



AGENDA

Wisconsin Rapids Board of Education
Personnel Services Committee

510 Peach Street · Wisconsin Rapids, WI 54494 · 715-424-6701

Sandra Hett, Chair
Anne Lee
Mary Rayome
John Krings, President

February 1, 2016

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments
 - B. Retirements
 - C. Resignation
- IV. Policy Review and Approval
 - A. Policy 443.2 Student Conduct on School Buses
 - B. Policy 443.2-Rule Bus Conduct
 - C. Policy 751-Rule Transportation Guidelines
- V. Consent Agenda
- VI. Adjournment

The Wisconsin open meetings law requires that the Board, or Board Committee, only take action on subject matter that is noticed on their respective agendas. Persons wishing to place items on the agenda should contact the District Office at 715-424-6701, at least seven working days prior to the meeting date for the item to be considered. The item may be referred to the appropriate committee or placed on the Board agenda as determined by the Superintendent and/or Board President.

With advance notice, efforts will be made to accommodate the needs of persons with disabilities by providing a sign language interpreter or other auxiliary aids, by calling 715-424-6701.

School Board members may attend the above Committee meeting(s) for information gathering purposes. If a quorum of Board members should appear at any of the Committee meetings, a regular School Board meeting may take place for purposes of gathering information on an item listed on one of the Committee agendas. If such a meeting should occur, the date, time, and location of the Board meeting will be that of the particular Committee as listed on the Committee agenda.



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Personnel Services Committee

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BACKGROUND

Sandra Hett, Chair
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February 1, 2016

Location: Board of Education, 510 Peach Street, Wisconsin Rapids, WI
Conference Room A/B

Time: 6:00 p.m.

- I. Call to Order
- II. Public Comment
- III. Actionable Items
 - A. Appointments

The administration recommends approval of the following support staff appointment:

Christine Wefel	Location: Lincoln High School Position: Secretary (7.84 hrs/day) Effective Date: January 18, 2016 Hourly Wage: \$15.51
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The administration recommends approval of the following non-union, non-certified support staff appointment:

Joni Raulin	Location: Central Office Position: Payroll (8.0 hrs/day) Effective Date: June 6, 2016 Hourly Wage: \$22.98/hour (based on \$24.19/hour wage rate to be adjusted as follows: 95% for year-one; 97% for year-two, effective July 1, 2017; 100% for year-three, effective July 1, 2018)
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B. Retirements

The administration recommends approval of the following professional staff early retirements:

Larry Redepenning	Location: WRAMS Position: Technology Education Teacher (1.0 FTE) Effective Date: June 3, 2016 Date of Hire: August 24, 1992
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Maria Klabon	Location: Lincoln High School Position: Cross-Categorical Teacher (1.0 FTE) Effective Date: June 3, 2016 Date of Hire: September 1, 1983
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The administration recommends approval of the following support staff early retirement:

Mark Hansen	Location: THINK Academy Position: Custodian (8.0 hrs/day) Effective Date: January 21, 2016 Date of Hire: February 27, 1995
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C. Resignation

The administration recommends approval of the following support staff resignation:

Lynnette Kopetsky	Location:	Lincoln High School
	Position:	Library Aide (7.0 hrs/day)
	Effective Date:	February 5, 2016
	Date of Hire:	September 1, 2015

IV. Policy Review and Approval

A. Policy 443.2 Student Conduct on School Buses

The policy was reviewed and approved for first reading at the regular Business Services Committee meeting in January 2016. The administration recommends approval of Policy 443.2 Student Conduct on School Buses for second reading. (*Attachment A*)

B. Policy 443.2-Rule Bus Conduct

The policy was reviewed and approved for first reading at the regular Business Services Committee meeting in January 2016. The administration recommends approval of Policy 443.2-Rule Bus Conduct for second reading. (*Attachment B*)

C. Policy 751-Rule Transportation Guidelines

The policy was reviewed and approved for first reading at the regular Business Services Committee meeting in January 2016. The administration recommends approval of Policy 751-Rule Transportation Guidelines for second reading. (*Attachment C*)

V. Consent Agenda

Personnel Services Committee members will be asked which agenda items from the Committee meeting will be placed on the consent agenda for the regular Board of Education meeting.

VI. Adjournment

443.2 STUDENT CONDUCT ON SCHOOL BUSES

Parents/guardians and students must realize that the school bus is an extension of the classroom. The bus driver, as the teacher in the classroom, has the responsibility for the safety and welfare of the student while under his her charge.

Students must obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents/guardians alike should be informed that misbehavior will not be tolerated. Student's who misbehave on the school bus can be suspended from riding the school bus, in accordance with established procedures.

LEGAL REF.: Sections 101.123
120.12(20)
120.13(1) Wisconsin Statutes
120.44
121.52(2)

CROSS REF.: 443.2-Rule, Guidelines for Student Conduct on School Buses
751.21, Use of Video Cameras on the School Bus

APPROVED: September 11, 1978

REVISED: August 13, 2001
TBD

443.2-RULE BUS CONDUCT

The following guidelines have been developed for all school-sponsored activities and for the protection and safety of all involved.

Parent Responsibilities

1. Students will ride on assigned buses. Parents must request, in writing, an exception from this rule. Requests shall be made to the designated staff person administrator in charge of the transportation at the school.
2. Students will board and disembark from their assigned bus as designated at selected designations unless written permission from the building administrator in charge of transportation is granted to be let off at other than the regular stop. The bus driver must be presented with a school issued bus pass in order to accommodate a request such written request, signed by the administrator. Parents will assume the responsibility of the child when such a request is made and granted.
3. Parents are encouraged to contact the respective school official regarding any problems with school bus transportation. It is imperative that parents, school officials, and bus drivers work cooperatively together to solve any problems, thus providing a safe ride for all.

Student Responsibilities

1. Before loading –
 - a. Be on time at the designated school bus stops. Help keep the bus on schedule.
 - b. Stay off the road while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
 - c. Wait until the bus comes to a complete stop before attempting to board the bus. Line up in an orderly, single-file manner. Do not rush to get on the bus.
 - d. Be courteous. Don't take advantage of younger children in order to get a seat.
 - e. If there is no sidewalk or path, walk on the side of the road facing traffic to get to the bus stop.
 - f. Use the handrail and watch your step when boarding the bus.

While on the bus

- a. Keep hands and head inside the bus at all times.
- b. Remember, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- c. Treat bus equipment as valuable furniture in your home. Damage to seats, etc., must be paid for by the offender or person assigned to that seat.
- d. ~~Eating on the bus is prohibited by State law.~~

- e. A musical instrument will be allowed on the bus if the case can be held on the student's lap or between that student's legs. They MAY NOT be in the aisle. ~~Large instruments may be taken on the bus if there is room; it must be tied down in the seat next to the student. Days of athletic contests would provide the best opportunities to transport large instruments that must be tied down. Collaboration with the route bus driver must occur prior to transportation.~~
- f. No pets allowed on the bus at any time.
- g. Never tamper with the bus or any of its equipment.
- h. Leave no books, lunches or other articles on the bus.
- i. Keep books, packages, coats and all other objects out of the aisles.
- j. Remain in the bus in case of road emergency, unless directed to do otherwise by the bus driver.
- k. Do not throw anything out of the bus window. Windows are not to be opened unless authorized by the bus driver.
- l. ~~Smoking on the bus is prohibited by State law.~~ **Smoking and/or the use, possession, or transfer of a nicotine product, including smokeless tobacco or electronic cigarette (or e-cigarette) or other electronic nicotine delivery system (ENDS) products is prohibited.**
- m. ~~Smoking or Possession of a controlled substance~~ **is prohibited.** ~~will result in an immediate and indefinite suspension.~~
- n. Always remain in your seats while the bus is in motion. No standing up or changing seats.
- o. Always be courteous to fellow pupils, the bus driver, and to passers-by.
- p. Keep quiet when approaching a railroad crossing stop.
- q. The driver will not discharge a rider at places other than the regular bus stops unless **the student presents the driver with a bus pass** permit is obtained from a school official.
- r. ~~Buses will run whenever and wherever weather permits.~~ In the event of inclement weather, announcements will be made **through the District webpage and notification alert systems such as Nixle and/or Skylert, as well as via news media outlets** on the local radio station by 6:30 a.m. as to whether or not buses will run.
- s. Only regular riders are allowed to ride the bus; no other students will be permitted on the bus unless a **bus pass** permit is obtained from a school official **and presented to the bus driver.**
- t. Obey all rules listed by your school bus driver.
- u. ~~Use of smokeless tobacco is prohibited by State law.~~
- v. **Dangerous articles such as lighters, matches, weapons including but not limited to firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and dangerous weapons as defined in state statute are prohibited.** ~~Lighting matches on the bus is prohibited by State law.~~

After leaving the bus

- a. **Students should wait for a signal from the driver prior to crossing the road, and then** cross the road at least 10 feet in front of the bus. ~~but only after checking to be sure no traffic is approaching and/or after receiving a signal from the driver.~~

- b. Never walk behind the rear of the bus.
- c. If you can touch the bus after unloading, you are too close and are in potential danger.
- d. Help look after the safety and comfort of small children.

Student Control on Buses

Students must obey all rules that apply to bus riding for their own safety and protection as well as others aboard the school bus. Students and parents alike should be informed that misbehavior will not be tolerated. Students who misbehave on the school bus can be suspended from riding their school bus. The following procedures will be followed by the bus company and school officials when appropriate. It is of course possible that a student may have to be removed immediately for the safety of all involved. If and when this should happen, the bus driver shall contact the bus company who will contact law enforcement to ~~the Wisconsin Rapids Police Department~~ or pick the student up and release them to the parent or legal guardian.

Steps in General Student Control on School Buses

1. The driver will first attempt to talk with the student individually whenever possible to resolve the problems. A description of the problem may be written up at this time, provided to the bus company and forwarded to the District's Transportation Department.
2. If talking with the student should prove ineffective, the student may be assigned to a specific seat by the driver for a period of time. The Transportation Department will be notified of assigned seats and inform the appropriate school official. ~~The problem may be written up and forwarded to the District's Transportation Department.~~
3. If #1 and #2 have been tried unsuccessfully and the problem continues, the parent and/or school shall be contacted for further disciplinary action.
4. For serious infractions, steps #1, #2, and #3 can be eliminated.

Steps and Action in Revoking a Student's Riding Privilege

1. The following behaviors ~~will~~ may merit suspensions from riding the school bus. Such suspensions will be determined by the respective school officials.
 - a. Insubordination: Defined to mean a direct refusal to follow the instructions of the bus driver or others in charge.
 - b. Violations of policies on smoking, drugs, and alcohol: Defined to mean any act leading to or participating in these activities.
 - c. Fighting: Defined to mean any act leading to aggression or harm, or physical assault upon a person or persons, regardless of whether or not promoted by the action of others.
 - d. Profane Language: Defined to mean abusive or derogatory remarks intended to be uncomplimentary or unacceptable.

- e. Destruction of the Bus: Defined to mean any act relating to the marring, cutting, tearing, or general destruction of the bus facilities.
 - f. Repeated Offenders: Defined to mean students who have been referred for minor infractions of bus safety not less than once nor more than three times inclusively.
 - g. **Bringing Dangerous Articles on to the Bus: Defined to mean items such as lighters, matches, weapons including but not limited to firearms, knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and dangerous weapons as defined in state statute.**
2. The following suspension guidelines ~~may will~~ be followed for students who have their bus riding privilege revoked. The parents will be contacted by school principal via the District's Transportation Department whenever a bus riding suspension is involved.

Recommended Steps:

- 1st offense: warning/parent contact
- 2nd offense: final warning/parent contact ~~conference~~
- 3rd offense: **3 to** 5 day suspension
- 4th offense: 5 day suspension
- 5th offense: expulsion from riding the bus

In extreme cases, a decision will be made to terminate bus transportation immediately. This decision will be made after discussions have been held between school district officials and the bus company. Parent contact will be made in these situations.

Bus Company Driver Guidelines

- 1. The bus driver is responsible for discipline on the bus.
- ~~2. The driver may use his/her discretion in not allowing students to ride in the morning. However, the District's Transportation Department should contact the parent the night before to explain the reason for this action.~~
- 3. The company ~~driver~~ may, in extreme cases of a serious nature, notify law enforcement ~~the police~~ and have a student removed from the bus.
- 4. The company ~~driver~~ may (in cases not as serious as #3) contact the school district officials ~~District's Transportation Department~~ to have a student removed from the bus.
- 5. Drivers shall not refuse a student transportation home after school unless #3 or #4 above are in effect.
- 6. **The bus company is** ~~Drivers are~~ encouraged to talk to students and parents, if necessary, to try to resolve a problem.
- 7. **The bus company is** ~~Drivers are~~ encouraged to meet with the school officials, parents and the student in cases of misbehavior.
- 8. **The bus company** ~~Drivers~~ may assign students to seats on the bus.
- 9. Drivers may write misconduct reports on students and turn those reports into the bus ~~transportation~~ company who will forward the reports to the District's Transportation Department for action.

RULE APPROVED: September 11, 1978

REVISED: August 12, 1996
August 13, 2001
June 11, 2007
TBD

DRAFT

751-Rule TRANSPORTATION GUIDELINES

Responsibilities

1. The responsibility for students using school buses rests with students' parent(s)/guardian(s) until the students actually board the bus for school and after the students get off the bus on the return trip.
2. The ***school district*** ~~director of support services or his/her designee~~ has complete authority over students from the time they board the bus for school and until they leave the bus for home.
3. The bus drivers have ***company has*** immediate authority over students at all times while being transported to and from school. Discipline problems shall be handled in accordance with established policies and procedures.

Transportation to Child Care Providers

1. Transportation to and from child-care providers should be in compliance with the Pupil Transportation Manual procedures.
2. No additional buses will be added to accommodate transportation to child-care providers. If the district is required to add students to buses beyond the prescribed vehicle capacity, contracts granted under these procedures will be revoked on a "last approved - first revoked" basis with an appropriate refund of fees.
3. Bus routes will be changed if the change is reasonable and will not affect the arrival times at all schools involved.
4. New stops at additional schools will not be allowed for child-care transportation.

Non-Mandated Transportation

Students who are not required to be transported by the school district may contract with the District to ride the school bus.

Application forms must be filled out by all interested parents and will be considered in the order they are received.

Payment must be received with the application and will be paid on a quarterly basis thereafter.

If a parent purchases transportation on a bus route that discontinues a stop at their school of attendance during the year, transportation will be revoked with an appropriate refund of fees.

APPROVED: November 11, 1974

REVISED: February 11, 1991; June 17, 2002, ***TBD***