

administrative guidelines

**BOARD OF EDUCATION
PORT WASHINGTON-SAUKVILLE PUBLIC SCHOOLS**

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FEE SCHEDULE

Costs of Locating Documents:

Most of the district's records are readily available, or can be located in a relatively short period of time. There will be no fee imposed upon any person who requests a record if the costs of locating that record do not exceed \$50.00. The official legal custodian of public records of the district is the Superintendent of Schools.

Some of the records of the district are in off-site storage, archived, not on-line on the district's computer or otherwise not immediately available. In those cases where a record is not readily available for whatever reason and where it appears that the costs of locating a records will exceed \$50.00, the official legal custodian will seek the prior written approval of the requestor before proceeding. In addition, the custodian will endeavor, but will not be required to provide an estimate of the total anticipated costs for locating the record.

The district will determine the cost of locating a record by using the actual hourly rate of the employee involved in attempting to locate the record.

Reproduction Expenses:

A. Costs of copying and reproduction of records where equipment is available.

1. A charge of \$0.15/page if requestor does the work.
2. A charge of \$0.25/page if school personnel does the reproducing work.
3. The actual cost to the district of the tapes, computer discs, internet fees, or other medium used for reproduction shall also be paid by the person making the request.
4. Actual cost to the district of the hourly salary/fringes of the employee copying the records.

B. Costs of reproduction of records where equipment is not available within the district.

1. If equipment necessary for any reproduction is not available within the district, then the district will rent whatever equipment is necessary to perform the function and will bill the requestor for such rental fee. The cost charged will be the actual costs paid by the district to the third party vendor.
2. Items in such a situation would include, but would not be limited to; audio or video tape reproduction equipment, microfilm or fiche or ultra fiche reproduction equipment, assorted computer hardware and software.

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3. The actual cost to the district of the tape or other medium used for reproduction shall also be paid by the person making the request.
4. Actual cost to the district of the hourly salary/fringes of the employee copying the records.

Disputes:

The official legal custodian of the records of the district shall report any disputes which arise under this fee schedule to the Board of Education or its designee, and shall recommend to the Board or its designee such modifications and revision as he/she deems necessary.

Payment of Fees:

- A. The official legal custodian of the records of the district may require the payment of costs provided herein in advance.
- B. The official legal custodian of the records of the district may, in his/her sole discretion, elect to waive the imposition of the costs provided for herein.

Approved: 8/18/04

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RELEASE OF STUDENT'S PERSONAL INFORMATION

In the interest of privacy for the students and families of the Port Washington-Saukville School District, the District has set up limitations and protocol for what information can be released and to whom it can be forwarded. Federal Law dictates that some information must be provided to various governmental entities.

The following criteria are set up by grade levels, and each school building administrator shall follow these criteria.

Kindergarten through Eighth Grade:

Students' personal information will only be released with parent/guardian consent.

High School:

Only the student's name, address, and telephone number will be given to authorized agencies as outlined by federal law, and to entities who will forward career related opportunity information. A student may opt out of receiving either or both types of information by filling out the waiver form, illustrated below, and returning it to the high school office. Parents of minor students have the opportunity to use the same form to exclude their child from receiving information. The parent of a minor student may override their child's choice of restrictions until turning 18. A copy of this form, also illustrated below, can be obtained by contacting the high school office.

The form will be available through the Port Washington High School Student Handbook, published in the first parent newsletter of the year, and online through the District Web site: www.pwsd.k12.wi.us. If a card expressing limitations is on file at the high school, the restrictions will stay in effect until a new signed card is on file.

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Release of Student Information Restrictions

PWHS Student's Name

Birth Date

Grade

Please **do not** send information regarding the above
Student pertaining to:

- ☐ Further career opportunities including the armed forces.
☐ Armed forces recruitment

Parent or Student (If over 18) Signature

Parent Name

Office use only

Date Submitted

Initials

Override of Student Opting Out of Information Release

PWHS Student's Name

Birth Date

Grade

Even though my child has requested to not have personal
information released, please release the information
relative to:

- ☐ Further career opportunities including the armed forces.
☐ Armed forces recruitment

Parent or Student (If over 18) Signature

Parent Name

Office use only

Date Submitted

Initials

Adopted: 5/31/06

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SUSPICIOUS ADULT BEHAVIOR – ALERT MODE

The following guidelines should be followed in the event of a report of adult behavior which has been classified as being suspicious:

A. Persons witnessing suspicious behavior near a school building:

1. closely observe important features of the individual and/or the vehicle that is being driven. Write down details as soon as possible, especially the license plate number.
2. **Immediately** report concerns to the building administrator or building secretary.
3. Remain present as the building administrator/building secretary calls the police department. You may be needed to provide details of the event.

B. Building administrator/secretary:

1. When a person reports concerns of suspicious behavior, immediately contact the police department. Port Washington Police Department: 284-2611 / Saukville Police Department: 284-0444.
2. Report as many details as possible to the police department dispatcher, DO NOT attempt to interact with the suspicious individual – let the police make the first contact.
3. If the suspect remains at bay, seek advice from the police department. If they feel it is of imminent danger, contact the Superintendent: 268-6010 or the Superintendent's secretary: 268-6005. If neither are available, contact the Special Services Office: 268-6079.

C. District Office response:

1. Upon receipt of information that the police department has advised we go on Alert Mode, the individual receiving the call will inform the Superintendent, the Director of Special Services, and the Director of Business Services.
2. Telephone contacts will be made with each building administrator/secretary in the district. This will include the private/parochial schools in the district.
3. After receiving documented details of the suspect an Alert e-mail will be sent to all staff providing details with instructions on what to do if someone observes someone who fits the description. Unless there is immediate concern for the safety of children, the staff member will be directed to contact the office immediately.
4. The District Office will prepare a factual report based on the information offered by the police department. This report will be sent electronically to each building as soon as possible so that copies can be made and sent home with each child.

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ANIMALS IN SCHOOL ENVIRONMENTS

- I. Animals in a school classroom can be a great asset when teaching life sciences, building empathy and respect for living things and fostering responsibility. Risk factors must be considered.
 - A. Animals, regardless of size can be unpredictable and may cause injury to students, employees or volunteers due to biting and clawing. Specific to dogs, if an animal has a documented history of injury causing behavior, and is involved in another incident, triple law suit damages may be assessed according to WI state statutes.
 - B. Classroom environment is a great concern. When animals with fur are introduced, the accompanying dander and smells can cause allergic reactions or be asthma triggers in some people.
 - C. Sanitation and exposure to infectious materials on classroom surfaces or through animal handling must be controlled to minimize exposure to illness and disease.
 - D. The potential for pest infestation is increased due to the presence of animal feed in the classroom.
 - E. Fire hazards may be introduced through electrical devices such as lighting or heating elements.
- II. If animals are to be allowed in school environments, the following guidelines will be followed:
 - A. An animal intended to be resident in a classroom should be approved by school administration. A formal application will be completed by the teacher requesting the animal, and benefits to be obtained from the animal should be outlined to assist in the approval process.
 - B. Animals not related to the educational curriculum will not be allowed.
 - C. Only one animal should be allowed per classroom.
 - D. Parents will be notified if an animal is a resident of the classroom and be given information about the potential hazards to their child.

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- E. Animals are not allowed to wander freely in classrooms. They should be provided with appropriate containers that will prevent escape and protect students and staff from unexpected encounters.
 - F. The teacher will have written procedures developed for appropriate sanitation of animal containers and the areas surrounding the containers. The procedures should include frequency of cleaning, appropriate disposal of bedding and cleaning supplies, and storage and dispensing of animal feed. School administration will inspect the animal area regularly to assure that proper sanitation is taking place. Poor sanitation is grounds for immediate removal of the animal from the school.
 - G. Procedures for sanitation after handling animals will be implemented and enforced each time a handling occurs.
 - H. A Domestic pet brought to school for an activity will be accompanied by its owner or another familiar adult. Notification of the pet's visit should be provided to administration prior to the visit, and administration should provide documented approval. Prior to approval, the animal's history should be examined to determine if there is prior injury causing behavior. If any questionable history exists, the animal should not be allowed in school. Notification that an animal will be introduced into the classroom should be sent home with all students of the class. Students with any type of medical or emotional issue with the animal's visit will be given an alternative activity to participate in during the activity/visit.
- III. Animals shall not be allowed on the playground during school hours, the time periods associated with the pick-up and drop-off of students or during district events. Animals should remain in cars or on sidewalks if they are on school property.
- IV. During non school hours, animals should be leashed when on District property.

Approved: 11/17/09

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ANIMALS IN SCHOOL ENVIRONMENTS BUILDING APPLICATION FORM

Name: _____ Date: _____

Building: _____ Grade: _____ Rm. #: _____

Type of animal: _____

1. Explain how the animal specifically fits into your curriculum/classroom environment?

2. **YES NO** This animal is healthy.
3. **YES NO** Does your animal require immunizations? (If so, please attach a copy of recent immunizations.)
4. **YES NO** I understand the importance of good hygiene and will require the students to wash their hands after touching the animal, or after providing for its care in any way. (Students will not be allowed to clean animal waste. Individuals who have eczema, cuts, sores, or abrasions will be asked to cover the area, i.e. long sleeves, bandages, etc.)
5. **YES NO** I have looked into and will follow the recommendations made by recognized animal agencies for the type of housing and diet that is required for this particular animal. (This information is available from most humane agencies and veterinarians.)
6. **YES NO** I have read and understand the District's animal policy and will follow the procedures that are in place.
7. List the rules you will have in your classroom regarding the animal.

8. Describe arrangements for the animal beyond the school day.

Nights: _____

Weekends: _____

Vacations: _____

(Classroom animals cannot be transported on school busses and custodians are not responsible for animal care or cleaning)

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9. YES NO I agree that if an individual is scratched by an animal and the skin is broken, the affected area should be cleaned thoroughly with soap and water and then the incident must be reported to the legal guardian, principal and school nurse. The District's student accident report or staff accident report must be completed. Every incident must be reported to the school office staff as soon as possible after the incident.
10. If a student is bitten by an animal, the animal will be removed from the classroom.
11. YES NO I understand the risk of developing illness due to contact with some animals. I understand that transmission is from both direct and indirect contact of the animal. Cleaning cages, aquariums, etc. of animals may be done in the sink, but must be cleaned with soap and water and then disinfected with absolutely no debris flushing down the sink. Please wear non-latex gloves to perform these duties.
12. Describe the animal's diet.

I agree to follow, and direct the children I teach to follow, the District guideline and procedures regarding animals in school. I understand that the District and I are responsible for the safety and welfare of the children and staff, and also for the humane treatment and welfare of the animals we have at the school.

Requestor's Signature _____ Date: _____

PRINCIPAL APPROVAL SECTION:

APPROVED _____ NOT APPROVED _____

I have reviewed this document with the teacher, inspected the animal's prospective living environment, and deemed the purpose of having this animal in the classroom as helpful in learning outcomes associated with the District's curriculum.

PRINCIPAL'S SIGNATURE: _____ DATE: _____

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HAZARDOUS TRANSPORTATION PLAN

HAZARDOUS AREAS REQUIRING BOARD OF EDUCATION FINANCED TRANSPORTATION

The areas listed below are in the Town of Port Washington, Town of Saukville, City of Port Washington or Village of Saukville. The Town roads described are less than two (2) miles from the school flagpole, but due to lack of sidewalks and high traffic levels, they should be considered as hazardous areas. The City and Village streets described either lack sidewalks or are unsafe for the reasons described below. A map graphically depicting the data listed below is on file in the Director of Business Services' office. This plan and map is also on file in Madison at the Department of Public Instruction.

BLOCK #1 – THE AREA NORTH AND NORTHWEST OF THE CITY OF PORT WASHINGTON

The areas listed below are hazardous. They are located in a rural or high traffic area with no sidewalks or shoulders and are not safe for pedestrian travel. Traffic is fairly heavy with speeds of 35 mph or more.

- | | | |
|-----|------------------|--|
| 1A. | Hwy. LL / North | From 0.1 mile north of Parknoll Lane north to Sucker Brook Lane |
| 1B. | Hwy. LL / South | From Wisconsin Street south to Hwy. 33 |
| 1C. | Highland Drive | From Hwy. H north to 0.2 mile south of 4107 Highland Drive |
| 1D. | Hwy. KW | From Hwy. H north to 4150 Hwy. KW |
| 1E. | Hwy. H | From Hwy. 43 north to 4110 Hwy. H |
| 1F. | Mink Ranch Road | From Hwy. H west to Hwy. B |
| 1G. | Hwy. B | From Hwy. LL north to Mink Ranch Road |
| 1H. | Hwy. KK | From 3202 Hwy. KK north to 3440 Hwy. KK |
| 1I. | N. Spring Street | From Simplicity north parking lot north to Hwy. KK (includes a portion of the City of Port Washington) |

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BLOCK #2 – THE AREA BETWEEN THE WEST BOUNDARIES OF THE CITY OF PORT WASHINGTON AND EAST BOUNDARIES OF THE VILLAGE OF SAUKVILLE

The areas listed below are hazardous. They are located in a rural or high traffic area with no sidewalks or shoulders and are not safe for pedestrian travel. Traffic is fairly heavy with speeds of 35 mph or more. Furthermore, all pedestrian traffic must use Hwy. 33 or Hwy. LL to reach schools.

- | | | |
|-----|---|---|
| 2A. | Hwy. 33 West
Town of Port
Washington | Only the north side of Hwy. 33 from 2364 Hwy. 33 west to Northwoods Road; and the south side of Hwy. 33 from 2437 Hwy. 33 west to Northwoods Road. |
| 2B. | Hwy. 33 West
City of Port
Washington | Includes Bley Estates Subdivision and only the south side of Hwy. 33 from 1231 W. Grand Avenue west to 2437 Hwy. 33. |
| 2C. | Freeman Drive
City of Port
Washington | The entire street north of Grand Avenue. This street has no sidewalks and is congested with business traffic. |
| 2D. | Secondary Roads
North of Hwy. 33 | Green Bay Road north from Hwy. 33 to 3098 North Green Bay Road, all of Birch Road and Birch Lane, Lange Road, Northwoods Road north from Hwy. 33 to 3275 Northwoods Road. |
| 2E. | Secondary Roads
South of Hwy. 33 | Jackson Road, Northwoods Road from Hwy. 33 south to Sunset Road, including Northwoods Lane, Northwoods Court, and Northwoods Drive. |
| 2F. | Sunset Road | From Hwy. LL west to Northwoods Road. |
| 2G. | Hwy. W
North of Hwy 33 | From Hwy. 33 north to 3482 Hwy. W (also includes Village of Saukville portion) |
| 2H. | Hwy. W
South of Hwy. 33 | From Hwy. 33 south to East Sauk Road, includes Cottontail, Sumac, Ridge, and Sauk Roads. Students must use Hwy. W to travel to village schools. |

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- | | | |
|-----|-------------------------------------|--|
| 2I. | Foster Road | From Hwy. 33 south to East Sauk Road. Students must use Hwy. W or cross Hwy. W at the Hwy. 33 intersection to travel to village schools. |
| 2J. | Hwy. 33 / East Village of Saukville | From Northwoods Road west to Hwy. W. Sidewalks exist in some areas but students must cross the busy intersection of Hwy. W and Hwy. 33. |

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BLOCK #3 – THE AREA AT THE SOUTH BOUNDARY OF THE CITY OF PORT WASHINGTON

The areas listed below are hazardous. They are located in a rural or high traffic area with no sidewalks or shoulders and are not safe for pedestrian travel. Traffic is fairly heavy with speeds of 35 mph or more.

- | | | |
|-----|-----------------|--|
| 3A. | Sunset Road | From Hwy. 32 (Spring Street) east to Hwy. C |
| 3B. | Hwy. C | From Western Avenue south to 2381 Lakeshore Road (includes a portion of the City of Port Washington) |
| 3C. | Hwy. 32 * | The east and west sides of Hwy. 32 from Sunset Road south to Sauk Road. |
| 3D. | Hwy. LL / South | Only the west side of Hwy. LL from 2849 Hwy. LL south to Sauk Road |

- * Hazardous status area removed from 3C Hwy. 32 for “only the east side of Hwy. 32 from 808 S. Spring Street to Sunset Road (includes portions of the City of Port Washington)”. Sidewalks were installed and the area no longer considered hazardous. Board removed area on August 5, 2002 based on Ozaukee County Sheriff Department’s analysis.

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BLOCK #4 – THE AREAS AT THE NORTH, SOUTH, AND WEST BOUNDRIES OF THE VILLAGE OF SAUKVILLE

The areas listed below are hazardous. They are located in a rural or high traffic area with no sidewalks or shoulders and are not for safe pedestrian travel. Traffic is fairly heavy with speeds of 35 mph or more.

- | | | |
|-----|------------------|---|
| 4A. | Hwy. O / North | From 3226 Hwy. O north to 3446 Hwy. O |
| 4B. | Cold Spring Road | From Hwy. O west to Woodview Lane |
| 4C. | Hillcrest Road | From 0.1 mile west of White Oak Way west to 2100 Hillcrest Road |
| 4D. | Hwy. O / South | From 831 S. Main Street south to Cedar Sauk Road (includes portions of Village of Saukville) |
| 4E. | Hwy. 33 / West | Only the north side of Hwy. 33 from 550 W. Dekora Street west to 1851 Hwy. 33 (includes portion of Village of Saukville); and both the north and south sides of Hwy. 33 from 1819 Hwy. 33 west to 2129 Hwy. 33. |

Approved: 8/18/04

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TRANSPORTATION – SCHOOL BUS EXHAUST EMISSIONS

The Port Washington-Saukville School District is committed to continuing to provide a safe, healthy, and nurturing environment for our students. Therefore, as a result of state and national health concerns related to school bus exhaust emissions, the Port Washington-Saukville School District has established the following administrative directives in cooperation with the Johnson Transportation Company throughout the entire district and at all school district buildings.

- A. When school bus drivers arrive at loading or unloading areas to drop off or pick up passengers, they should turn off their buses as soon as possible to eliminate idling time and reduce harmful emissions. The school bus should not be restarted until it is ready to depart and there is a clear path to exit the pick-up area. Exceptions include conditions that would compromise passenger safety, such as:
 - 1. Temperature (including wind chill) below 0° F.
 - 2. Idling in traffic.
- B. At school bus depots, limit the idling time during early morning warm-up and idle to what is recommended by the manufacturer (generally 3-5 minutes) in all but the coldest weather.
- C. Buses should not idle while waiting for students during field trips, extracurricular activities or other events where students are transported off school grounds.
- D. In colder weather, schools are directed to provide a space inside the school where bus drivers who arrive early can wait.
- E. In colder weather, if the warmth of the bus is an issue, idling is to be at a very minimum and occur outside the school zone. The “warmed” bus is to enter the school zone as close to pick-up time as possible to maintain warmth and then shut down.
- F. All service delivery vehicles shall turn off the engines while making deliveries to school buildings.
- G. Transportation Operations staff are directed to revise bus schedules so that school bus caravanning can be avoided and the cleanest buses assigned to the longest routes.
- H. All drivers shall receive a copy of this bulletin at the beginning of every school year.

Approved: 4/8/05