

**ARGYLE SCHOOL DISTRICT**  
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**ARGYLE**

**CODE: 710**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 01-14-08**

**SUPPORT SERVICES GOALS**

Support services are essential to the successful function of a school system. Management of auxiliary operations is therefore an important responsibility of the district administration. It should be remembered, however, that education is the district's central function, and all support services shall be provided, guided, and evaluated by this requirement.

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

1. To provide a physical environment for teaching and learning that is safe and pleasant for students, staff, and public.
2. To provide safe transportation for students to and from school and while participating in school activities.
3. To provide nutritious meals for students.
4. To provide supplies, equipment, and personnel so that needs of the educational program can be responded to in a timely and appropriate manner.

**ARGYLE**

**CODE: 721**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 01-14-08**

**FIRE DRILLS**

A fire drill will be held at least once a month in the school building except during periods of prolonged severe weather.

The principal will prepare a definite fire emergency plan, and furnish to all teachers and students information as to route and manner of exit. Fire drills will be planned in such a way as to accomplish the evacuation of school buildings in the shortest possible time and in the most efficient and orderly fashion.

The principal will see that all legal requirements are complied with in the building. The principal will keep a record of all fire drills held in the school, stating the drill was held and the time required for evacuation of the building. The principal will furnish such report to the district administrator as may from time to time be required.

LEGAL REF: Wis. Stat. 118.07

**ARGYLE**

**CODE: 722**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 01-14-08**

**EMERGENCY SCHOOL CLOSINGS**

The district administrator may close the schools or dismiss them early in the event of hazardous weather or other emergencies. In making the decision to close schools, the district administrator will consider many factors including the following:

1. Failure of buses to serve all parts of the school district.
2. Inability to furnish adequate heat in the school building or buildings to bring temperature of classrooms to a comfortable standard.
3. Blizzard conditions which include snow and high winds making it difficult to walk extended distances to and from school buildings.
4. Wind chill factor.

The district administrator will take action to close schools only after consultation with traffic and weather authorities.

School closing information due to severe weather or emergency conditions will be given on radio and television stations including WDMP, Dodgeville (99.3 FM and 810 AM); WEKZ, Monroe (93.7 FM and 1260 AM); WMTV (Channel 15); WISC (Channel 3); and WKOW (Channel 27).

LEGAL REFS.: Wis. Stat. 118.215  
121.17 (4)

**ARGYLE**

**CODE: 730**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 01-14-08**

**BUILDINGS AND GROUNDS**

The School Board of the Argyle School District shall maintain the school property in good physical condition: safe, clean, and sanitary, and as comfortable and convenient as the facilities will permit or the use requires. New facilities will be provided when found necessary.

The district shall pursue a policy of preventative maintenance for all aspects of facilities maintenance. Service contracts shall be employed for mechanical building components. Specific repair contracts shall be entered into for work which is either not sufficiently repetitive in nature to justify additional employment of specialized staff or equipment, or which requires a skilled tradesman to accomplish with proficiency.

**ARGYLE**

**CODE: 731**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 01-14-08**

**BUILDINGS AND GROUNDS SECURITY**

The district administrator is responsible for building and grounds security which shall encompass maintenance, elimination of fire hazards and faulty equipment, locked doors, proper supervision, electronic devices, and a safe place for records and funds. The Board requires and encourages close cooperation with local police, fire, and sheriff's departments and with insurance company inspectors.

Access to school buildings and grounds outside of regular school hours shall be limited to authorized personnel. An adequate key control system shall be established by the principal which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to building by keys in the hands of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Community use of school district facilities shall be governed by policy 830.

**Key Distribution**

Key distribution and management shall be according to district-wide procedures.

Employees shall be provided with internal building keys necessary for their duties and responsibilities. All such keys shall be returned for inventory at the conclusion of the school year. Keys shall be issued to employee by the principal, under procedures approved by the district administrator or designee.

In the event that a key is lost or stolen, the principal shall be notified immediately. The principal will contact the district administrator and will arrange to replace all cylinder cords in the affected area and issue new keys as appropriate.

All employees issued keys shall complete the Key Receipt Agreement, which shall be filed with the principal.

An employee losing a key(s) will be assessed a \$50.00 per key charge prior to a new key(s) being issued to them.

Non-employees may be issued keys for specific purposes upon approval of the district administrator or designee.

**Public Access to Buildings**

1. Keys will only be issued to adults 18 years of age and older.
2. Keys will be given out one day before a weekday activity or on Friday before a weekend activity, and must be returned on the day of the activity or the day after in the case of a weekend event.
3. Non-school personnel may not possess a building key except as provided above.
4. Shall a non-school district personnel lose a building key(s), a \$50.00 per key charge will be the sole responsibility of the non-school district personnel.

**Responsibilities of Adult Supervisors**

- 1. The Supervisor:
  - a. will be responsible for security in the building.
  - b. must inspect all accessible portions of the building both before and after the group’s usage.
  - c. must report any damage to the building in writing to the principal when returning the building key.
  - d. must report the presence of any strangers or intruders in the building in writing to the principal when returning the key.
  - e. must monitor the building door when it is open.
  - f. will lock the door when a monitor is available.

Any expectations to the above procedure must be approved by the district administrator or designee.

<b>ARGYLE</b>	<b>CODE: 731.1</b>
<b>SCHOOL DISTRICT</b>	<b>DATE OF ADOPTION: 01-14-08</b>

**VANDALISM**

Every citizen of the district, students, and members of the police department are urged by the School Board to cooperate in reporting any incidents of vandalism to property belonging to the district, and, if known, the name(s) of the person or persons believed to be responsible. Each employee of the district shall report to the principal every incident of vandalism known to him or her, and if known, the names of those responsible.

The district administrator is authorized to sign a criminal complaint and to press the charges against perpetrators of vandalism against school property, and is further authorized to delegate, as the district administrator sees fit, authority to sign such complaints and to press charges.

<b>ARGYLE</b>	<b>CODE: 741</b>
<b>SCHOOL DISTRICT</b>	<b>DATE OF ADOPTION: 01-14-08</b>

**MAINTENANCE AND CONTROL OF INSTRUCTIONAL MATERIALS**

The School Board will provide textbooks and other instructional materials and equipment which are necessary to meet the curriculum requirements and special instructional needs of students.

The district administrator in cooperation with the principal will establish regulations pertaining to the acquisition, inventory, maintenance, and replacement of textbooks and instructional materials and equipment, including library books, reference materials, audio-visual aids, and special instructional materials.

The following regulations will govern the issuance of textbooks and supplies:

1. All textbooks will be numbered and marked as the property of the district.
2. Students will be issued textbooks free of charge for their course work.
3. Teachers will keep a register of all books and supplies issued to their pupils. They will see that they are used with care and returned at the appropriate time.
4. Students will be held responsible for any loss or damage to books issued to them.

LEGAL REFS.: Wis. Stat. 120.13 (5)  
120.49 (5) (7)

<b>ARGYLE</b>	<b>CODE: 751</b>
<b>SCHOOL DISTRICT</b>	<b>DATE OF ADOPTION: 01-14-08</b>

### STUDENT TRANSPORTATION

#### General Purpose

Pupil transportation is a necessary service and an integral part of the total educational program. The time students spend on school buses exerts an important influence on the physical and emotional condition which students bring to the classroom. The major objectives of the pupil transportation program are to:

- a. Provide safe transportation.
- b. Maintain a climate on the buses which is conducive to the emotional, social, and physical-well being of students.
- c. Adapt transportation to the requirements of the instructional program.
- d. Operate an efficient, economical transportation system.

#### Transportation Distances and Bus Stops

The Argyle School District will provide transportation to and from school for K-12 students who reside within the school district boundaries but live outside of the Village of Argyle.

The district administrator shall develop pick-up points on a consistent manner throughout the district. It is expected that students can walk reasonable distances to pick-up points. These distances as a maximum are:

Elementary School Students	¼ Mile
Middle/High School Students	½ Mile

Service will be provided only upon the public roads of the school district in a manner which will foster safe, dependable transportation to all students.

Transportation will be provided to students who live in a designated hazardous transportation area. These hazardous transportation areas are designated by the Lafayette County Sheriff's Department using guidelines established in the Wisconsin Statute 121.54 (9). If unusual circumstances exist, requests from citizens to designate an area as hazardous may be submitted to the district administrator.

### **Special Bus Services**

1. **EEN Transportation Services**

The Argyle School District will provide or arrange for transportation of students with exceptional needs (EEN) as deemed appropriate.

2. **Service for the Temporarily Disabled**

The Argyle School District will provide transportation for students not otherwise entitled to services for reasons of temporary disability upon verification by a qualified physician.

### **Curricular and Extracurricular Bus Service**

The Board of Education delegates authority to the building principals to authorize the transportation provider to schedule bus service for curricular (field trips) and extracurricular activities.

The director of summer school shall be given the authority to authorize the scheduling of summer school field trips.

### **Private School Transportation Service**

Students attending private schools located within the district shall be eligible for transportation services as provided to the students attending the public schools. In the event that additional routes need be established to provide such comparable service at an increased cost, the Board of Education may offer a parent contract for such transportation at the Board's choice.

Parents electing to send their children to private schools located outside the district, but within five miles of the district boundaries, may also be offered parent contracts for transportation (see Wisconsin Statute 121.55 [3]).

### **Responsibility for Transportation Services**

Transportation services shall be provided in accordance with state laws and regulations and shall be under the direction of the district administrator working in cooperation with the transportation provider.

### **Bus Routing and Scheduling**

All school bus routes and schedules shall be established by the busing contractor under the supervision of the school district. Bus stops shall be established based on the transporting distances identified in this policy, but shall also take into consideration:

1. the length of time that a child would ride the bus,
2. the location of the stops in relation to the student's residence,
3. school day schedules, and
4. other factors ensuring the safety and reasonableness of operation.

Children living in concentrated population areas will be required to assemble at a bus loading point unless a safety factor is involved. The bus will not pick up at individual homes in concentrated population areas.

Routes shall be scheduled so as to minimize the number of times a bus must turn around. Buses shall not travel dead-end highways, roads, or streets unless an adequate turnaround area has been provided. Any turnaround area so provided must be adequate for year round use by the bus covering that route.

Where there is a cul-de-sac or circle drive, the pick up/drop-off point is at the entrance of the cul-de-sac or circle drive when appropriate.

School buses will not travel driveways to pick up or drop off students. Exception to this policy may be approved by the district administrator and transportation provider.

**Changes in the Bus Routes and Stops**

Changes in bus routes and stops may be made by the district administrator and transportation provider when deemed appropriate. Citizen requests to change a stop location must be submitted in writing to the district administrator for review. Such requests may be approved based on factors involved.

**Transportation to Child Care Provider**

Bus route scheduling shall be based primarily on the transportation of students to and from their residence. However, requests for transportation to a child care provider will be honored if the following conditions are met:

1. Child care provider's location must be beyond the stop distance established for the respective grade levels.
2. No additional bus routes will be created. Established bus stops will be used for transportation to child care providers.
3. Requests will be considered only if there is room for additional riders on the bus running the route.
4. Requests for transportation to child care providers will be made in writing to the transportation provider with coordination through the building principal.
5. Transportation for special education students to a child care provider must be approved by the director of pupil services.
6. Transportation will not be provided to child care providers outside of the school district boundaries.

**Rider Conduct and Discipline**

Riding a school bus is a privilege. Bus riding rules will be sent to the parents of all bus riders in the fall school mailing. It is very important that all rules are followed.

Students creating problems on school buses shall be reported to the principal. Appropriate disciplinary action will be taken. Disciplinary action could include suspension of bus riding privileges.

<b>ARGYLE</b>	<b>CODE: 751.1</b>
<b>SCHOOL DISTRICT</b>	<b>DATE OF ADOPTION: 01-14-08</b>

**STUDENT TRANSPORTATION FOR ATHLETICS AND CO/EXTRA-CURRICULARS**

1. When a student is participating in an athletic and/or co/extra-curricular activity and school transportation is provided:
  - a. That student must ride the school transportation.
  - b. Occasionally, a student will be allowed to take alternate transportation. The parent/guardian of the student must contact the coach/advisor or principal in advance to request a change. The parent must provide a written, signed permission stating that they, or another parent, will be transporting their child to or from an athletic and/or co/extra-curricular activity.

- c. **No** student can be released into the custody of another student even with written permission from a parent/guardian.
- 2. When a student is participating in an athletic and/or co/extra-curricular activity and school transportation is not provided:
  - a. It is the responsibility of the coach/advisor to provide the direction and parameters students are to follow regarding transporting to and from an event.

LEGAL REFS.: 121.54 (7)  
121.555

<b>ARGYLE</b>	<b>CODE: 761</b>
<b>SCHOOL DISTRICT</b>	<b>DATE OF ADOPTION: 01-14-08</b>
	<b>DATE OF REVISION: 11-10-08</b>
	<b>DATE OF REVISION: 02-10-14</b>
	<b>DATE OF REVISION: 08-12-15</b>

**HOT LUNCH PROGRAM**

Argyle School District will make available to all students of the district a noon lunch at a nominal fee per meal. The menu shall be prepared by the school lunch personnel. The meal for each day will be prepared at the kitchen located at the Argyle Elementary School.

**Eligibility for Free and Reduced Lunch Prices**

The School Board, pursuant to the requirement of PL 91-248, hereby acknowledges its responsibility to serve lunches free or at a reduced price to students who are members of a family which has an annual income level as adopted by the school food authority. The School Board shall annually review and adopt procedures and standards of eligibility for providing free or reduced price lunches.

**Public Notification**

Upon adoption of the eligibility standards by the School Board the standards shall be published in the official newsletter of the school district and all parents of school age children notified of the requirements.

**School Lunch Rates**

- |  |                    |
|--|--------------------|
| 1. Adults                                    | \$3.50 / meal      |
| 2. Middle/High School Students (Grades 6-12) | \$2.70 / meal      |
| 3. Elementary School Students (Grades PK-5)  | \$2.40 / meal      |
| 4. Breakfast                                 | \$1.25 / meal      |
| 5. Milk                                      | \$0.40 / half pint |

**School Lunch Participants**

Only students and employees of Argyle School District are authorized to eat in the school lunch program on a regular basis. Parents/guardians and other approved individuals are welcome to eat with his/her student with prior notification to the school office.

**School Lunch Cards**

The hot lunch program will operate on a debit only basis. No credit will be advanced. Initial cards are issued free of charge. Replacement cards are \$5.00.

### UNPAID MEALS POLICY

The School District of Argyle will follow a prepayment system for school meals, milk break, and a la carte. Prepaying for meals prior to them being eaten is required.

The purposes of this policy are:

- ❖ To define how the District will handle situations where students eligible to receive reduced price or paid meals do not have money in their account or in hand to cover the cost of their meal at the time of service;
- ❖ To describe how delinquent meal charges will be collected;
- ❖ To determine how and when delinquent meal charges are reclassified as “bad debt;”
- ❖ To establish training program for staff involved in administering school meal programs and provide for other details pertaining to implementation of this policy.

#### **Insufficient Funds**

Parents/Guardians are responsible for keeping money on account to pay for meals. Maintaining a positive balance will prevent the District from having to utilize the next steps. Student accounts will be reviewed daily, and notifications sent out as needed. As a courtesy, the District will notify parent/guardian when a student’s lunch account falls below \$ 10.00.

School Breakfast and Lunch Program:

In the event that a student does not have sufficient money in his/her account or in hand to pay for the reduced or full price of a breakfast or lunch, the following steps shall be followed:

1. If there is not a positive balance in a student’s account but the negative balance is less than \$10.00
  - a. The student will not be permitted to make a la carte purchases or opt for a second entrée’ or make “extra” purchases.
  - b. An attempt will be made to contact the parent/guardian by phone and/or email by the District to advise the parent/guardian of the account status.
  - c. The meal will be provided and will be charged to the student’s account.
2. When a student’s account has a negative balance of between \$50 and \$64.99:
  - a. The student will be offered an alternate meal “sack lunch,” consisting of a sandwich, fruit, vegetable, and milk, for a maximum of five (5) days.
  - b. Additional attempts to contact the parent/guardian will be made by phone and/or email.
  - c. The alternate meal will be charged to the account as an a la carte item.
3. When a student’s account has a negative balance of \$65.00 or more, or if the outstanding balance has not been paid or a repayment plan been established after the five (5) days of an alternate meal being provided, no meal will be provided.

A student who has funds in hand to purchase a meal must be permitted to purchase the meal irrespective of whether the student’s account is delinquent. A student who is entitled to purchase meals at reduced rates need only have sufficient funds to purchase the meal at the reduced rate for that meal.

Students who qualify for free meals may never be denied a meal, even if they have accrued a negative balance from other purchases in the cafeteria. A student certified for free meals will not be allowed to charge a la carte or “extra” items (eg., a second milk or additional entrée) if the student’s account is negative, but may not be denied a reimbursable meal.

### **Collection of Delinquent Charges**

Reasonable efforts will be made by the office staff and/or administration to collect all delinquent food service charges. These efforts may include any or all of the following:

1. Contacting the parent/guardian by phone and/or email and/or regular mail. A copy of this policy and information about applying for free or reduced lunches will be provided to the parent/guardian if the contact is made by email or regular mail.
2. Requiring a meeting with the parent/guardian.
3. Establishing a repayment plan consistent with the family’s means and/or providing a copy of this policy and information about applying for free or reduced lunches will be provided to the parent/guardian at the meeting.
4. Small Claims actions

Efforts will be made to ensure that students are not involved in or negatively impacted by any collection efforts. Consideration must also be given to whether the cost of any collection effort exceeds the benefit of potential collection.

If there are any unpaid meal charges at the end of the school year, they will carryover with the student to the new school year. Graduating seniors must have their lunch account paid in full before participating in the graduation ceremonies.

Other than where unpaid meal charges are carried over, collection efforts should be made within one (1) year of the date of the first unresolved delinquency.

### **“Bad Debt” Determinations**

The District Administrator may determine that a delinquent debt is uncollectible and no further collection efforts will be made, at which point the debt must be reclassified as “bad debt.”

Because bad debt must be written off as an operating loss must be restored to the Nonprofit School Food Service Account (NSFSA) using other district resources including general fund accounts, conversion of delinquent debt to bad debt is permitted only under the following circumstances:

1. Bankruptcy or other insolvency proceedings prohibit further debt collection efforts.
2. Collection costs, including related legal and/or court costs, would exceed the amount of the debt by more than a 3:1 margin.
3. The student no longer attends Argyle School and the family cannot be located.
4. Other exigent circumstances individual to each family which, in the judgment of the District Administrator, warrant reclassification of the debt (serious illness or death in the family, divorce, loss of job, or other circumstances).

The following records must be maintained records must be maintained to document the appropriate establishment and handling of bad debt:

1. Evidence of efforts to collect unpaid meal charges in accordance with the State or local unpaid meal charge policy;
2. Evidence the collection efforts fell within the timeframe and methods established by this policy;
3. Financial documentation showing when the unpaid meal charge(s) became operating loss; and
4. Evidence ant funds written off as bad debt were restored to the NSFSA using non-federal sources.

## **Refunds**

Accounts with a positive balance at the end of the school year will carry over to the following school year. If a graduating senior has a positive balance, it will be distributed to a sibling returning to the District the following year. If there is an account balance, a check will be mailed out at the end of the school year if there is no sibling returning to the District. If a family moves out of the District, or becomes eligible for free meals, every effort will be made to refund the families of positive balance accounts within thirty (30) days.

## **Notification to Families and Students**

Federal Law requires that a copy of this policy be provided annually in writing to all families at the start of each school year and to families or students transferring to the school during the school year. In addition:

1. The policy shall be posted on the school website;
2. The policy shall be mentioned in reminder calls or included in written notices of low or negative account balances; and
3. The policy or a summary thereof when using existing notification methods to inform households about applying for free or reduced price meals, such as distributing Free/Reduced household applications at the start of the school year.

## **Notifications to Staff**

Federal Law also requires that a copy of this policy be provided to all staff responsible for policy enforcement. This includes school food service personnel and other District personnel responsible for collecting payment for meals at the point of service, staff involved in notifying families of low or negative balances, and staff involved in enforcing any other aspect of this policy. Other staff members, including classroom teachers should also be informed of this policy.

In order to ensure that there is minimal negative impact, embarrassment or distress to students with unpaid meal charges and to ensure confidentiality of the identity of any student's free or reduced lunch eligibility status, the following practices shall be observed:

1. Low or negative account balances shall remain confidential to the extent possible;
2. Staff member are not to notify students of their meal charge debt in front of other students. When it is necessary to advise a student that he or she is eligible for an alternate meal or ineligible for a meal, the notification will occur before the student gets into the serving line.
3. The assistance of unauthorized persons, such as parent or guardian volunteers, to follow up with debt collection efforts related to unpaid meal charges is prohibited.
4. Food service staff must ensure that rosters, computer screens, or other equipment used at the point of service cannot be viewed by other students or unauthorized persons.

LEGAL REF: Sections 118.13 Wisconsin Statutes

120.10(16)

120.13(6) & (10)

PI 9,03, Wisconsin Administrative Code

Healthy, Hunger-Free Kids Act of 2010 (Public Law 111-296)

7 CFR 210, 220, 245

APPROVED: September 13, 2017

**ARGYLE**

**CODE: 762**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 01-14-08**

**VENDING MACHINES**

Beverage vending machines for use after school hours, at athletic or special events, in high and secondary schools are authorized at the discretion of the principal provided the machines are not in competition with an established food service division program and will not be used during school. Operation and financial management of these machines will be the responsibility of the principal. Machine proceeds will accrue to student's activity funds.

Vending machines are authorized in teachers' lounges subject to the approval and management direction of the principal.

No food or beverage vending machines other than authorized above are permitted in school buildings.

**ARGYLE**

**CODE: 780**

**SCHOOL DISTRICT**

**DATE OF ADOPTION: 01-14-08**

**INSURANCE**

The district will maintain an adequate insurance program to protect the property of the district, to protect board members and employees against general liability resulting from the discharge of their duties; and to offer protection against injury for all employees while acting in behalf of the school. The district may also authorize and participate in an insurance program for students.

LEGAL REFS.: Wis. Stat: 66.18  
66.185  
Chapter 102 (Workmens' Compensation Act)  
120.12 (6)  
120.13 (2)  
121.53  
893.80  
895.46