should wait to make the pickup at the affected school(s) once normal activities have resumed or continue your route.
2. If you are advised of a Lock Down by a student, staff member or public safety official and have not been notified by the transportation department, depart from the area and immediately advise your route supervisor or the dispatcher of the information you have received. If students are on your bus who would normally disembark, have them remain on the bus until you confirm that it is safe to drop them off at the school.

17.7 Route Supervisor Response

1. If notified that a Lock Down is in affect at a school, notify all bus drivers that would normally be dropping off or picking up students at the school and direct them as to what to do next.
2. For Lock Downs instruct drivers to restrict radio transmissions to those that are critical if you think it is appropriate based on the information you have.
3. If it appears that a Lock Down may remain in place for an extended time, consult with district principal or his or her designee to determine if drivers who are designated to pick up at the school should continue their routes and/or if students who are still on the bus should be taken to a secure location until the threat subsides at the affected school(s).
4. Keep drivers updated on the situation as appropriate.
5. Brief your supervisor as appropriate for the situation.

17.6a Bus Driver Response – (*Weapons on Bus*)

1. Immediately contact dispatch and advise them of your location twice and briefly describe the situation.
2. If the use of the weapon occurs on the bus, pull the bus to a safe location and park. Quickly assess the situation and determine whether it is best to instruct students to evacuate the bus or remain in place then communicate your instructions in a calm and clear tone of voice.
3. If the person(s) who used or discharged the weapon do not flee the scene and you know who they are, it may be best to instruct the other students to leave the bus. If the perpetrators(s) remain on the bus, instruct them to place the weapon(s) on the floor and move away from the weapon(s). Protecting yourself and other students from the violator(s) is more important than their apprehension by authorities. Remember that many student weapons violators have multiple weapons and that other students involved in the situation may also be armed.
4. In most situations it will increase danger to you and the students on the bus for a driver to try to physically disarm an individual. This should normally only be attempted if the use of a weapon appears eminent and there is no opportunity for you and students to move away from the armed person(s). If so, follow age appropriate ALICE tactics.
5. If and when the scene is reasonably secure, render first aid to the victim(s) within your level of ability to do so.
6. If possible, secure any victims to protect them from further harm.
7. Use precautions relating to the transmission of bloodborne pathogens. Avoid contact with blood or other bodily fluids. Instruct students to move away from and avoid contact with blood or other bodily fluids.

8. When it is safe to do so, attempt to obtain the names and locations of any violators, witnesses and victims from students under your care. As soon as it is practical to do so, forward this information to your supervisor or responding public safety officials. Do not attempt to question students about the incident any more than you have to do so to determine the current level of danger.
9. If the weapon(s) have been dropped or discarded, secure the area where it is located, but it is normally best not to attempt to handle it yourself. Notify your supervisor and responding public safety personnel of the weapons location upon their arrival.
10. Remember that a weapons use scene is a crime scene. No attempt should be made to clean up blood or other evidence without the approval of the senior law enforcement official.
11. Contact the district administrator and follow the media protocol.
12. Follow the mental health pre-recovery protocol.

17.7a Route Supervisor Response – (Weapons on Bus)

1. Make sure that law enforcement and if appropriate emergency services personnel have been notified.
2. Advise all drivers to keep the radio clear unless they have emergency traffic.
3. If a driver reports a weapons use incident, **do not** attempt to verify that a weapons use incident has taken place prior to following these action steps, even a brief delay could result in avoidable injuries or loss of life.
4. Proceed to the incident scene but **do not** approach the bus until law enforcement officers advise that it is safe to do so.
5. Do not question or allow other school employees to question students or other witnesses until law enforcement officers authorize it.
6. Implement the pre-recovery mental health protocol.
7. Contact the district administrator to implement the media protocol.
8. Make arrangements for another bus to transport students that are not involved once law enforcement approves.
9. Brief your supervisor as appropriate.

17.8 Lead Staff Member Response (after hours)

1. Make a rapid assessment of the situation and determine whether a Lock Down or an emergency evacuation is the safest possible course of action. Notify staff, visitors and students of the Lock Down or evacuation. **Do not** attempt to verify that a weapons assault has taken place prior to making this decision, even a brief delay could result in avoidable injuries or loss of life.
2. Call 911 or emergency services, and request a law enforcement response. If you have any indication of injury, also request emergency medical personnel. Provide dispatch personnel with all available relevant information such as description of perpetrator(s), type(s) of weapons involved, location of injured victims, location or direction of travel of suspect(s), suspect vehicle(s) etc.
3. Apply ALICE protocols. If possible, seek a position of safety by positioning a physical barrier between yourself and the individual(s). Consider potential escape routes for yourself and staff in the event the individual(s) become combative.
4. If possible, secure any victims to protect them from further harm.
5. Call the principal and district administrator and request that the Crisis Response Team respond and provide support.
6. It is normally best not to attempt to confront or disarm anyone who is in possession of any weapon as you may risk serious bodily harm and further escalation of the situation. It is normally

preferable to move those under your care away from armed individuals unless you feel that it will escalate the situation or place them in greater danger. If necessary, implement age appropriate ALICE tactics.

7. If the weapon(s) have been dropped or discarded, secure the area where it is located, but it is normally best not to attempt to handle it yourself. Notify the principal or responding public safety personnel. If possible, cover the weapon with a waste basket, box, etc.
8. Remember that a weapons use scene is a crime scene. No attempt should be made to clean up blood or other evidence without the approval of the senior law enforcement official.
9. Remember that there may be hazards from blood or other bodily fluids at the scene so follow Bloodborne pathogens protocols.
10. When it is safe to do so, attempt to obtain the names and locations of any violators, witnesses and victims from students and visitors under your care. As soon as it is practical to do so, forward this information to responding public safety officials.
11. Determine within the first five to ten minutes if the family reunification protocol should be implemented. If the decision is made to do so, call the principal and district administrator and request that the Crisis Response Team be notified to implement the family reunification protocol. If the decision is made not to do so, request that law enforcement establish perimeters around the school.
12. The district administrator will implement the media protocol.

Section 18 - Hostage Situation

Definition

A hostage situation is one in which one or more individuals uses a weapon, the threat of a weapon, or the threat of violence to hold or move persons against their will.

Alert Signal

Announce over the intercom a Lock Down or Relocation Evacuation. Notify in person if it is safe to do so.

18.1 Principal/District Administrator Response

If you **are not among** those taken hostage:

1. Determine whether a Lock Down or Relocation Evacuation /family reunification is best for the situation. If the hostage situation is contained in one room or office, it may be possible to evacuate students and staff from other areas. Implement whichever option appears to be the best option based on available information.
2. Call 911 and report the situation. Provide as much information as possible.
3. Follow appropriate procedures for Lock Down or Relocation Evacuation.
4. Ensure that the guidelines for staff are followed to the best of your ability and offer to assist responding public safety personnel.
5. The district administrator should use extreme caution in any interaction with the media while hostages are being held. Consult with law enforcement officials prior to making any statements. Remember that media representatives sometimes report what they overhear at a scene. Improperly released information reported on television or radio can escalate the situation if monitored by hostage-taker(s).
6. Evaluate the practicality of implementing the family reunification protocol.

18.(2/5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

If you **are not among** those taken hostage:

1. Implement Lock Down or emergency evacuation/family reunification emergency evacuation as appropriate.
2. If you have a safe means to do so, notify the principal and/or call 911.
3. Provide as much information as possible.
4. Try to keep students calm and quiet.
5. Follow directions given by the principal/designee and responding public safety officials.
6. If you are instructed to follow Lock Down procedures, be prepared to evacuate when instructed to do so by public safety officials. **Do not open your door for any other reason.** (The on scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.)

If you **are among** those taken hostage:

1. **Do not** attempt to negotiate with a hostage-taker.
2. **Do not** make suggestions to a hostage-taker. You may be blamed for resulting problems.
3. It is generally not advisable to attempt to disarm a hostage-taker or to try to escape.
4. Try to remain calm and keep the students under your care as calm and quiet as possible. Ask permission from the hostage-taker(s) prior to taking any action.
5. Try not to make any unexpected or sudden movements.

6. Follow instructions given by responding public safety officials.
7. **Do not** point out law enforcement officers if you become aware of their presence.
8. If a law enforcement rescue attempt is made, listen to what officers instruct you to do and do it immediately.

18.6 Bus Driver Response

If you **are not among** those taken hostage:

1. If you have a safe means to do so, notify the dispatcher of the exact location of the incident twice and request law enforcement assistance. Provide the best description you can of hostage taker(s) and indicate what types of weapons are involved.
2. Move any students under your supervision to a safe location if it appears safe to do so and moving them will not expose them to further danger.
3. Try to keep students calm and quiet.
4. Follow directions given by responding public safety officials and your supervisor.
5. If you have to remain under cover near the incident scene, be prepared to evacuate when instructed to do so by public safety officials.

18.7 Route Supervisor Response

If you **are not among** those taken hostage:

1. Ensure that emergency response officials have been properly notified.
2. Instruct all drivers to refrain from any non-emergency traffic.
3. Contact the district administrator to implement the media protocol and use extreme caution in any interaction with the media while hostages are being held. Consult with law enforcement officials prior to making any statements. Remember that media representatives sometimes report what they overhear at a scene. Improperly released information reported on television or radio can escalate the situation if monitored by hostage-taker(s).
4. Evaluate the practicality of implementing the family reunification protocol.

If you **are among** those taken hostage:

1. **Do not** attempt to negotiate with a hostage-taker.
2. **Do not** make suggestions to a hostage-taker. You may be blamed for resulting problems.
3. It is generally not advisable to attempt to disarm a hostage-taker or to try to escape.
4. Try to remain calm and keep the students under your care as calm and quiet as possible. Ask permission from the hostage-taker(s) prior to taking any action.
5. Try not to make any unexpected or sudden movements.
6. Follow instructions given by responding public safety officials.
7. **Do not** point out law enforcement officers if you become aware of their presence.
8. If a law enforcement rescue attempt is made, listen to what officers instruct you to do and do it immediately.
9. Remember, most people who are taken hostage survive and most injuries and deaths in hostage situations occur within the first minutes of the situation. The longer the situation lasts, the greater the odds that you will survive.

18.8 Lead Staff Member Response (after hours)

If you **are not among** those taken hostage:

1. Implement Lock Down or non-fire evacuation as appropriate.
2. If you have a safe means to do so, notify the principal and/or call 911.

3. Provide as much information as possible.
4. Try to keep everyone calm and quiet.
5. Follow directions given by the principal or designee and responding public safety officials.
6. If you are instructed to follow Lock Down procedures, be prepared to evacuate when instructed to do so by public safety officials. **Do not open your door for any other reason.** (The on scene officer(s) will identify themselves by passing his/her photo ID badge under the door - your door will then be unlocked according to standard policies and procedures.)

If you **are among** those taken hostage:

1. **Do not** attempt to negotiate with a hostage – taker.
2. **Do not** make suggestions to a hostage – taker. You may be blamed for any resulting problems.
3. It is generally not advisable to attempt to disarm a hostage – taker or to try to escape.
4. Try to remain calm and keep staff, visitors and students under your care as calm and quiet as possible. Ask permission from the hostage – taker(s) prior to taking any action.
5. Try not to make any unexpected or sudden movements.
6. Follow instructions given by responding public safety officials.
7. **Do not** point out law enforcement officers if you become aware of their presence.
8. If a law enforcement rescue attempt is made, listen to what officers instruct you to do and do it immediately.
9. Remember, most people who are taken hostage survive and most injuries and deaths in hostage situations occur within the first minutes of the situation. The longer the situation lasts, the greater are the odds that you will survive.

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Section 18a -Tracking Sheet(s)

18a.1 Mental Health/Pre-Recovery Incident Tracking Sheet

Use official command post time. Please use ink.

Location of incident: _____

Type of incident: **Mental Health/Pre-Recovery** _____

Sheet initiated by: _____ Date: _____

1st Shift

Relieved by: _____ Time: _____

2nd Shift

Relieved by: _____ Time: _____

3rd Shift

Relieved by: _____ Time: _____

ACTION	ORGANIZATION	STATUS	NOTES	REPORTED BY
Notify mental health crisis team				
Remain calm and maintain student safety				
Observe children's emotional state				
Refer children who exhibit extreme anxiety, fear or anger				
Provide teachers and parents with information about what to say and do for children in school and at home				

Time and date log closed out: _____

Name of person closing log: _____

Incident Tracking Sheet received by: _____ Date received: _____

Witnessed by: _____ Date: _____

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Section 19 - Report of Weapon on Property

Definition

A weapons report protocol is based on any information or report that any person(s) on the property is in possession of a firearm, knife or other weapon. This protocol is for use in situations where no assault with a weapon has yet occurred and no immediate threat to use the weapon is reported.

Alert Signal

Announce a Lock Down if the principal deems it appropriate to contain students in secure areas (if, for example, a report is received that a person has a firearm outside of the building).

19.1 Principal Response

1. Obtain information about the situation.
2. Determine if a Lock Down should be implemented to prevent the violator from gaining access to potential victims.
3. Notify law enforcement. Upon arrival of law enforcement personnel, assist them in locating the person(s) who are reported to be armed. Consider the best method to approach the suspected violator(s) to avoid escalating the situation. Do not attempt to recover weapons from violators or search people for weapons without police assistance. An exception to this might be appropriate when a preschool age child who is too young to comprehend the danger of a weapon that he or she is handling. In these situations, it may be advisable to tell the students to put the item down and move away from it rather than to wait for law enforcement.
4. If a weapon is recovered, consider the possibility that additional weapons may be present on the violator, or his or her belongings or concealed elsewhere on school property. If no weapon is recovered, consider the possibility that the weapon(s) might have been concealed on school property (in a locker, book bag, in a vehicle or concealed in a public area such as a bathroom ceiling or behind a vending machine). Also consider the possibility that the weapon may have been passed to another individual.
5. Contact the District Office.
6. Brief staff on the situation.
7. When a firearm is recovered, consider the need for a multidisciplinary threat assessment utilizing law enforcement and mental health professionals.
8. When a firearm is recovered, consider the benefits of parental notification via a letter from the principal or district administrator to be sent home with students, preferably on the day of the incident.

19(.2/.5) Staff Response (includes: office, teachers, support staff, custodial, & kitchen personnel, etc.)

1. Staff should immediately report to the principal any situation in which a person is believed to be in possession of a weapon on school property. Notification should be made in a discreet manner if possible.
2. The principal will contact District Office.
3. Staff members should not attempt to confront a person who is believed to be armed and should not attempt to search people for weapons.
4. If a weapon is inadvertently located on the premises, staff members should move all students away from the weapon and should not attempt to pick up or handle the weapon. If possible, cover the weapon with a waste basket, box, etc.

5. Staff should remember that when an individual has one weapon, he or she may have additional weapons. In addition, persons associated with the weapons violator may also be armed.

19.8 Lead Staff Member and Support Personnel Action Steps

1. Obtain information about the situation.
2. Determine if a Lock Down should be implemented to prevent the violator from gaining access to potential victims.
3. Notify law enforcement. Upon arrival of law enforcement personnel, assist them in locating the person(s) who are reported to be armed. Consider the best method to approach the suspected violator(s) to avoid escalating the situation. Do not attempt to recover weapons from violators or search people for weapons without police assistance. An exception to this might be appropriate in a situation with a preschool age child who is too young to comprehend the danger of a weapon that he or she is handling. In these situations, it may be advisable to tell the students to put the item down and move away from it rather than to wait for law enforcement.
4. If a weapon is recovered, consider the possibility that additional weapons may be present on the violator, in his or her belongings or concealed elsewhere on school property. If no weapon is recovered, consider the possibility that the weapon(s) might have been concealed on school property (in a locker, book bag, in a vehicle, or concealed in a public area such as a bathroom ceiling or behind a vending machine).
5. Brief staff on the situation.
6. Call the principal and district administrator and request that the Crisis Response Team be notified of the incident.

Section 19a - Report of Weapon on the Bus

Definition

A report of a weapon on the bus is any information or report that any person(s) on the bus is in possession of a firearm, knife or other weapon. This protocol is for use in situations **where no assault with a weapon has yet occurred and no immediate threat to use the weapon is reported.**

Alert/distress signal:

If a driver has any indication that there is someone on the bus who is in possession of a weapon, but they are not threatening to use the weapon, the driver should communicate by radio or portable phone to the dispatcher the following phrase **“my bus engine is running hot but I can’t see it on my temperature gauge, I am going to need assistance”**. This will also allow you to communicate your location and coordinate where you will meet responding law enforcement officers.

19a.6 Bus Driver Response

1. Drivers should immediately report to the principal any situation where a person is believed to possess a weapon on the bus. Notification should be made using the code phrase **“My bus engine is running hot but I can’t see it on my temperature gauge, I am going to need assistance.”** Upon hearing this transmission, all other drivers should cease all non-emergency transmissions.
2. Drivers should not attempt to confront a person who is believed to be armed and should not attempt to search people for weapons.
3. If a weapon is inadvertently located on the bus, the driver should move all students away from the weapon and should not attempt to pick up or handle the weapon if it is a firearm.
4. Drivers should remember that when an individual has one weapon, he or she may have additional weapons.
5. Coordinate with the dispatcher when and where the bus will meet with police.
6. When close to the meeting point, tell students on the bus that you have a mechanical precaution and that you have requested that the fire department to meet the bus as a precaution. Tell them that the bus is not on fire.
7. Follow the instructions of responding law enforcement officers.

19a.7 Route Supervisor Response

1. Ensure that law enforcement officers are dispatched to meet the bus.
2. If appropriate, proceed to the meeting location, but do not approach the bus until officers have secured the area.
3. If a weapon is recovered, consider the possibility that additional weapons may be present on the violator, in his or her belongings or concealed elsewhere on the bus. If no weapon is recovered, consider the possibility that the weapon(s) might have been concealed on school property (in a locker, book bag, in a vehicle or concealed in a public area such as a bathroom ceiling or behind a vending machine or passed to another student).
4. Contact the district administrator and brief your supervisor as appropriate.

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Section 20 - Arrest or Criminal Indictment of Staff Member

Definition

A staff member or volunteer is taken into custody by law enforcement officials for a criminal offense or indicted by a grand jury for a criminal offense.

Alert Signal

None

20.1 District Administrator Response

1. Attempt to obtain information relating to the arrest to determine if the situation could have an impact on the individual's fitness to serve with the organization. Utilize only official and legitimate sources of information which may include:
 - Law enforcement agency records
 - Jail booking records
 - Court records
2. Compare the alleged actions of the staff member or volunteer with school policies on employee conduct before taking action.
3. If a determination is made that the individual should be separated from the organization, consider whether it may be appropriate to inform him or her in verbally and in writing that he or she is not allowed to enter school property. Also, be sure to attempt to recover keys to school facilities from the individual.
4. Media representatives may ask for interviews regarding the situation. If you decide that it is appropriate to speak to reporters, carefully consider any statements that are made. Comment only on factual aspects of the situation and avoid making statements that could result in a civil action. Refer questions pertaining to criminal and investigative processes to the appropriate criminal justice agencies.
5. Regardless of the outcome, carefully document your actions.
6. In some cases, a carefully worded letter to parents and/or a carefully planned meeting with parents may be needed to address concerns (such as cases involving child molestation). Consult with the district administrator's office, public information staff, and school district legal counsel as to what topics can and should be discussed.

20(.2/5) Staff Response (includes: office, teachers, support staff, custodial, kitchen, and bus personnel, etc.)

1. Follow directions of the principal.
2. The district administrator will initiate media protocol.

20.6 Bus Driver Response

Follow directions of your supervisor or the transportation director regarding the release of information. **Do not** release any information or make any statements without prior approval as statements could result in personal civil liability for you.

20.7 Route Supervisor Response

1. If the employee is a member of the transportation department, coordinate with your supervisor and the human resources department and attempt to obtain information relating to the arrest to determine if the situation could have an impact on the individual's fitness to serve with the organization. Utilize only official and legitimate sources of information which may include:
 - Law enforcement agency records
 - Jail booking records
 - Court records
2. Compare the alleged actions of the staff member or volunteer with school policies on employee conduct before taking action.
3. Alert the District Office.
4. If a determination is made that the individual should be separated from the organization, consider whether it may be appropriate to inform him or her verbally and in writing that he or she is not allowed to enter school property. Also, be sure to attempt to recover keys to school facilities and or buses from the individual.
5. Media representatives may ask for interviews regarding the situation. If you decide that it is appropriate to speak to reporters, follow the media protocol and carefully consider any statements that are made. Comment only on factual aspects of the situation and avoid making statements that could result in a civil action. Refer questions pertaining to criminal and investigative processes to the appropriate criminal justice agencies.
6. Regardless of the outcome, carefully document your actions.
7. In some cases, a carefully planned meeting with parents may be needed to address concerns (such as cases involving child molestation). Consult with the district administrator's office, public information staff and school district legal counsel prior to scheduling this type of meeting

20.8 Lead Staff Member Response (after hours)

1. If the arrest occurs at the event, attempt to obtain basic information relating to the arrest to determine if the situation could have an impact on the individual's fitness to serve with the organization. Utilize only official and legitimate sources of information.
2. Media representatives may ask for interviews regarding the situation. Refer them to the District Office.
3. Carefully document your actions and the information you obtain.

Section 21 - Sexual Assault

Definition

A sexual assault is any crime of a sexual nature.

21.1 Principal Response

1. Call 911 or emergency services.
2. Attempt to **dissuade** the victim from washing, cleaning up or use of the restroom if possible.
3. Attempt to provide the victim with privacy.
4. Secure the crime scene.
5. Instruct staff not to use the victim's name on two-way radios and not to release the victim's identity to anyone other than law enforcement officials.
6. Remember that sexual assaults are very serious crimes. Do not attempt to conduct an investigation, question victims, witnesses or suspects and do not disturb any potential physical evidence.
7. Keep reported victim(s), suspect(s) and witnesses separated.
8. Assist public safety officials as requested.
9. Contact the district administrator to implement media protocol.
10. Close facility, if needed.

21(.2/5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

Notify principal and principal will contact District Office.

1. Attempt to **dissuade** the victim from washing, cleaning up or use of the rest room, if possible.
2. Attempt to provide the victim with as much privacy as possible without leaving them alone.
3. Secure the crime scene.
4. Do not use the victim's name on two-way radios or release the victim's identity to anyone other than the principal or law enforcement officials.
5. Remember that sexual assaults are very serious crimes. Do not attempt to conduct an investigation, question victims, witnesses or suspects and do not disturb any potential physical evidence.
6. Assist public safety officials as requested.

21.6 Bus Driver Response

1. Whether the assault occurred on the bus or before boarding, notify the dispatcher and meet responding law enforcement officers at an agreed upon location
2. Have the victim(s) take a seat near you.
3. Attempt to dissuade the victim from cleaning up if possible.
4. Secure the crime scene.
5. **Do not** use the victim's name on two-way radios or release the victim's identity to anyone other than school system or law enforcement officials.
6. Remember that sexual assaults are very serious crimes. Do not attempt to conduct an investigation, question victims, witnesses or suspects and do not disturb any potential physical evidence.
7. Assist public safety officials as requested.
8. Contact the district administrator and follow the media protocol.

21.7 Route Supervisor Response

1. Ensure that law enforcement officers have been dispatched to the bus.
2. **Do not** attempt to question students regarding the incident until authorized to do so by law enforcement officers.
3. Assist public safety officials as requested.
4. If police need to process a crime scene on the bus, arrange for an alternate bus to transport students.
5. Contact the district administrator to implement the media protocol.
6. Brief your supervisor as appropriate.

21.8 Lead Staff Member Response (after hours)

1. Call 911 or emergency services.
2. Attempt to dissuade the victim from washing, cleaning up or use of the restroom if possible.
3. Attempt to provide the victim with privacy.
4. Secure the crime scene.
5. Instruct staff not to use the victim's name on walkie-talkies and not to release the victim's identity to anyone other than law enforcement officials.
6. Remember that sexual assaults are very serious crimes. Do not attempt to conduct an investigation, question victims, witnesses or suspects and do not disturb any potential physical evidence.
7. Assist public safety officials as requested.
8. Contact the district administrator to implement media protocol.
9. Cancel the event and close facility, if needed.

Section 22 - Bomb Threats/Suspicious Packages

Definition

A bomb threat/suspicious package situation is one that involves the threat of an explosive device that has been placed in, around, or near a facility, or the detection of a suspicious package that could contain an explosive device.

Alert Signal

Announcement over the public address system “All staff initiate a Relocation Evacuation in effect at this time, evacuate to the Manawa Rural Fire Department/City Hall. Please sweep/quickly check all routes and the site for any suspicious items out of the ordinary.”

Or; “All staff initiates a sweep/quick check your area for any suspicious items out of the ordinary. Please report your status upon completion of the sweep.”

22.1 Principal Response

Upon receipt of a bomb threat, the principal should call 911 and request that fire, law enforcement and emergency management personnel respond. If a threat has been received by phone, provide the completed bomb threat checklist (see Appendix A) to the first law enforcement officer to arrive on the scene. Make sure that call tracing procedures have been implemented. Consult with responding public safety officials and quickly determine whether it is best under the circumstances to sweep, evacuate and search or to sweep in place. Available information should be evaluated to weigh the potential risks of explosive devices inside the building, explosives devices outside the building (including the possibility of a vehicle bomb), explosives devices placed in or near evacuation routes or sites or other hazards such as persons with firearms who plan to shoot at evacuees. If multiple bomb threats are received over time, be sure to rotate evacuation routes and sites to make it more difficult for someone to pattern your evacuation responses and target evacuees with explosives, firearms or chemical agents. Contact District Office.

If the sweep and evacuate option is selected:

1. Notify staff to sweep and evacuate make public address announcement: “All staff initiate a–emergency evacuation in effect at this time, evacuate to the Manawa Rural Fire Department/City Hall. Please sweep all routes and the site.” **If multiple threats are received over a relatively short time period, be sure to rotate evacuation routes and sites.**
2. Have the evacuation route and site swept for suspicious persons, objects (which could contain an explosive device) or other safety hazards prior to the evacuation if appropriate.
3. Have designated staff or public safety officials direct students safely across any streets that must be crossed by evacuees.
4. Remind staff members and students not to utilize cellular or digital phones or portable radios unless a life-threatening emergency exists.
5. Request that uniformed personnel escort staff and students to the evacuation site and remain with them until and unless they are instructed to return to the building.
6. Leave the facility and take the emergency evacuation kit and make responding public safety officials aware of the contents of the kit.
7. Check with staff to see that all evacuees are accounted for. Immediately notify responding public safety officials if any persons are not accounted for.

8. Assist responding public safety officials with the second sweep of the facility.
9. Consult with public safety officials before authorizing evacuees to return to the facility.
10. You may determine that it is appropriate to close the facility for the remainder of the day. If so, begin notification of parents and guardians and implement your emergency release procedures.

If the sweep and remain in place option is selected:

1. Make intercom announcement: “All staff initiate a sweep in place, please report your status upon completion of the sweep.”
2. Escort public safety officials through the building to verify that all areas have been swept by staff. Make sure that all areas inside and around the facility have been swept.
3. Assist public safety officials in conducting the second sweep of the facility.
4. If any suspicious packages are noted by staff or public safety officials, make sure that all staff and students are moved away from the item and that it is not disturbed in any way.
5. Consult with public safety officials to see if the facility should be evacuated, if the decision is made to do so, implement the Non-Fire evacuation plan.

22(.2/5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

Sweep and evacuate procedures:

1. If the sweep and evacuate option is announced, staff should quickly scan their area of responsibility for any packages or items that could contain an explosive device (objects that they do not recognize as normally being present).
2. If any suspicious items are noted, they should not be disturbed and the staff member should notify the principal or designee upon evacuation from the area.
3. The staff member should then follow the non-fire evacuation protocol.
4. **DO NOT** use any cellular or digital telephones or portable radios during these situations unless a life-threatening emergency exists. Explain to the students that the use of such devices can pose a safety hazard.
5. **DO NOT** allow students to return to their lockers.

Sweep and remain in place procedures:

1. Staff members should scan their area of responsibility for any packages or items that could contain an explosive device (objects that they do not recognize as normally being present).
2. Take a roll to account for all persons in your area of responsibility in case evacuation is ordered at a later time.
3. If any suspicious items are noted, they should not be disturbed. The staff member should then direct all people in the area to follow them to the principal’s office and inform the principal or designee of his or her observations.
4. Follow the principal’s instructions.

22.6 Bus Driver Response

Sweep and evacuate procedures:

1. If the sweep and evacuate option is announced, drivers should park in a safe place, instruct students to evacuate the bus and to take all of their belongings with them. Drivers should check the bus by looking for any packages or items that could contain an explosive device (objects that they do not recognize as normally being present).
2. If any suspicious items are noted, they should not be disturbed and the staff member should notify the dispatcher if possible.
3. The staff member should then follow the Non-Fire Evacuation protocol. Have students bring their book bags and other hand carry articles with them.
4. Refrain from using cellular or digital telephones or portable radios during these situations unless a life-threatening emergency exists. In some extremely rare and specific instances, radio

frequency energy can trigger an explosive device to detonate. Explain to students that any electronic communication devices that are observed in use will be seized. Explain to the students that the use of such devices can pose a safety hazard.

Sweep and remain in place procedures:

1. Pull over and park in a safe location. Conduct a thorough visual inspection of the interior and exterior of the bus looking for any items that are out of place. Do not touch, handle, or in any way move a suspicious package while sweeping the bus. Ask students if they see any items on the bus that do not belong to anyone. If no such items are noted, use a cellular or digital phone to report your findings to the dispatcher and resume your route.
2. If any suspicious items are noted, they should not be disturbed. The staff member should then direct all people in the area to follow them to the school office. The staff member should proceed with evacuees to the school office area and inform the principal or designee of his or her observations.
3. Follow the principal's instructions.

22.7 Route Supervisor Response

Upon receipt of a bomb threat for a particular bus, determine the parked location of the bus and ensure that emergency services have been notified. If the threat does not indicate which bus is reported to have an explosives device on it, consult with the transportation director and emergency response personnel on the best course of action – whether to have all buses evacuate and search or to have all drivers search in place. Make sure that call tracing procedures have been implemented. Available information should be evaluated to weigh the potential risks of explosive devices on one or more buses and the possibility of other hazards created by evacuating buses. If multiple bomb threats are received over time, be sure to rotate responses to make it difficult for someone to pattern your responses and target evacuees with explosives, firearms or chemical agents.

If the sweep and evacuate option is selected:

1. Notify drivers to sweep and evacuate with the following phrase “Driver(s) of bus(es) number(s) _____ initiate a Relocation Evacuation in effect at this time, evacuate to the nearest suitable site, notify dispatch of your location and the results of your sweep.”
2. Maintain a list of all drivers indicating their evacuation location and the results of their sweep. Immediately notify responding public safety officials if any buses are not accounted for.
3. Assist responding public safety officials with the second sweep of the facility.
4. Consult with public safety officials before authorizing evacuees to return to their bus(es).

If the sweep and remain in place option is selected:

1. Notify affected driver(s) to initiate sweep in place procedures and to report the results upon completion of the sweep.”
2. If any suspicious packages are noted by drivers or public safety officials, make sure that the driver and students evacuate at least 1,000 feet away from the bus or the safest possible distance up to 1,000 feet and that the suspicious package is not disturbed in any way.
3. Ensure that emergency response agencies are notified and proceed to the location of the affected bus to assist them and the driver.
4. Brief your supervisor as appropriate.

22.8 Lead Staff Member Response (after hours)

Upon receipt of a bomb threat, the Lead Staff Member should call 911 and request that fire, law enforcement and emergency management personnel respond. If a threat has been received by phone, provide the completed bomb threat checklist to the first law enforcement officer to arrive on the scene. Make sure that call tracing procedures have been implemented. Consult with responding public safety officials and quickly determine whether it is best under the circumstances to sweep, evacuate and search or to sweep in place. Available information should be evaluated to weigh the potential risks of explosive devices inside the building, explosives devices outside the building (including the possibility of a vehicle bomb), explosives devices placed in or near evacuation routes or sites or other hazards such as persons with firearms who plan to shoot at evacuees. If multiple bomb threats are received over time, be sure to rotate evacuation routes and sites to make it more difficult for someone to pattern your evacuation responses and target evacuees with explosives, firearms or chemical agents. Always be sure to evacuate to at least 1000 feet in the case of a bomb threat **if it is safe to do so**. Exceptions are situations where it would be dangerous to pass an obstacle that is less than 1000 feet from the school, such as an interstate or highway.

If the sweep and evacuate option is selected:

1. Notify staff to sweep and evacuate make public address announcement: “We have received a bomb threat and have decided to evacuate the facility as a precaution. Please proceed calmly to the evacuation site located at _____. We will announce at that site if the function is going to be cancelled or resumed after the site has been swept for suspicious packages and items.” “All staff initiate a Relocation Evacuation in effect at this time, evacuate to site _____ located at _____. Please sweep all routes and the site.”
2. If you have adequate staff or law enforcement personnel on hand, have the evacuation route and site swept for suspicious persons, objects (which could contain an explosive device) or other safety hazards prior to the evacuation if appropriate.
3. Have designated staff or public safety officials direct staff, visitors, and students safely across any streets that must be crossed by evacuees.
4. Remind staff members, visitors, and students not to utilize cellular or digital phones or portable radios while evacuating unless a life-threatening emergency exists.
5. Request that uniformed personnel escort staff and students to the evacuation site and remain with them until and unless they are instructed to return to the building.
6. Leave the facility and take the emergency evacuation kit and make responding public safety officials aware of the contents of the kit.
7. Check with staff to see that evacuees are accounted for. Immediately notify responding public safety officials if any persons are not accounted for.
8. Assist responding public safety officials with the sweep of the facility.
9. Contact the district administrator and principal.
10. Consult with public safety officials before authorizing evacuees to return to the facility.
11. You may determine that it is appropriate to cancel the event for the remainder of the day. If so, begin notification of parents and guardians and implement your emergency release procedures.

If the sweep and remain in place option is selected:

1. Make intercom announcement: “We have received a bomb threat for this location. We have decided to continue the event while the facility is being swept for suspicious packages and items after consultation with public safety officials. As there is always the possibility of a caller placing a device outside of a building, we feel that this is the most appropriate action for us to take based on the information we have. If you feel uncomfortable, please feel free to leave at this time.” “All staff initiate a sweep in place, please report your status to _____ at _____ upon completion of the sweep.”
2. Assist public safety officials in conducting the second sweep of the facility. Make sure that all areas of the facility have been swept.
3. If any suspicious packages are noted by staff or public safety officials, make sure that all staff and students are moved away from the item and that it is not disturbed in any way. Consult with public safety officials to see if the facility should be evacuated, if the decision is made to do so, implement the Non-Fire evacuation plan.
4. Call the principal and district administrator and request that the Crisis Response Team be notified of the situation and your course of action. Provide a brief description of the situation.

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Section 22a - Bomb Threat Checklist

When a bomb threat is received by telephone, fill out this form as soon as possible, if not during the phone call. One common practice is to keep a copy of this checklist near phones that accept incoming calls at the school and district offices. After a bomb threat is made, the receiving phone should be left off the hook to preserve traceability of the call.

Call taken by: _____ **Time:** _____ **Date:** _____

Caller Information:

Caller ID: _____ - _____ - _____

Any identifying information on the caller:

Name: _____ **Nickname:** _____

Address: _____

MALE FEMALE YOUNG ADULT SENIOR CITIZEN

Circle any of the following characteristics that applied to the caller's voice:

Loud Slurred Soft Lispy High Vulgar Low Nasal

Fast Raspy Slow Laughing Garbled Reading Stuttery Deliberate

Was there an accent? (elaborate if possible)

What was the manner speech of the caller?

Soft-spoken Well-spoken Rational Irrational Polite

Was the caller emotional? If so, please elaborate:

Describe any background noise you heard:

Bomb Information

Bomb Location:

Time bomb will detonate:

Additional Information:

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Section 23 - Injury or Illness

Alert Signal

None

23.1 Principal Response

1. Call 911 or emergency services, if needed. Report exact location and nature of injured and facility's address: _____.
2. Assign a staff member to meet first responders as they arrive.
3. Implement Lock Down Protocol, if needed.
4. Implement Evacuation Protocol, if needed.
5. If Lock Down or evacuation are not appropriate, clear the area of all people who do not have a specific purpose for remaining in the area of the injured or ill.
6. Apply appropriate First Aid, AED, and bloodborne pathogens protocols as needed.
7. Assign a staff member to accompany the injured or ill individual(s) if transport to the hospital is necessary.
8. Notify family members of the injured or ill.
9. If a crime may have been committed, contact local law enforcement. Do not disturb any potential evidence. Identify witnesses and keep them separated. Ask witnesses not to discuss the incident until law enforcement personnel arrive. Do not allow anyone to clean up the area as it is a crime scene. Disturbing a crime scene is a criminal offense.
10. Notify District Office if the illness or injury required a 911 response.
11. Notify other staff members as needed.
12. Complete an Accident Report form if the incident was an accident.
13. If the incident is determined to involve a crime, obtain a copy of the police report and include it in your records.
14. Develop and maintain written documentation of the incident.

23(.2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. Notify main office of injury or illness and the exact location of the injured or ill individual(s) or persons affected. Do not use names of injured or ill individuals over two-way radios.
2. Call 911 or emergency services if needed.
3. Do not move injured or ill unless the scene is unsafe.
4. Apply appropriate First Aid, AED, and bloodborne pathogens protocols as needed.
5. Comfort and reassure injured or ill person.
6. Secure the scene if a crime may have been committed. Do not disturb any evidence.
7. Notify District office if illness or injury required a 911 response.

23.6 Bus Driver Response

1. Notify main office of injury or illness and the exact location of the bus. In life threatening situations, give your bus location twice. Do not use names of victim(s) on the radio.
2. Do not move the sick or injured unless the scene is unsafe.
3. Take precautions for Bloodborne pathogens. Avoid contact with bodily fluids. Direct students to move away from any bodily fluids.
4. Provide first aid, if needed and only according to your level of training.
5. Comfort and reassure the injured or ill person.

6. Secure the scene if a crime may have been committed. Do not disturb any evidence.

23.7 Route Supervisor Response

1. Ensure that the appropriate emergency medical responders and, if needed, law enforcement officers have been requested.
2. Proceed to the scene.
3. Assign a staff member to accompany the victim(s) if transport to the hospital is necessary.
4. Notify family members of the injured or ill person(s).
5. If a crime may have been committed, contact local law enforcement. Do not disturb any potential evidence. Identify witnesses and keep them separated. Ask witnesses not to discuss the incident until law enforcement personnel arrive.
6. Brief your supervisor and the district administrator as appropriate to the situation.
7. Complete an Accident Report form if the incident was an accident.
8. If the incident is determined to involve a crime, obtain a copy of the police report and include it in your records.
9. Develop and maintain written documentation of the incident.

Bus Accident – Definition (A traffic accident involving a school bus.)

23.6a Bus Driver Response (Bus Accident)

1. Quickly assess the situation and contact dispatch. Advise them of your exact location and repeat the location. Advise them of any injuries or specific hazards created by the accident.
2. Render first aid to injured students if you are qualified to do so.
3. If the accident does not involve injuries and there is no danger posed by doing so, have students remain in their seats. Create a diagram listing which students were on the bus and where they were seated at the time of the accident.
4. If there are any injuries, as soon as possible after tending the injured, create a list of all students on the bus at the time of the accident and indicate any students who are injured. If any students are transported from the scene, record who they are and where they are being taken.
5. Contact the District Office and follow the media protocol.
6. Follow the pre-recovery mental health protocol.
7. Do not discuss the incident with any private investigators or attorneys without first being cleared to do so by your supervisor. If you are approached at a later time by a person who is not in uniform and claims to be investigating the accident, clarify their position. In some cases, private investigators have presented themselves as police investigators to obtain interviews. If in doubt, ask the individual if they are a certified law enforcement officer and request identification. You are under no obligation to discuss the accident with a private investigator or attorney.

23.7a Route Supervisor Response (Bus Accident)

1. Ensure that the appropriate public safety personnel have been dispatched to assist the affected bus.
2. If it is appropriate for the situation based on the information you have available, advise all other drivers to keep the radio clear except for emergency transmissions until public safety responders are on the scene.
3. Proceed to the accident scene.
4. Ensure that action steps 3 through 7 under Driver Response have been implemented.
5. Record pertinent information such as the names of responding officers, time of the accident etc.
6. If appropriate, photograph the scene,
7. Provide assistance to the driver, students, other passengers, and public safety officials as needed.
8. Request an alternate bus if needed.

9. Contact the district administrator and brief your supervisor.

23.8 Lead Staff Member Response (after hours)

1. Call 911 or emergency services, if needed. Report exact location and nature of injured and facility's address. (insert facility address here)
2. Assign a staff member to meet first responders as they arrive.
3. If a qualified staff member is available, ask them to provide first aid as appropriate.
4. Implement Lock Down Protocol, if needed.
5. Implement Evacuation Protocol, if needed.
6. If Lock Down or evacuation are not appropriate, clear the area of all people who do not have a specific purpose for remaining in the area of the injured or ill person(s).
7. If a family member is not available or if it is appropriate to have a staff member to accompany them, assign a staff member to accompany the injured or ill person(s) if transport to the hospital is necessary.
8. Notify family members of the injured or ill person(s).
9. If a crime may have been committed, contact local law enforcement. Do not disturb any potential evidence. Identify witnesses and keep them separated. Ask witnesses not to discuss the incident until law enforcement personnel arrive.
10. Call the principal and district administrator and request that the Crisis Response Team be notified. Provide a brief description of the incident.
11. Complete an accident report form if the incident was an accident.
12. If the incident is determined to involve a crime, obtain a copy of the police report and include it in your records.
13. Develop and maintain written documentation of the incident.

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Section 24 - Death

Definition

Loss of life of one or more human beings due to an accident, natural disaster, natural causes, suicide, or homicide. Cause of death should not be assumed and must be determined through investigation by appropriate officials.

Alert Signal

Lock Down or evacuation announcement as appropriate.

24.1 Principal/District Administrator Response

1. Determine if a Lock Down or evacuation is needed. If deemed appropriate, use the public address system (PA) to direct staff to Lock Down or evacuate.
2. Call 911 or emergency services. If safe to do so, designate a staff member to meet first responders and guide them to the incident location.
3. Initiate Illness or Injury Protocol, if any other persons are injured or ill.
4. Assist staff in keeping the incident scene secure. Do not allow anyone to disturb possible evidence. Identify witnesses, keep them separated and ask them not to discuss the incident until law enforcement officers arrive. These instructions are valid for accidents, apparent suicides and homicides.
5. Take precautions against any contact with bodily fluids and follow all Bloodborne pathogen protocols.
6. Initiate Family Reunification Protocol, if needed.
7. The district administrator will initiate media protocol, if needed.
8. After being cleared to do so by law enforcement and mental health professionals, remove personal items of the deceased from desks, lockers, etc.
9. Stop any automatic mailings from being inadvertently mailed to the family.

24.(2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. Call 911 or emergency services.
2. Notify the principal.
3. Initiate Illness or Injury Protocol, if any other persons are injured or ill.
4. Follow principal's instructions for Lock Down or evacuation.
5. Keep the incident scene secure. Do not allow anyone to disturb possible evidence. Identify witnesses, keep them separated and ask them not to discuss the incident until law enforcement officers arrive. These instructions are valid for accidents, apparent suicides and homicides. All deaths will be treated by law enforcement as a homicide until a formal investigation is completed.
6. Take precautions against any contact with bodily fluids and follow all Bloodborne pathogen training protocols.
7. The district administrator will initiate media protocol, if needed.

24.6 Bus Driver Response

1. Park your bus in a safe location. Notify dispatch and your supervisor. Provide your exact location twice.
2. Initiate Illness or Injury Protocol, if any other persons are injured or ill.
3. Evacuate the bus and take roll.

4. Keep the incident scene secure. Do not allow anyone to disturb possible evidence. Identify witnesses, keep them separated and ask them not to discuss the incident until law enforcement officers arrive. These instructions are valid for accidents, apparent suicides and homicides.
5. Take precautions against any contact with bodily fluids and follow all Bloodborne pathogen training protocols.

24.7 Route Supervisor Response

1. Ensure that dispatch has called 911 or emergency services.
2. Proceed to the incident site.
3. Initiate Illness or Injury Protocol, if any other persons are injured or ill.
4. Assist staff in keeping the incident scene secure. Do not allow anyone to disturb possible evidence. Identify witnesses, keep them separated and ask them not to discuss the incident until law enforcement officers arrive. These instructions are valid for accidents, apparent suicides and homicides.
5. Take precautions against any contact with bodily fluids and follow all Bloodborne pathogen training protocols.
6. Make arrangement for an alternate bus to transport students.
7. Contact the district administrator who will initiate media protocol, if needed.
8. After being cleared to do so by law enforcement and mental health professionals, remove personal items of the deceased from the bus.
9. If a student is involved, ensure that the principal of the affected school is promptly notified.
10. Brief your supervisor as appropriate.

24.8 Lead Staff Member Response (after hours)

1. Determine if a Lock Down or evacuation is needed. If deemed appropriate, use the public address system (PA) to direct staff to Lock Down or evacuate.
2. Call 911 or emergency services. If safe to do so, designate a staff member to meet first responders and guide them to the incident location.
3. Initiate Illness or Injury Protocol, if any other persons are injured or ill.
4. Call the principal and district administrator and request that the Crisis Response Team be notified and that they respond. Provide a brief description of the incident.
5. Assist staff in keeping the incident scene secure. Do not allow anyone to disturb possible evidence. Identify witnesses, keep them separated and ask them not to discuss the incident until law enforcement officers arrive. These instructions are valid for accidents, apparent suicides and homicides.
6. Take precautions against any contact with bodily fluids and follow all Bloodborne pathogen training protocols.
7. Initiate Family Reunification Protocol, if needed.
8. The district administrator will initiate media protocol, if needed.
9. After being cleared to do so by law enforcement and mental health professionals, remove personal items of the deceased from desks, lockers, etc.
10. Stop any automatic mailings from being inadvertently mailed to the family.

Section 25 - Suspected Biological Emergency

Definition

A suspected biological emergency occurs when a suspected or possible biological emergency or outbreak, having withstood clinical review, is reported to the school administrator by a credible source or detected by the public health system and reported to school officials.

Alert Signal

Staff briefing and personal notification by CRT Staff members.

25.1 Principal/District Administrator Response

1. Contact local law enforcement and request that public health officials be notified.
2. If appropriate, notify Emergency Management and request that the county haz-mat team be dispatched.
3. Obtain instructions and decontamination information from public health/haz-mat officials.
4. Contact local hospitals to report situation, if appropriate.
5. Brief staff as quickly as it is safe to do so. You may do so in several ways depending on your situation. Staff may be notified in person, via intercom, by phone, over two-way radios, or by e-mail.
6. Contact parents and notify them of the situation, as appropriate and in accordance with HIPPA legislation.
7. The district administrator will initiate media protocol, if needed.

25(.2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. Follow instructions of public health officials and principal.
2. Decontaminate as appropriate (specific procedures provided by public health).
3. Assist in hospital transportation procedures, if necessary.
4. Assist in epidemiological (public health) investigation, as necessary.
5. Assist medical officials in treating staff and students as required.
6. Follow media protocol.

25.6 Bus Driver Response

Take directions from your supervisor. They will advise you of the directions provided by public health officials. Keep in mind that biological incidents typically do not occur rapidly as with most other types of crises.

25.7 Route Supervisor Response

1. Public health personnel will normally instruct the principal or the person in charge to take the action deemed most appropriate. Ensure that all drivers that you supervise are advised and kept informed of actions they need to take as accurately as possible and in a timely manner.
2. Brief your supervisor as appropriate.

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Section 25a - Anthrax Threat/Suspicious Package/Substance Exposure

Definition

Anthrax (*Bacillus anthracis*) is a zoonotic disease of herbivores. On rare occasions, humans can contract the disease. In recent years, actual incidents of anthrax spores being mailed to target people and organizations have occurred along with numerous incidents of anthrax threats involving mailed envelopes and packages containing harmless powder.

25a.1 Principal/District Administrator Response

1. Call 911 and report the situation. Provide details about the suspected exposure and the number of exposed people.
2. The district administrator will contact bus garage and have all buses rerouted.
3. Move all people away from the area of exposure.
4. Implement the Lock Down or evacuation protocol as appropriate.
5. The District Administrator will notify AES at **(920) 968-5882** to shut off air if the principals or D.A. are not able to do it via the remote VPN. Pay particular attention to hood ventilation systems in the production kitchens and technology education labs and shut off the fans in the gym.
6. Responding public safety officials will conduct decontamination and investigation efforts according to their training and procedures.
7. If public safety initiates evacuation, implement the family reunification protocol for all students who have not been exposed.
8. Public health should make each student and parent aware of the symptoms of anthrax infection. It is imperative that they be notified to immediately contact a medical doctor or public health official if any of the symptoms are noticed within seven days of the incident.

25a(.2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

If you **have been exposed** to the suspected substance:

1. Attempt to remain calm. Remember that anthrax exposure is treatable and public safety and medical officials have plenty of time to react to suspected anthrax exposure cases.
2. Do not continue to handle any item(s) that may contain anthrax spores or evidence.
3. Leave the room where the exposure occurred and isolate yourself from other people. Walk calmly and think of an isolated area that you can move to. If possible, close and lock the doors to the room of exposure. Notify the principal or another staff member, or call 911 and request assistance.
4. Be sure to report the situation accurately and provide information on the number of people exposed.
5. Follow directions of responding public safety personnel.

If you **have not been exposed** to the suspected substance:

1. Implement the evacuate or Lock Down protocol as appropriate.
2. Await instructions from the principal or responding public safety officials.

25a.6 Bus Driver Response

If you have been exposed to the suspected substance:

1. Attempt to remain calm. Remember that anthrax exposure is treatable and public safety and medical officials have plenty of time to react to suspected anthrax exposure cases.
2. Do not continue to handle any item(s) that may contain anthrax spores or evidence.
3. Evacuate all students from the bus and avoid any physical contact between those who may have been contaminated and other persons. Walk calmly and Notify dispatch of your situation and exact location.
4. Be sure to report the situation accurately and provide information on the number of people exposed.
5. Follow directions of responding public safety personnel.

If you have not been exposed to the suspected substance:

1. Evacuate the bus and notify dispatch of your situation and exact location, twice.
2. Await instructions from your supervisor and responding public safety officials.

25a.7 Route Supervisor Response

1. Ensure that dispatch has properly notified emergency services and proceed to the incident location. Upon arrival, do not approach the driver, bus or students until and unless public safety officials advise you that it is safe to do so. Provide details about the suspected exposure and the number of exposed people to public safety officials.
2. Ensure that all people have been moved away from the area of exposure.
3. Responding public safety officials will conduct decontamination and investigation efforts according to their training and procedures.
4. If public safety initiates an evacuation, staff should begin notification of parents/guardians to pick up students that have not been exposed at an appropriate site as determined after consultation with public safety officials.
5. Public health should make each student and parent aware of the symptoms of anthrax infection. It is imperative that they be notified to immediately contact a medical doctor or public health official if any of the symptoms are noticed within seven days of the incident.

25a.8 Lead Staff Member Response (after hours)

If you have not been exposed:

1. Call 911 and report the situation. Provide details about the suspected exposure and the number of exposed people.
2. Move all people away from the area of exposure.
3. Implement the evacuate or Lock Down protocol as appropriate.
4. The District Administrator will notify AES at **(920) 968-5882** to shut off air if the principals or D.A. are not able to do it via the remote VPN. Pay particular attention to hood ventilation systems in the production kitchens and technology education labs and shut off the fans in the gym.
5. Responding public safety officials will conduct decontamination and investigation efforts according to their training and procedures.
6. If public safety initiates an evacuation, staff should begin notification of parents/guardians to pick up students that have not been exposed at a designated area away from the school.
7. Public health should make each staff member, visitor, student and parent/guardian of each student aware of the symptoms of anthrax infection. It is imperative that they be notified to

immediately contact a medical doctor or public health official if any of the symptoms are noticed within seven days of the incident.

Section 25b - Chemical/Hazardous Materials Release Incidents

Definition

During use, processing or transporting of chemical and other hazardous materials, accidents may occur that will expose people to the dangers of contaminants. In this situation, the chances of injury and death are decreased when people know what to do and how to protect themselves. In other instances, individuals or groups may cause the intentional release of chemicals or other hazardous materials.

Alert Signal

Warning of hazardous materials is usually received from response agencies or noted on the scene by indicators. These agencies include the fire department, law enforcement agencies, and/or the local Emergency Management Agency. In a rare situation, the incident may occur close to or on facility property, and the facility must relay the warning to appropriate agencies).

1. Facility Signal / Indoor Warning: Intercom, loudspeaker, bullhorn, or “runners.”
2. Athletic Fields and Play Areas / Outdoor Warning: Same as above.

25b.1 Principal Response

1. Emergency response personnel will normally instruct the principal or the person in charge to take the action deemed most appropriate.
2. In case of imminent danger, in which emergency response personnel have not yet arrived, the principal or his/her designee must decide the most appropriate action.
 - Evacuate.
 - Assemble all personnel indoors and conduct shelter-in-place activities.
3. Follow-up action will be determined by emergency response personnel in coordination with facility officials and may include, but it is not limited to:
 - Activating the Emergency Management Team to facilitate evacuation to a safe family relocation site.
 - Determining the relocation site.
 - Dispatching buses or other vehicles to move members and staff to the relocation site.
 - Releasing information to parents/public.
4. If evacuating, do not return members and staff to the facility after evacuation until the fire department, local emergency management agency or other official agency declares the area safe.
5. Initiate late opening and/or closing of the facility, as necessary.
6. If students and/or staff members have been exposed to dangerous liquids, gases or other substances, public safety officials may institute mass decontamination measures. These measures may include dry decontamination which involves all affected individuals removing their clothing and personal items (privacy kits may be on hand from emergency responders) or wet decontamination which involves portable showering or hosing systems. Work with public safety officials to assist them in rapidly decontaminating affected individuals.

25b.(2/5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. Call or take directions from your local emergency management officials immediately. Listen to emergency alert broadcasts on all available media, and follow the instructions given.
2. If instructed to do so, evacuate students and staff to a safe location at right angles to and upwind of the agent.

3. In the event that it is dangerous to evacuate the facility and the facility property, including athletic areas outside, conduct shelter-in-place protocol.

25b.6 Bus Driver Response

1. Call or take directions from your supervisor.
2. If you have a portable radio, listen to emergency alert broadcasts on all available media, and follow their instructions.
3. If they instruct you to evacuate, move students to a safe location at right angles to and upwind of the agent/incident location. Notify dispatch of your exact location and status, twice.
4. Be prepared to render first aid, if necessary.

25a.7 Route Supervisor Response

1. Ensure that dispatch has notified all drivers of the incident type and location.
2. Provide supervision and support for drivers who are in the affected area.
3. Maintain a log of all bus locations and their status.
4. Coordinate with public safety officials to determine instructions for drivers.
5. Make preparations to assist affected schools in emergency evacuations if requested.
 - a. Activating the Emergency Management Team to facilitate evacuation to a safe family relocation site.
 - b. Determining the relocation site.
 - c. Dispatching buses or other vehicles to move members and staff to the relocation site.
6. If evacuating, do not return members and staff to the facility after evacuation until the fire department, local emergency management agency or other official agency declares the area safe.
7. If students and/or drivers have been exposed to dangerous liquids, gases or other substances, public safety officials may institute mass decontamination measures. These measures may include dry decontamination, which involves all affected individuals removing their clothing and personal items (privacy kits may be on hand from emergency responders) or wet decontamination, which involves portable showering or hosing systems. Work with public safety officials to assist them in rapidly decontaminating affected individuals.

25a.8 Lead Staff Member Response (after hours)

1. Call or take directions from your local emergency management officials immediately. Listen to emergency alert broadcasts on all available media, and follow their instructions.
2. If they instruct you to evacuate, or depending upon the situation, evacuate members and staff to a safe location at right angles to and upwind of the agent.
3. Emergency response personnel will normally instruct the lead staff member to take the action deemed most appropriate.
4. In case of imminent danger in which emergency response personnel have not yet arrived, the lead staff member must decide the most appropriate action.
 - a. Evacuate.
 - b. Assemble all personnel indoors and conduct shelter-in-place activities.
5. Follow-up action will be determined by emergency response personnel in coordination with the district administrator and principal and may include, but it is not limited to:
 - a. Activating the Emergency Management Team to facilitate evacuation to a safe family relocation site.
 - b. Determining the relocation site.
 - c. Dispatching buses or other vehicles to move members and staff to the relocation site.

- d. Releasing information to parents/public.
- 6. If evacuating, do not return members and staff to the facility after evacuation until the fire department, local emergency management agency or other official agency declares the area safe.
- 7. If students and/or staff members have been exposed to dangerous liquids, gases or other substances, public safety officials may institute mass decontamination measures. These measures may include dry decontamination which involves all affected individuals removing their clothing and personal items (privacy kits may be on hand from emergency responders) or wet decontamination which involves portable showering or hosing systems. Work with public safety officials to assist them in rapidly decontaminating affected individuals.

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Section 25c - Food Contamination Incident

Definition

A food contamination incident is a situation in which multiple students and/or staff members become ill due to the consumption of contaminated food or beverage. Contamination of food or beverage could involve accidental contamination or intentional contamination. Intentional contamination could involve biological organisms, toxins, chemicals, or radiological contaminants.

Signal

Verbal notification of staff.

25c.1 Principal Response

1. As soon as you become aware of a potential contamination situation, call 911 and request emergency medical personnel.
2. Contact the District Office.
3. If qualified staff are available, direct them to begin first aid as appropriate to their level of training.
4. Take immediate action to prevent others from consuming food or beverages until the actual source of the contamination can be determined.
5. Begin assessing the available information to try to determine the cause of the contamination.
6. Any contamination incident could be an intentional criminal act or an accidental situation. In either case, a thorough investigation will need to be conducted. Ensure that food, beverages, eating and drinking utensils and serving dispensers are not discarded or washed until it is determined that they cannot be used as evidence.
7. Work with responding public safety officials to determine how the contamination occurred.

25c.(2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. Staff members may be the first to realize that a contamination incident has occurred. In this situation, notify the principal or designee immediately.
2. Take immediate action to prevent others from consuming food or beverages until the actual source of contamination can be determined.
3. Follow the directions of the principal or designee.

25c.8 Lead Staff Member Response

1. As soon as you become aware of a potential contamination situation, call 911 and request emergency medical personnel.
2. If qualified staff are available, direct them to begin first aid as appropriate to their level of training.
3. Take immediate action to prevent others from consuming food or beverages until the actual source of the contamination can be determined.
4. Call the principal and district administrator and request that the Crisis Response Team be activated and that they respond to the scene. Provide a brief description of the situation and your course of action.
5. Begin assessing the available information to try to determine the cause of the contamination.
6. Any contamination incident could be an intentional criminal act or an accidental situation. In either case, a thorough investigation will need to be conducted. Ensure that food, beverages,

eating and drinking utensils and serving dispensers are not discarded or washed until it is determined that they cannot be used as evidence.

7. Work with responding public safety officials to determine how the contamination occurred.

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Section 26 - Utility Failure

Definition

A utility failure is the interruption in the supply of electricity, telephone service, natural gas, sewage, or water services to the facility.

Alert Signal

A plain language announcement over the public address system (PA) or personal notification as appropriate.

26.1 District Administrator Response

1. Contact the local service provider (see emergency contact section).
2. Notify staff.
3. Determine if it is safe to conduct normal activities, and notify staff of the appropriate course of action.
4. If appropriate, implement the Evacuation Protocol.
5. If appropriate, implement the Family Reunification Protocol.
6. In the event of a gas leak, order a Relocation Evacuation

26(.2/.5) Staff Response (includes: office, teachers, support staff, custodial, kitchen personnel, etc.)

1. Notify the Principal of the utility failure.
2. Consult with the principal as to the safety of continuing normal activities as appropriate.

26.8 Lead Staff Member Response (after hours)

1. Contact the local service provider (see emergency contact section).
2. Notify staff, visitors and students.
3. Determine if it is safe to conduct normal activities, and notify staff of the appropriate course of action.
4. If appropriate, implement the Evacuation Protocol.
5. If appropriate, implement the Family Reunification Protocol.
6. If water or sewage pipes have broken or are leaking, take steps to reduce water damage and to prevent contamination.
7. In the event of a gas leak, order an evacuation and open windows. Do not allow anyone to use matches, lighters, candles or any other open flame. Select an evacuation site at least 1,000 feet from the facility unless instructed to move farther by public safety officials. Shut off other utilities. Call 911 or emergency services and ask them to dispatch at least one emergency responder to the evacuation site to assist you in evaluating it for safety.
8. In the event of a power outage, assist food service staff in securing refrigerated food storage units if power cannot be promptly restored. Determine that food is safe for consumption before it is used if the power remains off for an extended period of time.
9. Call the principal and district administrator and advise them to notify the Crisis Response Team of the situation. Provide a brief description of the incident.

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Section 27 - Tactical Site Survey

Introduction and Disclaimer

The information provided in this document is designed to provide a detailed overview of the Tactical Site Survey process and its requirements in an educational setting. While the authors and Safe Havens International wish this template to be as complete as possible, it is not guaranteed to be complete and without flaw. Methods of implementing procedures, policies, and recommendations outlined herein are obviously beyond the control of the authors and Safe Havens International, and are at most suggestions for improving the safety of your school environment. Therefore, the authors of this document and Safe Havens International assume no liability for the application of any concepts or suggestions contained herein.

Guidance for Use

The following checklists are meant to serve as a guide for a Tactical Site Survey (walk-through) of a school and a tool for identifying hazards. While not all hazards can be realistically removed from the school environment, this template can help you identify as many potential hazards as possible. You can then prioritize each hazard and mitigate those hazards accordingly. Some will be impossible to fix (structural and design aspects of the school) without a complete remodeling, and others (Is graffiti removed expeditiously?) are much more feasible. The goal is to reduce the number of hazards to as few as possible, and mitigate those hazards so as to reduce injuries and damage to property that may result from them. As with all other Safe Havens Templates, this guide should be customized to fit your school setting, and any actions taken as a result of this guide should be first evaluated for practicality in your situation. When applicable, local agencies (police, emergency management, etc.) should be consulted as well. The goal of this template is to allow you to utilize your local resources and give you the ability to conduct effective annual tactical site surveys yourself, without hiring expensive consultants year after year.

(pages 132 – 153 “Tactical Site Survey Forms” - are a separate document)

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Section	Question/Concern
Table of Contents	Only reference those areas that apply to our District, i.e. remove the references to 'Pool Director'.
PAVING THE WAY	In no section within this document are the Emergency Response Protocols defined for the Paving the Way facility. Emergency Response Protocols affect all students and staff at all teaching and transport situations. I.e. education activity at the Paving the Way facility, transportation of students to the Paving the Way facility utilizing District transportation.
1 - Emergency Contact List	Staging area - Family Reunification says Masonic Lodge. Masonic Center is the reference used elsewhere within the document. Verbiage should match throughout the document.
2-Evaciate - Fire	How do we address a fire that may be extinguished by a staff member? I cannot find at this time, a policy or administrative guideline that covers this circumstance if not covered within this document.
2-2.1.2	Report a fire and give the facility's address as:' -- There appears to be no clear instructions within the document as to exactly how the facility's address should be given.
2-2.1.4. a & b	In 'a' the school designation is given. In 'b' the school designation is not given. Need consistency in location identifications throughout the document. Staff are told to 'sweep' the defined areas. There is no definition of what 'sweep' is within this context. 'Sweep' is defined a later section but would not necessary apply within a Evacuate - Fire situation.
2-2.1.9	States 'Report to the Masonic Center' - Section 1 defines the Masonic Lodge as as tagging area for Family Reunification. Is the Reunification process what is intended here or are we using the Safe Area (Evacuation site)?
2.8	After Hours - Are we allowing anyone to leave? Are we doing some type of head count?
3.1.5. a & b	In 'a' the school designation is given. In 'b' the school designation is not given. Need consistency in location identifications throughout the document. Staff are told to 'sweep' the defined areas. There is no definition of what 'sweep' is within this context. 'Sweep' is defined a later section, does this apply here?
3.4 & 3.5	How are these staff members getting to the evacuation site if defined as the Fire/Police station? Are they walking, riding a bus, taking their own vehicle?
3.5.3	We ask Custodial staff to sweep as noted within 3.1.5 but we do not ask the same second sweep activity of the other staff members noted within 3.1.5 -why?
3.8	After Hours - Are we allowing anyone to leave? Are we doing some type of head count?
4.1.1	If the phone number listed is for AES it should be immediately behind the AES - where it is currently located does not clearly indicate who is being called.

Section	Question/Concern
4.1.5	taken proper steps to seal off windows and doors' - are there assigned kits within classrooms and offices for this process?
4.2.3	If available, use tape to cover all windows and doors.' This step appears to be in conflict with step 4.1.5 for taking proper steps to seal off windows and doors. Clearly define the actions needed and expectations.
4.5.3	sweep the facility as in 3.1.5 as above' - does that section clearly define what is needed within this section? If we are needing a sweep activity - section 3.1.5 lists more that the custodial staff for this activity - should it not also be listed in section 4.1? Sweep activity is not defined.
5.1.2	Shouldn't this be a request for additional law enforcement? Wouldn't initial law enforcement be already contacted?
	Support staff are transporting to the evacuation site how?
5.5.2	Special needs persons? This notation is not listed as a responsibility in other sections.
5.5.3	Sweep activity is not school specific as noted in previous sections - why?
7.4	Why isn't there a statement about police ID badges to open doors?
10 - Tornados	What is the process for visitors?
10 (.2/.5)	Numbering doesn't make sense
10 (.2/.5) .2	students to remain in the duck and cover position' but above we reference all personnel. How do we ensure that all individuals remain in the duck and cover position until there is an all clear?
	There is no notation to ensure that kitchen staff turn off stoves - items that may become a danger before taking cover.
11 - Incident Command	School's nursing office' - is this what we actual call/label our health services area?
12.1.4	Media staging at Masonic Center - should this be defined in Section 1?
13 - Alert?	What kind of announcement?
13 (.2/.5) .5	Tell children the truth' - How are all of these staff members aware of the same 'truth'?
13.6.5	Tell children the truth' - How are all of these staff members aware of the same 'truth'?
13.8.5	Tell children the truth' - How are all of these staff members aware of the same 'truth'?
14 (.2/.5).7	Comply with ALICE guidelines - This is the 1st mention of ALICE - where else should it be referenced? Why isn't this in the 14.1 Principal/District Administrator Response section for the option to take this action?
18 (.2/.5} .6	will most likely enter with a master key' - This IS NOT what we say in Section 7 - Lock Down. Instructions need to match throughout the document.

Section	Question/Concern
18.8.6	will most likely enter with a master key' - This IS NOT what we say in Section 7 - Lock Down. Instructions need to match throughout the document.
19.1.9	search student's bedroom' - It's up to the authorities to determine actions outside of school property.
19.1.9	consider the benefits of parental notification' - There should have been parental notification at the time an officer was involved.
22 - Bomb Threat	Alert signal - Sweep in place is not defined in previous sections - would this method be used elsewhere?
22.8	After Hours - Are we allowing anyone to leave? Are we doing some type of head count?
23 (.2/.5)	Nothing noted about Bloodborne pathogens.
25a.1.5 & 25a.8.4	Phone number needs to make sense as to whom is being called.



SCHOOL DISTRICT OF MANAWA

Job Description

~~Athletic~~Activities Director

ESSENTIAL SKILLS:

1. Knowledge of the organization and operation of the athletic/~~activities~~, programs and events
2. Organize and work independently on multiple assigned tasks/projects and complete assignments within specified deadlines
3. Accurately follow verbal and written directions
4. Work well under pressure
5. Communicate effectively, both verbally and in writing to all internal and external clients, expressing ideas and instructions clearly and concisely
6. Ability to lead and collaborate with diverse work teams
7. Demonstrate skills critical for managerial success including leadership, decisiveness, flexibility, sound business judgment and highly developed personal, analytical and communication skills
8. Demonstrate skills in consensus-building and mediation in order to constructively address internal and external client conflicts
9. Capable of researching and creative problem solving
10. Maintain confidentiality and loyalty to the School District of Manawa
11. Promote a positive image of the School District of Manawa at all times

QUALIFICATIONS:

Experience, Education, and Licensure

Working knowledge of and experience with the organization and operation of athletic programs.

Required Skills and Abilities

1. Process oriented
2. Realistic view of change in an established organization and the ability and tenacity to craft incremental efforts to achieve longer-term objectives
3. Forward thinking ability to identify areas for improvement and take decisive and timely action to bring about desired change
4. Ability to interpret and administer policies and procedures consistently and objectively
5. Ability to attract, train, motivate and lead a skilled team
6. Assign and supervise the work of others
7. Communicate effectively, verbally and in writing, to a diverse audience
8. Plan, organize, and prioritize work
9. Remain flexible in order to adapt to changes in the work environment
10. Excellent time-management, problem-prevention, and problem-solving skills
11. Work accurately with close attention to detail
12. Advanced computer skills, including email, word processing and spreadsheets
13. Work effectively, professionally and tactfully with students, parents, staff, and the community
14. Possess a work ethic that includes neatness, punctuality and accuracy
15. Exhibit a professional, businesslike demeanor
16. Demonstrate the highest level of ethical behavior

17. Maintain confidentiality of sensitive information
18. Study and apply new state and federal laws and regulations
19. Develop relationships with key stakeholders

JOB GOALS:

- 1.
- 2.

REPORTS TO: District Administrator

EVALUATED BY: District Administrator

TERMS OF EMPLOYMENT:

12-month part-time position, no benefits, annual stipend determined by the Board of Education as recorded in the Salary and Stipend Guide.

PERFORMANCE RESPONSIBILITIES:

Supervises and Evaluates:

- Coaches and Advisors

Job-Specific Responsibilities

The Athletic Director shall:

- Be held ultimately responsible in all matters pertaining to interscholastic athletic activities;
- Fulfill all duties and responsibilities as they pertain to interscholastic athletics as prescribed by the Wisconsin Interscholastic Athletic Association (WIAA) and the Board of Education;
- Represents the School District of Manawa at state and area athletic director meetings (W.I.A.A., W.A.D.A., and C.W.C.);
- Keep a record available at all times regarding the latest up-to-date information on the eligibility of the current season sports squads including team managers.
- Direct and coordinate all activities of the Department of Athletics and be directly responsible to the District Administrator;
- Together with the Business Manager, approve all finalized athletic contest contracts;
- Prepare the total athletic budget for the District and present it to the Business Manager for formal adoption and oversee the requisition process to ensure budget integrity is maintained;
- Ascertain that all rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA) are upheld and enforced;

- Assists in conducting the evaluation of all coaches in collaboration with the building principal and District Administrator using a preponderance of the documented evidence;
- Strive to promote good public relations with the general public, news media, opponents' schools, civic organizations, and booster clubs;
- Secure a team athletic trainer for attendance at football games and wrestling matches and request ambulance service at football games;
- Ensure that all coaches and game workers are trained in emergency protocols;
- Arrange for the transportation **and meals** of all District athletic teams;
- Check the readiness of all facilities for teams and spectators prior to game time;
- Establishes and maintains an athletic and activities master calendar and building use schedule;
- Schedules all athletic/activity events and practices in a manner which ensures equity;
- Ensures that all coaching staff are provided professional development on and are using best practices as per the professional literature (includes both in-district clinics as well as workshops/conferences);
- Ensures game workers are scheduled and are oriented to the duties for which they are responsible;
- Coordinate the planning of such events as athletic assemblies, Parents Night, Banquets, Homecoming Game, Booster Club Activities, etc. and clear them with the high school principal;
- Collaborate with the Student Council, Student Council advisor and high school principal on Homecoming related events;
- Prepare all game contracts, specifying the date, time, and location;
- Co-sign all game contracts with the Business Manager and keep them on file electronically;
- Make arrangements for physical examinations for candidates for athletic squads, after checking with the head coach;
- Employ and pay all contest officials and personnel involved in operating the contest;
- Issue all passes and complimentary tickets in coordination with the District Administrator;
- Regulate the use of the press box and the public address system;
- Arrange for ~~Setup~~ the playing of the National Anthem;

- Reconfirm the athletic contest, one week prior to the game date, with the visiting school and game officials;
- Make arrangements for emergency medical care;
- Be responsible for regulations concerning visiting scouts;
- Arrange for the ordering and the presentation of letters and other athletic awards;
- Handle all matters pertaining to radio/television broadcasts;
- Arrange for reconditioning of athletic equipment;
- Oversee all ticket sales and the handling of ticket revenue;
- Prepare financial reports of all revenues and expenditures for all athletic contests;
- Confirm the handling of matters pertaining to insurance and processing of medical claims by the Business Manager;
- Involves stakeholders in a comprehensive diagnosis of the athletic program's strengths and weaknesses and writes a succinct, inspiring, results-oriented mission statement that wins staff and student buy-in;
- Monitors athletic programs and makes recommendations to the administration and school board regarding necessary changes;
- Perform other duties as assigned.

The employee shall remain free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

The School District of Manawa does not discriminate against individuals on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability. Federal law prohibits discrimination in education and employment on the basis of age, race, color, national origin, sex, religion, or disability.



Book	Policy Manual
Section	2000 Program
Title	Copy of INTERSCHOLASTIC ATHLETICS
Code	po2431
Status	
Adopted	October 17, 2016
Last Revised	June 20, 2022

2431 - **INTERSCHOLASTIC ATHLETICS**

The Board recognizes the value to the District and to the community of a program of interscholastic athletics for as many students as feasible and in accordance with Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. The Board believes that it is the purpose of an interscholastic program to provide the benefits of an athletic experience to as large a number of students as feasible within the District.

The Board recognizes that the purpose of athletics is to promote the physical, mental, moral, social and emotional well-being of each participant with emphasis on the proper ideals of sportsmanship, ethical conduct and fair play. Athletics should encourage leadership, use of initiative and good judgment by the participants.

Interscholastic athletic programs provide opportunities for participants to develop positive school morale, practice hospitality and exercise the qualities of fair play and courtesy. The interscholastic athletic program is a part of the school curriculum, educational in purpose and conduct.

The athletic program affords opportunities for wholesome school-community relations under constructive conditions. It is the responsibility of school authorities to inform the community regarding the purposes of the program. The community should recognize that an athletic contest is an integral part of the school program because of its educational values. If interscholastic athletics cease to possess educational value, then these should cease to be school functions.

The Board encourages the full participation of elementary and middle school students in interscholastic athletic activities. For purposes of Board policy, "full participation" means fair and equal participation to the extent that the budget, facilities or type of activity allow.

The District shall maintain membership in the Wisconsin Interscholastic Athletic Association (WIAA) and the District's conference. The District shall abide by all WIAA and conference rules and regulations, and student athletes shall also be expected to abide by all eligibility rules and regulations.

The Athletic/Activities Director provides the following safeguards:

- A. Prior to enrolling in the sport, each participant shall submit to a thorough physical examination by a fully licensed physician and parents shall report any past or current health problems along with a physician's statement that any such problems have or are being treated and pose no threat to the student's participation.
- B. Any student who is found to have a health condition that may be life-threatening to self or others shall not be allowed to participate until the situation has been analyzed by a medical review panel that has determined the conditions under which the student may participate.
- C. Any student who incurs an injury requiring a physician's care is to have written approval by a physician prior to the student's return to participation.

- D. Any student suspected of having a head injury or concussion shall be provided with safety protocols specified in Policy 5340 - Student Accidents/Illness/Concussion.

In order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, athletic trainers, and lay coaches should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes.

The Principal and Athletic/Activities Director is authorized to establish a set of behavior expectations for participants as well as the implementation of appropriate disciplinary procedures for those who violate sportsmanship expectations as found in the [LWHS Code of Student Conduct](#) ~~student~~ handbooks approved by the Board of Education.

To support the efforts to strengthen sportsmanship, ethics, and integrity, the Board commits itself to:

- A. adopt policies (upon recommendation of the administration) that reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. support and reward participants, coaches, school administrators, and fans who display good sportsmanship.

Revised 12/18/17

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Legal 120.12(23), Wis. Stats.
 P.I. 9.03(1)(h), Wis. Adm. Code

Last Modified by Melanie J Oppor on November 25, 2022



Book	Administrative Guideline Manual
Section	2000 Program
Title	Copy of INTERSCHOLASTIC ATHLETICS
Code	ag2431
Status	Proposed to Policy & Human Resources Committee
Adopted	April 23, 2018

2431 - INTERSCHOLASTIC ATHLETICS

In order to maintain an effective program of interscholastic athletics, the District employs an athletic director and coaches who, in cooperation with the district administrator~~high school principal~~, are to fulfill the responsibilities described below.

Responsibilities

The Athletic Director ~~Senior High School Principal~~ shall:

- A. be held ultimately responsible in all matters pertaining to interscholastic athletic activities;
- B. fulfill all duties and responsibilities as they pertain to interscholastic athletics as prescribed by the Wisconsin Interscholastic Athletic Association (WIAA) and the Board of Education;
- C. keep a record available at all times regarding the latest up-to-date information on the eligibility of the current season sports squads including team managers.

The Director of Athletics shall:

- A. direct and coordinate all activities of the Department of Athletics and be directly responsible to the district administrator ~~principal~~;
- B. together with the district administrator ~~principal~~, approve all finalized athletic contest contracts;
- C. prepare the total athletic budget for the District and present it to the Business Manager for formal adoption;
- D. ascertain that all rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA) are upheld and enforced;
- E. strive to promote good public relations with the general public, news media, opponents' schools, civic organizations, and booster clubs;
- F. secure a team athletic trainer for attendance at football games and wrestling matches and arrange for ambulance service at football games;
- G. arrange for the transportation and meals of all District athletic teams;
- H. check the readiness of all facilities for teams and spectators prior to game time;
- I. coordinate the planning of such events as athletic assemblies, Parents Night, Homecoming, Banquets, Booster Club Activities, etc. and clear them with the high school principal;
- J. prepare all game contracts, specifying the date, time, and location;

- K. co-sign all game contracts with the principal and keep them on file electronically;
- L. make arrangements for physical examinations for candidates for athletic squads, after checking with the head coach;
- M. employ and pay all contest officials and personnel involved in operating the contest;
- N. issue all passes and complimentary tickets;
- O. regulate the use of the press box and the public address system;
- P. **arrange for set-up** the playing of the National Anthem;
- Q. reconfirm the athletic contest, one week prior to the game date, with the visiting school and game officials;
- R. make arrangements for emergency medical care;
- S. be responsible for regulations concerning visiting scouts;
- T. arrange for the ordering and the presentation of letters and other athletic awards;
- U. handle all matters pertaining to radio/television broadcasts;
- V. arrange for reconditioning of athletic equipment;
- W. oversee all ticket sales and the handling of ticket revenue;
- X. prepare financial reports of all revenues and expenditures for all athletic contests;
- Y. confirm the handling of matters pertaining to insurance and processing of medical claims by the Business Manager.

The Head Coach shall:

- A. be responsible for all matters relating to the organization and administration of the team under his/her direction;
- B. enforce all rules of the Wisconsin Interscholastic Athletic Association (WIAA) related to his/her sport;
- C. assign duties to equipment managers and assistant coaches and evaluate their performance in coordination with the athletic director;
- D. plan all practice sessions and equitable scheduling of athletic facilities;
- E. prepare public information releases regarding his/her sport;
- F. assist in planning special events such as Assemblies, Parents Night, Homecoming, Banquets, etc;
- G. maintain an accurate and current squad roster and submit copies to the athletic director and high school principal;
- H. cooperate with the athletic director in setting up physical examination schedules and verify that no candidate is issued equipment or allowed to practice until his/her examination card has been completed and his/her insurance coverage is in effect;
- I. assign at least one (1) coach to be with the squad at all times and to supervise the locker room until all squad members have left the building;
- J. assign at least one (1) coach to ensure that all windows, doors, and gates are locked in any area that has been used;
- K. prepare a detailed equipment and supply request and submit it to the athletic director and high school principal;
- L. arrange for the presentation of team awards through the athletic director;
- M. recommend teams that may be scheduled and officials to be employed;
- N. enforce rules and regulations concerning conditioning of players and their health and safety;
- O. report injuries to the athletic director and high school principal .

Coaches should exercise great care in dealing with all injuries and particularly those that are of a serious nature. In all cases, the coach should assure that the injured athlete is receiving competent medical care. Following injuries of a serious or prolonged nature, the coach should secure the signed approval of the doctor and parent before the athlete is allowed to participate again in athletic activities.

The Assistant Coach (includes Varsity Assistants, Reserve, Freshman, and Junior High Coaches) shall:

- A. support the head coach in the conduct of his/her particular sport and the total athletic program;
- B. fulfill all responsibilities assigned by the head coach;
- C. be prepared to assume the responsibility of the head coach, if and when necessary.

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Last Modified by Melanie J Oppor on November 25, 2022



Book	Policy Manual
Section	5000 Students
Title	Copy of GRADUATION REQUIREMENTS
Code	po5460
Status	Proposed to Policy & Human Resources Committee
Adopted	June 20, 2016
Last Revised	May 16, 2022

5460 - GRADUATION REQUIREMENTS

It shall be the policy of the Board to acknowledge each student's successful completion of the instructional program appropriate to the achievement of District goals and objectives as well as personal proficiency by the awarding of a diploma at fitting graduation ceremonies.

The Board shall award a regular high school diploma to every student enrolled in this District who meets the requirements of graduation established by this Board as provided by State law.

A student must meet the following graduation requirements in order to be eligible to receive a Little Wolf High School diploma:

- A. Students must attend high school for eight (8) semesters. Students may be eligible for early graduation in accordance with established policies and procedures. Students may have this requirement waived if the early graduation procedures established in the rules are followed.
- B. In accordance with State law, a board may not grant a high school diploma to any student unless, during the high school grades, the student has been enrolled in a class or has participated in an activity approved by the Board during each class period of each school day, or the student has been enrolled in an alternative education program (defined in s. 115.28(7)(e)1) or is participating in a Board-approved program that allows a student enrolled in the high school grades who has demonstrated a high level of maturity and personal responsibility to leave the school premises for up to one (1) class period each day if the student does not have a class scheduled during that class period.
- C. Credits - A Little Wolf High School diploma shall be granted upon successful completion of a total of 24 credits for the Class of 2023 and 25 credits for the Class of 2024 and beyond in grades 9 through 12 to include :

English	4 credits
Social Studies	3 credits
Physical Education	1 ½ credits
Health	½ credit
Math	3 credits
Science	3 credits
Financial Literacy/Employability Skills	1/2 credit
Electives for 2023	8.5 credits
Electives for 2024 and beyond	9.5 credits

In order to earn a high school diploma, a student must successfully complete a civics assessment in accordance with State statute.

A student must also have participated in a curriculum relating to financial literacy in order to earn a diploma.

The Board may approve a course or courses in career and technical education that it determines may satisfy up to a total of one (1) credit of mathematics and/or science credit. If the Board approves a career and technical education course as qualifying for mathematics and/or science credit, any student may satisfy a total of one (1) credit of required science and/or mathematics credits through the Board-approved career and technical education course.

The following criteria must be met for participation in a sport to be eligible for substituting an English, social studies, mathematics, or science course for one-half (.5) credit of physical education.

- A. **The student must participate in a junior varsity-level or varsity-level sport for an entire season during grade 11 or the fall season of grade 12.**
- B. **The student must submit to the Principal confirmation of regular attendance at practices and participation in competitions with a verification form completed by the coach no later than two (2) weeks after the conclusion of the season.**
- C. **The student must not have been out for more than two (2) weeks for injury or illness during the sport season.**
- D. **The student must not have had any violation of the Co-Curricular Code resulting in a suspension of one (1) or more competitions during the sport season.**
- E. **The student must be an athlete who is eligible to compete for the entire season.**

The Board does permit students to earn credit by demonstrating competency or creating a learning portfolio. A student shall not earn more than half (1/2) of the required credits through this process.

All required courses shall be successfully completed, and any failure shall be made up before a diploma will be issued.

A. Students with disabilities who properly complete the programs specified in their I.E.P. and have received the recommendation of the I.E.P. team may participate in graduation activities and may be awarded a diploma (provided the student satisfied the District's high school graduation requirements). The IEP team and any other necessary members will review the student's academic progress and the alternative achievement standards for graduation criteria.

B. Alternative Provisions for Earning a Manawa Little Wolf High School Diploma

A post-high school candidate is a student who is less than twenty-two (22) years of age at the time of their requested re-enrollment and whose class has previously graduated. District Administrator approval is required for all students who are twenty-two (22) years of age or older.

Post-high school candidates must meet the graduation requirements as established at the time of their re-enrollment and not the requirements that previously existed for the class of which s/he was a member.

C. Post-Secondary Course Work

Post-secondary course work to be applied toward a high school diploma must be taken through

1. correspondence/online school.

Such courses must be evaluated and approved by the high school principal in order to apply toward the high school diploma.

2. accredited college/technical college.

Course work taken at a college/technical college will be approved and credits earned apply toward a high school diploma if:

- a. The college/technical college course is not a duplicate of a high school course.
- b. If the course is a logical next step course in the subject sequence and is not offered in any form by the high school.
- c. If the desired course is not offered by the high school but is determined, by the principal, to meet the educational goals and interests of the student.

The costs for the above-described course work will be based upon and follow the policies established via the Early College Credit Program (ECCP).

G. Attendance

Current seniors, like all students, must comply with all attendance expectations as set forth in the district's Attendance/Tuancy Plan. A senior identified as truant during their last semester of coursework will not be permitted to participate in the graduation ceremony.

H. School Program Obligations

All fees, fines, detentions, and similar obligations arising from student participation in school programming must be fulfilled before the student can participate in the commencement ceremony.

The Board may waive graduation requirements, except for the core requirements, in exceptional cases to suit the needs of a student subject to Wis. Admin Code, §§ PI 18.03 and PI 18.04.

Graduation Credit as a Middle School Student

The Board permits students in 7th or 8th grade to earn credit towards a high school diploma in any class taken that is approved by the Board for such purpose, provided that the student is academically prepared based on performance on approved student assessments. Any course designated for high school credit at the middle school level must be taught by a teacher with high school certification in the subject matter and must be taught using curriculum and assessments equivalent to those used in the subject at the high school level.

High School courses taken by middle school students shall appear on the student's high school transcript, along with the grade received however the grade and class will not be factored into the student's high school grade point average.

Courses qualifying for high school credit may be taken at the District High School or through Distance Learning/online options when those options are deemed appropriate by the administration. Where classes are held at the high school, appropriate transportation shall be arranged by the student's parent with the principal prior to a student being enrolled in an approved high school course. Students are eligible to acquire as many high school credits as are available and for which the student qualifies.

Graduation Activities and Ceremony

A student may be denied participation in graduation activities for disciplinary reasons and/or for non-payment of fees. The District Administrator and high school principal may establish additional requirements for participation in the graduation activities and may organize said activities to have the appearance and decorum deemed reflective of the District.

Only those students who have met all District graduation requirements as set forth in this policy and are wearing the prescribed cap and gown and complying with administrative behavioral expectations shall be permitted to participate in the commencement ceremony.

Policy Reporting and Review

The principal of the high school shall prepare a report describing the District's policies on high school graduation standards, including a list of courses required under State law and the number of hours in each school term required to earn one (1) credit for those courses. Additionally, any change to the District's policies shall also be reported to the Department of Public Instruction or other appropriate agency after it has been approved by the Board and signed by the Board president, the District Administrator, and the principal.

It shall be the policy of the Board to periodically review and revise this policy specifying the criteria for awarding a diploma.

Revised 1/21/19
Revised 11/18/19
Revised 11/16/20
Revised 2/28/22

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Legal
115.28, Wis. Stats.
118.30, Wis. Stats.
118.33, Wis. Stats.

Last Modified by Melanie J Oppor on November 25, 2022

Considerations Regarding the Physical Education Requirement Change Option Resulting from 2011 Wisconsin Act 105

2011 Wisconsin Act 105 modified many aspects of education law. Regarding physical education, a new section of Wis. Stat. sec. 118.33 was created and became effective December 9, 2011. It reads as follows:

118.33 (1) (e) A school board may allow a pupil who participates in sports or in another organized physical activity, as determined by the school board, to complete an additional 0.5 credit in English, social studies, mathematics, science, or health education in lieu of 0.5 credit in physical education.

This provision is optional and up to each school board to determine whether or not to adopt it. If this provision is adopted, what types of sports or other forms of physical activity, and under what conditions, will the board permit a pupil to complete 0.5 credit in options other than physical education? The decisions regarding whether or not to implement this provision, and if so, how, raise many questions. Factors to consider in making these decisions include the following:

1. What will be lost for students as a result of decreasing physical education requirements? Physical education helps students learn knowledge and skills that apply to many lifetime activities and are often missing from participation in specific sports. For more information, please refer to state and local physical education standards.
2. If the board adopts a provision allowing alternatives to physical education, how will this provision be implemented equitably for all students, including those with limited physical ability and those with disabilities? School boards should ensure that district policy includes a statement of non-discrimination. If not in the policy specific to this matter, is there a non-discrimination policy that applies to all school policies? (References: Wis. Stats. § 118.13, Wis. Admin Code., § PI 9.03, Title IV of the Civil Rights Act (1964), Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973.)

Note: No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

3. How will the district protect itself from discrimination concerns and complaints, especially for activities that are limited to few students?

4. Will only school-based activities be allowed or will community-based activities be permitted? If the latter, what additional requirements will be needed to assure documentation of participation and completion?
5. Will allowable activities be limited to those supervised by licensed educators? If not, will any other limitations be placed on the type of supervision?
6. Will the activity require approval in advance or after completion?
7. Will only certain types of physical activity be acceptable alternatives, or will any type? What minimum type or amount of physical skill development is needed in an acceptable alternative? Is any level of sport participation acceptable or will alternatives be limited to the varsity level sports?
8. Will a minimum amount of time be established for an alternate activity? If so, how will that be determined? Given that sports and other activities vary widely in their lengths, what minimum length is appropriate? For example, a golf team season may be six to seven weeks, while a varsity basketball season is typically 18 weeks.
9. How will the district document completion of an activity? What new systems or records will be required? Who will be responsible for these, and what time will be allocated for creating and maintaining such records?
10. If the student is injured during the activity and does not complete it, how will this affect the approval of the alternative?
11. If the student breaks a code of conduct or is otherwise disciplined and does not complete the alternative activity, how will this affect the approval of the alternative?
12. Must the student participate in the alternative activity in the same year in which the physical education course would have occurred?
13. If the activity is scheduled for the student's senior year and is not completed, how will this affect the approval of the alternative?

2022 Checklist of Website Information Required by Policy

Some policies require, often due to State statute or Federal regulation, that certain information be posted on a District's website. Please note such requirements in Neola policy templates.

Bylaw 0151.2 – Required Student Academic Standards Agenda Item

Districts must annually post notice of its student academic standards, adopted by the Board at its first meeting in July. Such notice may be posted electronically, including posting the notice or a link to the student academic standards on the District's website.

[NOTE: See Fond du Lac for an example: About Us/Annual Notices/Student Academic Standards.]

Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities

Districts must post the training materials (not just an outline or document titles) on the District's website. In addition, the Title IX Coordinator's contact information must also be on the website; the link to BoardDocs for all Board policies is not sufficient to meet this requirement.

[NOTE: See Cedar Grove-Belgium for an example: Home/Quick Links/Title IX Information.]

Policy 2420 – Education for Employment

Districts must post the Board-approved Education For Employment long-range plan and the annual report that describes the education for employment program's current progress and future goals related to improving student postsecondary outcomes.

[NOTE: See Cedarburg for an example: Departments/Student Services/E4E.]

Policy 2531 – Copyrighted Works

Districts must appoint a person to serve as its agent to receive notification of claimed copyright infringement. The District must post a link to the agent's name, mailing address, telephone number, fax number, and email address on the home page of the District's website.

[NOTE: See Oshkosh for an example: District/Public Notice.]

Policy 2700.01 – School Performance and State Accountability Report Cards

Districts must post a link to the WISEdash Public Portal to meet the State School Performance Report requirements.

[NOTE: See Horicon for an example: District/School Performance Report.]

Policy 5330 – Administration of Medication/Emergency Care

Any District that maintains its own supply of epinephrine auto-injectors must post its physician-approved epinephrine auto-injector plan on the District website, in accordance with the option at the end of the policy.

[NOTE: See Plymouth for an example: Students & Families/Health Services/Epinephrine Stock...]

Policy 7544 – Use of Social Media

Districts that select the option in the third paragraph of this policy requiring the posting of District-approved social media sites/platforms on the District's website (and the corresponding option in the definition of Social Media in Policy 0100 – Definitions) must post such a list.

[NOTE: See Beaver Dam for an example: Students & Families/Families/District Social Media.]

❑ **Policy 8146 – Educational Options**

Districts must post on its website a description of the educational options available to children in the school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program, and the early college credit program. A district that does not operate high school grades is not required to include an educational option offered only to high school pupils

[NOTE: See DodgeLand for an example: District/District Info/Annual Parent Notices/Ed Options.]

❑ **Policy 8500 – Food Services**

Districts that select the option—located in the Negative Account Balance section—that requires posting of the policy on the District website must do so. Just having the link to BoardDocs for all Board policies is not sufficient to meet this option.

[NOTE: See Lomira for an example: About/Links/Food Service.]

❑ **Policy 8510 – Wellness**

Districts must post the Wellness policy as well as the assessment of the implementation of the policy prepared by the District.

[NOTE: See Kewaskum for an example: About Us/Departments/Nutrition Services/Imp. Links.]

Website Link Required by Statute

❑ **Wis. Stat. 118.015(4)(d) – Wisconsin’s Information Guidebook on Dyslexia & Related Conditions**

Districts must post a link to Wisconsin’s Informational Guidebook on Dyslexia and Related Conditions on their website. (The DPI must revise the Guidebook no less than every 3 years.)

[REQUIRED LINK: https://dpi.wi.gov/sites/default/files/imce/reading/Dyslexia_Guidebook.pdf]

2022 District Website Postings for Special Circumstances

❑ **Bylaw 0142.1 – Electoral Process**

If an incumbent Board member files written notification that the incumbent is not a candidate for re-election to their office, or fails to file a declaration of candidacy by the statutory deadline referenced in this Bylaw, then the District must promptly provide public notice of that fact on the District’s website.

❑ **Bylaw 0165.1 – Notice of Meetings**

If a District uses the statutory option of providing public notice on its website of Board meetings, and other meetings as required by law, then the District must post the meeting notice in at least one (1) public place likely to give notice to persons affected as well as on the District’s website.

❑ **Bylaw 0168.1 – Meeting Minutes**

If a District does not have an official newspaper, it may choose to publicize Board meeting minutes, as well as minutes of other meetings as required by law, on the District website to satisfy the requirement of District-wide distribution of the meeting minutes within forty-five (45) days following the meeting.

2022-23 Neola Annual Listing of Postings & Notices

Listed below is the updated Listing of Posting and Notices for the 2022-23 school year. Some materials referenced on this list appear more than once. However, each time a policy, administrative guideline, or form appears on the list, it is referencing and satisfying a different posting notice or requirement. Some of the posting and notice requirements are listed separately so districts have a way to quickly check and determine that a posting or notice requirement has been met. Please note that this is a partial list. As you developed your District's policies and guidelines you may have included additional notices and postings. Please also be sure that the U.S. Department of Labor and Wisconsin Department of Workforce Development required postings are in a visible location. Samples of these required postings are on the respective websites of those governmental departments.

DATE COMPLETED	NOTIFICATION TOPIC	PAGE	STAFF ASSIGNED
	Student and Staff Nondiscrimination Student Access to Equal Educational Opportunity	4	
	Title IX Sexual Harassment	5	
	Student Nondiscrimination in Career and Technical Education	5	
	Genetic Information Nondiscrimination Act	5	
	Course Description Materials	5	
	Student Records & Directory Information	6	
	Student Harassment and Other Forms of Aggressive Behavior	6	
	Accommodation of Sincerely Held Religious Beliefs	6	
	Human Growth and Development	6	
	Surveys, Student Privacy, and Parental Review and Access	7	
	Parents Right to Inspect Instructional Materials	7	
	Program or Curriculum Modification	7	
	Personal Communication Devices	7	
	Title I Parent and Family Member Participation	7	
	Title I Parents Right to Know	7	
	Title I Special Notice of Staff Qualifications	7	
	Title I State Assessment Opt-Out	8	
	Title I Assessment Information	8	
	Title I Report Card	8	
	Programs for English Learners	8	
	Education of Homeless Children and Youth	8	
	Early College Credit Program	8	
	Child Nutrition Programs and Free/Reduced Meals	9	
	Meal Charge Policy	9	

2022-23 Neola Annual Listing of Postings & Notices

DATE COMPLETED	NOTIFICATION TOPIC	PAGE	STAFF ASSIGNED
	Nondiscrimination in Food Service Program	9	
	Bullying and Other Forms of Aggressive Behavior	9	
	Student Code of Classroom Conduct	9	
	Student Attendance	9	
	Student Attendance of Open-Enrollment Students and Habitual Truancy	10	
	Student Attendance and Habitual Truancy	10	
	Authorization for Release of Student to a Non-Custodial Person	10	
	Filing a Complaint under FERPA	10	
	Weapons on School Grounds or at School Events	10	
	Student Locker Searches	10	
	Student Drug Prevention	11	
	Emergency Medical Authorization for Students	11	
	Immunization	11	
	Epinephrine Auto-Injector Plan	11	
	Concussion and Head Injury	11	
	Sudden Cardiac Arrest	11	
	Student Insurance Coverage	12	
	Nonemergency Invasive Physical Examinations	12	
	Meningococcal Disease	12	
	Asbestos Abatement Notification	12	
	Blanket Authorization for Extra-Curricular Trips	12	
	Staff Family and Medical Leave Act (FMLA)	12	
	Staff Anti-Harassment	12	
	Suicide Prevention Resources	12	
	Toxic Hazards Information for Staff	12	
	Pesticide Application	12	
	Indoor Environmental Quality Plan	13	
	Hepatitis B Request or Waiver for Staff	13	
	Blood-borne Pathogens Training for Staff	13	
	HIPPA Compliance Reminder for Staff	13	

2022-23 Neola Annual Listing of Postings & Notices

DATE COMPLETED	NOTIFICATION TOPIC	PAGE	STAFF ASSIGNED
	Federal Drug Regulations for Staff	13	
	Fair Labor Standards Act (FLSA)	13	
	Information Management – Litigation Hold Procedure	13	
	Respirator Authorization	13	
	Public Records Notice	13	
	Video Surveillance Posting	13	
	School and District Performance Reports	14	
	OSHA 300 Posting of Prior Year Accidents	14	
	Rules for Visitors on School Grounds	14	
	Notice to Media Regarding Board Members Individual Statements	14	
	Job Recruitment Materials and Job Announcements	14	
	Military Recruiter Access to Student Data	14	
	Notice of Board’s Adopted Academic Standards	15	
	Board Adoption of Academic Standards	15	
	Notice of Educational Options	15	
	Notice of Special Needs Scholarship	15	
	DPI School Accountability Report	16	
	Child Find Notice	16	
	Notice for Virtual Charter School	16	
	Wellness Policy	16	
	Wellness Policy Report Card	17	
	State Assessments	17	
	Academic and Career Planning Services	17	
	Education for Employment	17	
	Title VII Parent and Indian Tribe Notice	17	
	Special Education Procedures and Services	17	
	Special Education Procedural Notice to Parents of a Student with a Disability	17	

2022-23 Neola Annual Listing of Postings & Notices

L = Required by Law

R = Recommended in Policy or Guidelines

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student and Staff Nondiscrimination and Student Access to Equal Educational Opportunity	po2260 po2260.01 po5517 po1422 po3122 po4122 po1623 po3123 po4123 po1662 po3362 po4362	Title IX 34 C.F.R. 106.9 Section 504 34 C.F.R. 104.8 Title II 28 C.F.R. 35.106 PI 9.05	Notice of the Board's policy on nondiscrimination in educational practices shall be posted throughout the District and published in any District statement regarding the availability of educational services. PI 9.05 requires that the name and address of the employee(s) who will hear complaints and the complaint procedure must be included and must be published in the official newspaper (as a Class 1 legal notice) and in Student/Parent and Staff Handbooks, course catalogs, and the District newsletter. The posting should also be on school and District websites. These statements must also include citations to all applicable Federal laws (Title IX, 34 C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106) (Students - Policy 2260, AG 2260D & Form 2260 F2, Staff - Policy 1422, 3122 & 4122) PI 9.05 requires that the name and telephone number of the Civil Rights Compliance officer(s) shall be included in the student/parent handbook. (see Form 2260 F2)	Class 1 legal notice must be published by Mid-August with Back-to-School materials and information. Must be published in Student & Staff Handbooks and any other materials distributed to the public describing school activities and to job applicants. Also, notice of the policy on nondiscrimination in employment practices and the identity of the district's Compliance Officer(s) must be published on the district's website, posted throughout the district, and included in the district's recruitment statements or general information publications.

2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Title IX Sexual Harassment	po2266	34 C.F.R. Part 106	Notice to students, parents, employees, unions, and job applicants of the district's nondiscrimination policy and grievance procedures, including how to file or report sexual harassment and how the district will respond. The notice must also specify the Title IX Coordinator(s) and his/her contact information. The notice must include language that the district does not discriminate on the basis of sex in the education program or activity that it operates or employment. The notice must state that inquiries about the application of Title IX and its regulations may be referred to the Title IX Coordinator(s) or the Assistant Secretary of Education, or both. The notice must include information that ANY person may report sexual discrimination, including sexual harassment, to the district's Title IX Coordinator(s), regardless of whether the person is the alleged victim or the report conduct. The report may be made in person, by mail, by telephone, or by email. The report may be made at any time, including during nonbusiness hours.	The district must prominently display the contact information for the Title IX Coordinator(s) and its Title IX policy on its website and in each handbook. Also must disseminate updated policies, and publish and maintain all Title IX grievance procedures.
L	Student Nondiscrimination in Career and Technical Education	po2421	34 C.F.R. Part 100	Annual notice to students, parents, staff, and public that the district offers its career and technical education program on a nondiscriminatory basis. Included must be a summary description of courses, programs, enrollment requirements, and the contact information for the district's Compliance Officer(s) who receive nondiscrimination violation complaints.	Include annually with other nondiscrimination notices.
L	Genetic Information Nondiscrimination Act (GINA)	po1422.02 po3122.02 po4122.02	42 U.S.C. 2000ff 29 C.F.R. Part 1635	Notice of nondiscrimination for Title II of the Genetic Information Nondiscrimination Act of 2008 must be provided to staff members that also explains all district requests for health-related information (e.g., to support an employee's request for reasonable accommodation under the ADA or a request for sick leave) will be accompanied by a written warning that directs the employee or health care provider not to collect or provide genetic information.	Must be published in Staff Handbook. May also be posted with other required Dept. of Labor posters.
L	Course Description Manuals	po2230	PI 9	All course description manuals must include the nondiscrimination information identified above, AND the following statement: "All courses, including Career and Technical Education courses, are available without discrimination based on race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, (including transgender status, change of sex or gender identity), or physical, mental, emotional, or learning disability, any other characteristic protected by law in any of its student programs, activities, and employment ("Protected Classes")."	Must be published in course description guides and any materials providing course or program options.

2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student Records (including FERPA rights and Student Directory Data/Information)	po8330 ag8330	20 U.S.C. 1232g 34 C.F.R. Part 99 Wis. Stat. 118.125 (2)(j)	Include the definition of student "Directory Information" in student/parent handbooks, District newsletter and/or local media. Parents and students shall be notified annually of the categories of student record information which have been designated as "directory information" and their right: 1) to deny the release of such information; 2) to inspect, review, and obtain copies of student records; 3) to request the amendment of the student's school records (and how to make the request) if they believe the records are inaccurate or misleading; 4) to consent to the disclosure of the student's school records, except to the extent State and Federal law authorizes disclosure without consent; and 5) to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education. (see Form 8330 F9) For students enrolling in the District after the above notice has been given, the notice will be given to the eligible student and his/her parent at the time and place of enrollment. The notice shall also indicate that student records shall be forwarded to other schools if the student seeks enrollment in those schools.	Notice in District's official newspaper must be published in mid-August. Must be published in Student/Parent Handbooks.
L	Student Harassment	po5517	Wis. Stat. 118.13 PI 9 PI 41 Title IX 20 U.S.C. 1701 29 U.S.C. 794 42 U.S.C. 12101	Include in the Student/Parent Handbook information on disciplinary actions to be taken to halt student harassment. Include in the handbook notice of the District's policy on aggressive behavior toward students. A copy of the student Anti-Harassment Policy, including the reporting, investigation and resolution procedures, must be available in the school office and shall be made available upon request to parents, students, and other interested parties.	Must be published annually in the Student/Parent Handbook.
L	Accommodation of Sincerely Held Religious Beliefs	po2240 po2270 ag2240B	Wis. Stat. 115.28(31) WI PI 41.04(1)(a)	Annual written notification in the Student/Parent Handbook that if either the class content or activities conflicts with his/her religious beliefs or value system, the school will honor a written request for his/her child to be excused from particular classes. Include in the notice the rules and the complaint process including their right of appeal. Instructors must also be informed of this policy.	Must be published annually in the Student/Parent Handbook.
L	Human Growth and Development	po2414	Wis. Stat. 118.019(3)	The notice shall provide parents annually with an outline of the Human Growth and Development program used in their child's grade level, as well as information regarding how the parent may inspect the complete program and instructional materials, and an explanation of the exemption under the statute. If the District does not provide instruction in Human Growth and Development a notice must be sent to parents prior to September 30 providing the information required by state statute 118.019(3).	Notice must be provided annually to parents.

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L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Surveys, Student Privacy, and Parental Review and Access	po2416 ag2416	20 U.S.C. 1232g 20 U.S.C. 1232h	The District will notify parents at least annually at the beginning of the school year of the specific or approximate dates when the administration of any survey by a third party that contains one or more of the items described in A through H of Policy 2416 are scheduled. The notice must include their right to review the survey. A special notice is required if the district makes any substantive changes in the policy. Also, the notice shall provide the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: 1) activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information (or otherwise providing that information to others for that purpose); 2) the administration of any survey by a third party that contains one or more of the items described in A through H above. The notice must also inform parents of the opportunity to opt their child(ren) out of participation in any survey involving any of the items above.	Notice must be provided annually in mid-August and when changes are made in the policy.
L	Parents Right to Inspect Instructional Materials	po2416 po9130		Annual notification to parents of their right to inspect instructional materials. (see Form 9130 F4)	Published in Student/Parent Handbook or annual notice.
L	Program or Curriculum Modification	po2451	Wis. Stat. 118.15	Notification to students and parents of statutory right to request program or curriculum modifications under Policy 2451 and the process the district uses for responding to such requests.	Published in Student/Parent Handbook or annual notice.
L	Personal Communication Devices	po5136	Wis. Stat. 118.258	Notice of restrictions on the student's use of Personal Communication Devices (PCDs) must be included in Student /Parent Handbooks. The use of a camera phone or recording device to take nude or partially nude pictures in locker rooms and restrooms is prohibited.	Publish annually in Student/Parent Handbook.
L	Title I Parent and Family Engagement	po2261.01	20 U.S.C. 6318 ESSA (ESEA)	Title I districts are required to notify parents of the parent and family engagement policy.	Annually distribute to Title I parents and families the policy specifying the participation opportunities.
L	Title I Parents Right to Know	po2261.02	20 U.S.C. 6312	At the beginning of the school year notify all parents of children in Title I programs or school-wide programs that they may request information regarding the professional qualifications of their child's classroom teacher and paraprofessionals providing support to their child.	Annually notify parents in Mid-August.
L	Title I Special Notice of Staff Qualifications	po2261.02	20 U.S.C. 6312	ESSA requires parents to be given timely notice if the parent's child has been assigned, or taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified."	Timely notice to parents when applicable.

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L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Title I State Assessment Opt-Out	po2623	Wis. Stat. 118.30(2) 20 U.S.C. 6312	Parents of all students in schools receiving Title I funds must be notified that they may request information on how to opt their child out of state mandated assessments in grades 4, 8, 9, 10, and 11.	Annually notify parents in Mid-August.
L	Title I Assessment Information	po2623 po2261	20 U.S.C. 6312	For any district receiving Title I funds, all parents must annually be notified of required state and district assessments by grade level. Required information includes the subject matter assessed, the purpose of the assessment, the entity responsible for the requirement, the assessment schedule, and the format and timeline for providing the results.	Annual posting in an easily viewed place on the district website and each school's website.
L	Title I Report Card	po2261.03 po2700.01	20 U.S.C. 6311	For any district receiving Title I funds, an annual school district report card must be disseminated that includes specified information for schools and the district, is presented in a way that is easy for parents to understand, and is accessible.	Annual posting or DPI report link on the district website and each school's website.
L	Programs for English Learners	po2260.02 ag2260.02	Wis. Stat. 115.96(2) 20 U.S.C. 6312	Districts that are required to offer a bilingual-bicultural program must annually, within 30 days of the beginning of the school year, notify parents of identified students of the program, the registration procedures and the parental consent requirements for student placement in the program. Federal law also requires parents of students identified for participation specific descriptions of the program as contained in ESEA.	If required, annually notify parents in mid-August.
L	Education of Homeless Children and Youth	po5111.01 ag5111.01	42 U.S.C. 1431 McKinney-Vento Act	Public notice of the educational rights of homeless children is to be disseminated where such children receive services (for example, in family homeless shelters). In addition, the parent or guardian of the homeless student or unaccompanied youth is to be provided notice of the rights described in Policy 5111.01. Also, the District shall post in each school a public notice of the educational rights of children and youth experiencing homelessness. See DPI Sample Annual Notice: http://www.dpi.state.wi.us/homeless/pdf/annualnotice.pdf	Annual notice, preferably in mid-August. Individual notification when warranted.
L	Early College Credit Program	po2271 ag2271	Wis. Stats. 118.55(8) 118.385(4) 118.57 PI 40	Notice by October 1 of each year to students in grades 8- 11 and their parents of the Early College Credit Program, including any credit limit the Board has approved (must be 18 credits or more). Wis. Stat. 118.385(4) requires districts to simultaneously provide parents with information regarding the ECCP and other educational options when providing a copy of the District's annual accountability report (no specific date); however, 118.57 requires Class 1 legal notice of educational options annually by January 31. (See Educational Options requirements and Accountability Report requirements)	Annual notification of students in grades 8 – 11 required by October 1. Also, include notification in course selection materials.

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L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Child Nutrition Programs and Free/Reduced Meals	po8531	Wis. Stats. 118.34 118.341 118.343 42 U.S.C. 1771	School districts in the National School Lunch or Breakfast programs or special milk programs are required to provide annual notice to each household of the programs offered and eligibility requirements for free and reduced price meals or milk. The application form must be included. See DPI guidelines at: https://dpi.wi.gov/school-nutrition/national-school-lunch-program/free-reduced-applications	Published/Distributed by District in mid-August. Repeated at mid-year if required by policy.
L	Meal Charge Policy	po8500 ag8500A	USDA Guidance SP23-2017	Annually, before each school year, the district must notify in writing all households of its meal charge policy in multiple methods and media.	Distribute written notification to all households in mid-August with Free/Reduced Meal information. Include in Student/Parent Handbook, newsletters, and negative account balance communications.
L	Nondiscrimination in Food Service Program	po8500	USDA Guidance	The district must include the USDA nondiscrimination statement contained in Policy 8500 in all materials for programs administered by the district that are funded in whole or in part by the U.S. Department of Agriculture (USDA). Each school site must also post a "And Justice for All" poster that includes USDA nondiscrimination statement and the USDA contact information for filing a complaint.	Publish with food service menus, and food service information contained in handbooks, website, or other publications. Post required poster.
L	Bullying	po5517.01	Wis. Stat. 118.46	Notice of this policy will be annually circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students. A summary will be incorporated in the Staff and Student/Parent Handbooks. All new hires will be required to review and sign off on the policy and related complaint procedure. An annual summary report must be presented to the Board and made available to the public.	Notification of policy published in Staff Handbook and Student/Parent Handbook.
R	Student Code of Classroom Conduct	po5500 ag5500 po5511 po5600	Wis. Stat. 120.13(1)(a)	Include in the Student/Parent Handbook information on the Student Code of Classroom Conduct, student dress code, disciplinary consequences, and due process protections.	Must be published annually in the Student/Parent Handbook.
L	Student Attendance	po5200 ag5200	Wis. Stat. 118.16(4)(d)	Publish in the Student/Parent Handbook a summary of the attendance policy.	Must be published annually in the Student/Parent Handbook.

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L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student Attendance of Open-Enrollment Students and Habitual Truancy	po5200 ag5200	PI 36.09(2)	Parents of open-enrollment applicants/students must be notified of the District's attendance policy, the definition of truancy, and the possible consequences of habitual truancy on the student's acceptance/continuation in the open enrollment program of the District.	Publish in attendance summary in Student/Parent Handbook. Also, notice must be provided immediately upon unexcused absence of an open enrollment student.
L	Student Attendance and Habitual Truancy	po5200 ag5200	Wis. Stat. 118.16	The School Attendance Officer shall notify a truant student's parent of the student's truancy and direct the parent to return the student to school no later than the next day on which school is in session or to provide an excuse for the absence. When a student initially becomes a habitual truant, the School Attendance Officer shall provide a notice to the student's parent, by registered or certified mail, or by 1st class mail. Additional requirements are contained in Policy 5200.	Notification after each unexcused absence in accordance with Policy 5200.
R	Authorization for Release of Student to a Non-Custodial Person	po5230		Send home or use direct mailing for parent signatures authorizing student early dismissal to a non-custodial person. (see Form 5230 F1)	Provide notification during registration process and as needed.
L	Filing a Complaint under FERPA	ag8330	20 U.S.C. 1232 (FERPA)	Include in the Student/Parent Handbook the address where parents and students can file a complaint if they believe their rights under Federal law (Family Educational Rights and Privacy Act and Protection of Pupil Rights Amendment) have been violated.	Must be published annually in the Student/Parent Handbook.
R	Weapons on School Grounds or at School Events	po3217 po4217 po5772 po7217	Wis. Stats. 120.13 948.605 948.61	Include in Staff Handbook and the Student/Parent Handbook notice of the prohibition of weapons on any school site or at any school related event.	Must be published annually in the Staff and Student/Parent Handbooks.
L	Student Locker Searches	po5771	Wis. Stat. 118.325	Notice in the Student/Parent Handbook that the lockers, desks, and storage areas used by the students are school property under the control of the School District. These areas are subject to random searches.	Must be published annually in the Student/Parent Handbook.

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L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Student Drug Prevention	po5500 po5530 ag5530	Wis. Stat. 118.24(2)(f) DFSCA of 1989	Provide information about possession and use of alcohol/drugs and disciplinary consequences.(see Form 5530 F2)	Must be published annually in the Student/Parent Handbook, District newsletter(s), or a direct mailing.
R	Emergency Medical Authorization for Students	po5341		Distribute Form 5341 F1 or equivalent local Emergency Medical Authorization form or verification form for Student Information System data.	Distribute and collect medical authorization form as part of enrollment and/or registration.
L	Immunization	po5320	Wis. Stat. 252.04(5)(a)	By the 15th and the 25th school day after the date on which the student is admitted to a school, child care center, or nursery school, the school, child care center, or nursery school shall notify in writing any adult student or the parent, guardian, or legal custodian of any minor student who has not met the immunization or waiver requirements of this section. The notices shall cite the terms of those requirements and shall state that court action and forfeiture penalty could result due to noncompliance. The notices shall also explain the reasons for the immunization requirements and include information on how and where to obtain the required immunizations.	Notice to affected students or parents by the statutory deadlines (15 th and 25 th school day).
L	Epinephrine Auto-Injector Plan	po5330	Wis. Stat. 118.2925	If the district has its own prescription for an emergency supply of epinephrine auto-injectors (Epi-Pen), then the district is required to post its Epinephrine Auto-Injector Plan on its website.	Post Epinephrine Auto-Injector Plan on website, as applicable.
L	Concussion and Head Injury	po5340	Wis. Stat. 118.293	At the beginning of a season of any athletic sport, a concussion and head injury information sheet shall be distributed to each coach and student participant. No student will be permitted to participate in any athletic activity unless that student, or his/her parent if the student is under age 19, has returned a signed concussion and head injury information sheet. A student is only required to return one signed sheet per school year in order to participate in athletics. (See below for required distribution of information regarding sudden cardiac arrest.)	Distribute during sign-ups for participation in athletics
L	Sudden Cardiac Arrest	po5340	Wis. Stat. 118.2935	Along with the concussion and head injury information sheet that is distributed to each coach and student participant 12 years of age or older engaged in a youth athletic activity, information regarding the nature and risk of sudden cardiac arrest must also be distributed. Such information shall be on the concussion and head injury information sheet that is signed by the parent and return before any student may participate.	Since the sudden cardiac arrest information must be part of the information sheet regarding concussion and head injury, see above distribution procedure.

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L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
R	Student Insurance Coverage	po8760		If the District has this policy, collect Form 8760 F1 or local equivalent for the verification of insurance coverage for student accidents.	Distribute and collect form as part of enrollment and/or registration.
L	Non-emergency Invasive Physical Examinations	po5310	20 U.S.C. 1232h	If such exams occur, the District is required to send a notice to parents of nonemergency invasive physical examinations.	Notify parents of any affected students.
L	Meningococcal Disease		Wis. Stat. 118.07(3)	Schools must provide parents of students in grade 6 with information about meningococcal disease, the causes, symptoms, spread, and where to get information. DPI provides sample notifications on its website.	Annually distribute sample DPI letter and/or sample newsletter article to all parents of 6 th graders.
L	Asbestos Abatement or Management Notice	po8431.01	40 C.F.R. 763 AHERA	Annual written notice to parents, staff, and employee organizations regarding the availability of the Asbestos Abatement or Management Plan is required.	Annual mid-August notification.
R	Blanket Authorization for Extra-Curricular Trips	po2340	Wis. Stat. 121.54(7)	For districts that elect to use them, send home to parents or distribute during extra-curricular sign-up the blanket authorization by parents for their child to go on trips associated with a co-curricular or extra-curricular activity such as football, band, etc. (Form 2340 F2 or Form 2340 F2A may be customized for this purpose.)	Optional for districts that choose to use this approach.
L	Staff Family and Medical Leave Act (FMLA)	po1630.01 po3430.01 po4430.01	Wis. Stat. 103.10(14) 29 U.S.C. 2601 29C.F.R. 825	The District must post a notice of Employee Rights and Responsibilities under FMLA. The notice is available at www.wagehour.dol.gov/whd/resources/posters.htm . A copy of the policy shall be available to staff members upon request.	Notice must be posted with other required Staff Legal Notices. Include notification of policies and right to a copy in Employee Handbook.
R	Staff Anti-Harassment	po1662 po3362 po4362	Wis. Stat. 111.31 Federal non-discrimination laws	Reminder to staff and supervisors during orientation regarding the anti-harassment policies. Emphasize as well cyber-bullying.	Annual reminder during pre-service. Reminder in Employee Handbook.
L	Suicide Prevention Resources	po5350	Wis. Stat. 115.365(3)	Must annually inform the professional staff using the DPI model notice of the resources available from DPI and other sources regarding student suicide.	Annual distribution of DPI model notice during pre-service.
L	Toxic Hazards Information for Staff	po8431 ag8431	101.58 et seq. Occupational Safety and Health Act of 1970	Staff acknowledgement of information concerning toxic hazards at staff orientation prior to the start of the school year or during first two weeks of school year if using electronic training. (see Form 8431 F4 or use comparable local version of acknowledgement of training)	Annual training and acknowledgement of training required.
L	Pesticide Application	po8431	Wis. Stat. 101.58 et seq. 15 U.S.C. 2601	Notification to staff and parents whenever a pesticide is applied, including date and location of application and potential side effects.	Notification or signs when pesticide applied.

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L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Indoor Environmental Quality Plan	po8405	Wis. Stat. 118.075(4)(c)	Each school board shall provide a copy of its Indoor Environmental Quality Plan to any person upon request.	Provide upon request.
L	Hepatitis B Request or Waiver for Staff	po8453.01 ag8453.01	29 C.F.R. 1910.1030	Request for or waiver of vaccination for Hepatitis B. Make this notice available to new staff members at the orientation prior to the start of the school year. If a staff member has signed a waiver they do not need to renew the waiver each school year. (see Form 8453.01 F1 & F2& F4)	Annual notification to staff at start of school year.
L	Blood-borne Pathogens Training for Staff	po8453.01 ag8453.01	29 C.F.R. 1910.1030	Annual staff acknowledgement that they have received training in blood-borne pathogens at a staff orientation session prior to the start of the school year. (see Form 8453.01 F2)	Annual training and acknowledgement of training required.
L	HIPPA Compliance Reminder for Staff	ag3419.01 ag4419.01	45 C.F.R. 164.520	Notice is required every three years unless the district has elected to send the notice annually.	Annual or tri-annual notice required, or put notice in Employee Handbook
L	Federal Drug Regulations for Staff	po3122.01 po4122.01 ag3122.01 ag4122.01		Annual notice to staff on Federal drug regulations required. (see Form 3122.01 F3 & Form 4122.01 F3)	Annual notification in pay envelopes, direct mailing, or Employee Handbook.
L	Fair Labor Standards Act (FLSA)	po6700	Wis. Stat. 104.1 29 U.S.C. 201 29 C.F.R. Part 541	Employees must be notified of their Fair Labor Standards Act rights and minimum wage requirements.	Federal law posters at each work site. Employee Handbook.
R	Information Management – Litigation Hold Procedure	po8315 ag8315	F.R.C.P. 34, 37(f)	Information on litigation hold procedures shall be posted and distributed in a manner that places all Board members and employees on notice of their responsibilities.	Include summary of Litigation Hold procedures in Employee Handbook.
L	Respirator Authorization	po7430 ag7430	101.055	Physician, and possibly parent, authorization for each staff member and any student who may be using a respirator. Issue by direct contact with appropriate staff members and mailing to appropriate parents. (see Form 7430 F1, F2 & F3)	Distribute/collect authorization to staff and students using respirators
L	Public Records Notice	po8310 ag8310	Wis. Stat. 19.356	The district will display in a prominent location in each school building and office an Open Records Notice conforming to the Open Records Law.	Post Form 8310A F1 to satisfy this requirement.
L	Video Surveillance Posting	po7440.01	Title I of the Electronic Communication Privacy Act of 1986	Parents, students and employees should be informed annually that surveillance cameras are being used on, in and around district facilities.	Signs should be placed at the main entrance and in the areas where video surveillance equipment may be in use.

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L	School and District Performance Reports	po0174.2 po2700.01	Wis. Stat. 115.38(2)	Notify parents by January 1 announcing the availability of the school and district performance reports. In addition, when the district maintains a website the reports must be posted on the website. When requested by a parent, distribute paper copies of the performance report by May 1. The Performance report should include the required Special Education Performance Report.	Annual notification to parents by January 1 and post on district's website when available from DPI.
L	OSHA 300 Posting of Prior Year Accidents		Occupational Safety and Health Act of 1970	Post OSHA annual listing of accidents where the district posts the other required employee and wage/hour posters.	Notice must be posted with other required Staff Legal Notices.
R	Rules for Visitors on School Grounds	po9150 ag9150		Each Principal must post the rules regarding entry on school grounds or premises of persons other than students, staff and faculty.	Post at or near the main entrance to each school building. Include information regarding classroom visitations by parents and others.
R	Notice to Media regarding Board Members' Individual Statements	po0143.1		If incorporated in your policy book, Bylaw 0143.1 should be sent annually to the media by the Board President or District Administrator.	Distribute to media if required by Bylaw 0143.1.
L	Job Recruitment Materials and Job Announcements	po1422 po3122 po4122 po3123 po4123	Wis. Stat. 111.31 34 C.F.R. 110	Recruitment materials, job announcements and all other materials/publications published by the Board must contain the following statement: "The _____ School District Board of Education does not discriminate on the basis of the Protected Classes of race, color, national origin, age, sex (including transgender status, change of sex, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service (as defined in 111.32, Wis. Stats.), ancestry, arrest record, conviction record, use or non-use of lawful products off the District's premises during non-working sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other characteristic protected by law in its employment practices.	Annual notice and included in all publications and materials published by the district or its schools, including online publications and employment announcements and materials.
R	Military Recruiter Access to Student Data	po8330 ag8330	20 U.S.C. 7908	Notify parents of secondary students that they may request that their student's name, address, school-provided email address, and telephone number not be released to military recruiters or institutions of higher education with prior written parental consent. This notice is required of districts receiving Federal funds.	Annually include with student directory notice to secondary students/parents.

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L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Notice of Board's Adopted Academic Standards	po0151.2	Wis. Stat. 120.12 (13)	School Districts are required to provide notice to parents of the school board's adopted academic standards prior to the beginning of the school year.	Annual notification required. The district may provide the notice electronically, including by posting the notice or a link to the pupil academic standards on the district's website.
L	Board Adoption of Academic Standards	po0151.2	Wis. Stat. 120.12(13)	Wis. Stat. requires that school boards place a notice on the agenda of the Board's first meeting of each school year (July) that clearly identifies the pupil academic standards adopted by the school board under s. 118.30(1g)(a)1 that will be in effect for the school year.	Annual mandatory agenda item for first Board meeting in July. Parents must be notified of academic standards by a notice or a link to a listing of the academic standards on the district's website.
L	Notice of Educational Options	po8146	Wis. Stat. 118.57	Annually, by January 31, each school board shall publish as a class 1 notice, under ch. 985, and post on its Internet site a description of the educational options available to children in the school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, and the early college credit program. A school board that does not operate high school grades is not required to include an educational option offered only to high school pupils in a description of educational options. The school board shall include in the notice the most recent state assessment performance category assigned to each school within the school district boundaries, including charter schools established and private schools participating in a parental choice program. The notice published by the school board shall inform parents that the full school and school district accountability report is available on the school board's Internet site.	Annually a Class 1 notice or 985.02(2) alternative notice must be published prior to January 31. It also must be posted on the district's website. Simultaneously, all parents of students must receive a description of educational options and the DPI performance category of each school. K-8 districts are not required to list high school options.
L	Notice of Special Needs Scholarship		Wis. Stat. 115.7915(5)	Districts must provide notice to parents in the school district with children receiving special education services of the availability of a Special Needs Scholarship.	Annual notice. May be combined with educational options notice.

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L	DPI School Accountability Report	po2605 po2700.01	Wis. Stat. 115.385(4) 118.57(2) 120.123	Annually, each public school, including a charter school, and each private school participating in a parental choice program shall provide a copy of the school's accountability report to the parent or guardian of each pupil enrolled in or attending the school. Each school shall simultaneously provide to the parent or guardian of each pupil enrolled in the school a list of the educational options available to children who reside in the pupil's resident school district, including public schools, private schools participating in a parental choice program, charter schools, virtual schools, full-time or part-time open enrollment in a nonresident school district, the youth apprenticeship program under s. 106.13, the early college credit program, and options for pupils enrolled in a home-based private educational program. A school that does not operate high school grades is not required to include an educational option that is offered only to high school pupils in a list of educational options provided under this subsection.	Annual notice of accountability ratings of each public, charter, and choice school within the district. Must be combined with educational options notice. The notice must indicate the full accountability report(s) are available on the district's website. Also, a link to the DPI school and district accountability report(s) must be posted on the district's website.
L	Child Find Notice		Wis. Stats. 115.77(1m)(a) 115.777(3)(d)	Districts are required to, at least annually, inform parents and persons required to make referrals under sub. (1) (a) about the agency's referral and evaluation procedures.	Annual notice published in mid-August.
L	Notice for Virtual Charter School		Wis. Stat. 118.40(8)(f)	Annually the governing body of a virtual charter school shall inform the parent or guardian of each pupil attending the virtual charter school, in writing, the name of, and how to contact, each of the following persons: 1) The members of the school board that contracted for the establishment of the virtual charter school and the administrators of that school district; 2) The members of the virtual charter school's governing body, if different than the persons listed under previous item; 3) The members of the virtual charter school's parent advisory council; and 4) The staff of the virtual charter school.	For districts with virtual charter schools, notice must be provided in mid-August, prior to start of school year.
L	Wellness Policy	po8510	7 C.F.R. 210.31	Districts that participate in the federally-subsidized child nutrition program must notify the public annually of its wellness policy, a summary of the content, where to find the full policy posted, and the contact information for the district's wellness committee chair.	Distribute notice with other information early in the school year as locally determined.

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L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
L	Wellness Policy Report Card	po8510	7 C.F.R. 210.31	Review of the Wellness policy shall occur every three (3) years, by a committee appointed by the Board, consisting of a representative(s) of the Board, the administration, the food service provider, the parents, the students, and the public. The three-year report, which must use the DPI's Wisconsin Local Wellness Policy Report Card, must be available to the public.	Every three years the Wellness Policy Report Card shall be part of the Board packet that is available to the public. It may be posted to the website.
L	State Assessments	po2623	Wis. Stat. 118.30(1m)(d)	The school district must annually publish information on its website about the State examinations administered to students in grades 4, 8, 9, 10, and 11.	Annual publication required on website. May be combined with Title I notice requirements.
L	Academic and Career Planning Services	po2411	PI 26.03(1)(b)1	Inform parents of students in grades 6-12 in each school year about what academic and career planning services their child receives.	Annual notification required.
L	Education for Employment	po2420	PI 26.04(4)	The district must annually notify parents of its education for employment program. The notice shall inform parents of the information and opportunities available to students at all levels regarding career awareness, exploration, and preparation as well as career planning in grades 6-12, including the availability of programs at technical colleges.	Annual notification required.
L	Title VII Parent and Indian Tribe Notice		Title VII	Districts receiving federal Title VII impact aid for children residing on Indian lands must disseminate plans and information to parents of Indian children and tribes so they may review and make recommendations. This must include an opportunity for parents and tribes to submit comments and recommendations regarding the education program. Annually the district must assess to what extent Indian children participate in the district's education program and activities on an equal basis with non-Indian children and share that information with an opportunity for review and comment by parents and tribes.	Annual notification of Title VII requirements and the district's Indian Policies and Procedures (IPP).
L	Special Education Procedures and Services		Wis. Stat. 115.777	School districts must regularly publicize information regarding its special education procedures and services, including how to make a referral for special education services.	Annual notification to all parents required.
L	Special Education Procedural Notice to Parents of a Student with a Disability		Wis. Stat. 115.792	Districts shall give to the parents of a child with a disability, once a year but also upon the child's initial referral or parental request for evaluation, upon the first occurrence of the filing of a request for a hearing under s. 115.80, and upon request by the child's parent, a full explanation written in an easily understandable manner, and in the native language of the child's parents unless it clearly is not feasible to do so, of the procedural safeguards available under this section and under applicable federal law relating to all of the following: independent educational evaluation; prior	Annual notification required.

2022-23 Neola Annual Listing of Postings & Notices

L or R	ISSUE	POLICY/AG	LEGAL CITATIONS	POSTING EXPLANATION	PUBLISHING COMMENT
				<p>written notice; parental consent; access to educational records; opportunity to present and resolve complaints, including the period in which the child's parents may request a hearing and the opportunity for the local educational agency to resolve the issues presented by the request; the child's placement during pendency of due process proceedings; procedures for students who are subject to placement in interim alternative educational settings; requirements for the unilateral placement by parents of students in private schools at public expense; mediation; due process hearings under section 115.80; civil actions including the period in which to file a civil action; and attorney fees.</p>	