

SCHOOL SAFETY PLANS/CRISIS MANAGEMENT

The District is committed to providing as safe of environment as reasonable possible for students, employees and citizens while they are present on school premises. With this goal in mind, a school safety plan shall be developed and in effect in each school in the District.

Each school safety plan shall be developed consistent with District policies and legal requirements, and shall include the following:

- Provide a safe school and work environment for students and employees
- Protect the students, employees and other persons present on District property or at school-sponsored events to the extent that is reasonably possible
- Comply with safety rules and regulations prescribed by state and federal agencies and by local agencies including the police, fire, civil defense and health departments
- Minimize mechanical hazards and unsafe conditions in school facilities and on school grounds so as to prevent accidents
- Inform students and employees of acceptable safety procedures and practices

The Building and Grounds Director shall coordinate all activities related to the safety program. Building principals shall be responsible for supervising the safety program in their assigned buildings and for keeping staff members informed of pertinent state and local regulations and recommendations relating to safety in the schools.

CRISIS MANAGEMENT

Schools must be prepared to respond to a crisis in an organized and timely manner. A crisis is an event that is extraordinary which cannot be predicted. Crisis situations are caused by specific events such as severe weather conditions, a fire, and the sudden death of a student or staff member, willful violence, a terrorist act, a serious bus accident or a bomb threat.

Advance planning and training is key to the successful management of any emergency or crisis that threatens the health and safety of students and staff at school or school-sponsored activities. Although school officials cannot plan or train for every possible emergency situation or prevent such situations from occurring, they are expected to respond to a crisis by providing the structure and organization that will help ensure swift and appropriate action when timing may be a critical factor. The goal is for all staff and students to return to teaching and learning as soon as possible without unnecessary trauma, stress or anxiety.

To effectively handle a crisis, a school crisis response plan shall be developed cooperatively by the principal and staff in each school. It is expected that the established crisis response team will assume leadership roles in developing, updating and evaluating these plans.

The District shall respond by protecting students and staff from harm's way in case of any threat to safety and by involving local and county law enforcement agencies, emergency medical teams, the fire departments and other agencies as appropriate.

School crisis response plans/drills shall be reviewed with all school staff at least annually in order to ensure maximum safety, stability, calmness and communication in the event of a crisis.

Introduced: 1/28/08

Approved: 3/31/08

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Catalog #: 724.00

INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN

School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the Royall School District's designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the Royall School District will maintain indoor environmental quality (IEQ) in schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate material selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

1. Role of the IEQ Coordinator

The Royall School District has identified the Director of Buildings and Grounds as the IEQ Coordinator for the district.

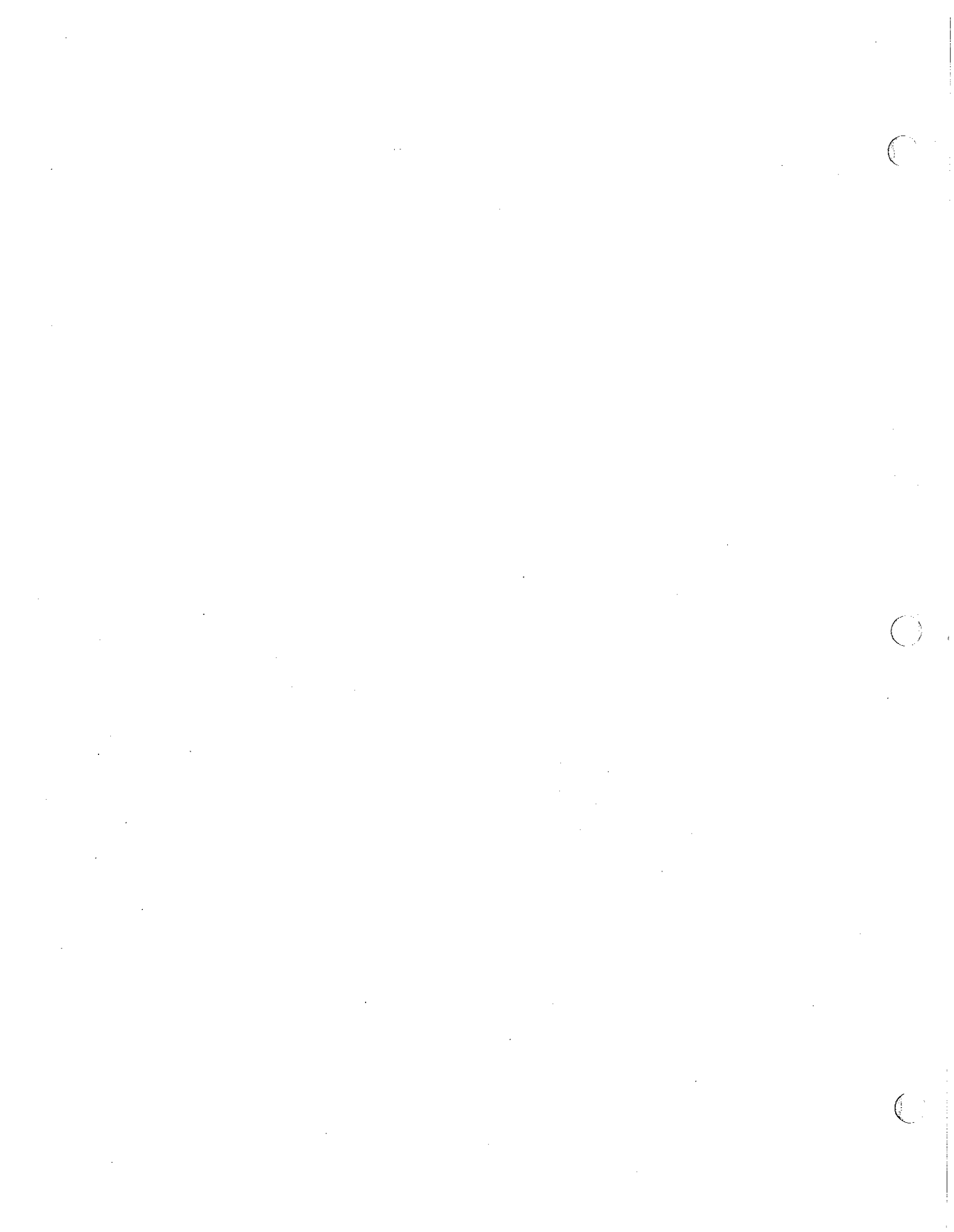
The IEQ Coordinator's responsibilities will be:

1. Serving as the primary contact person for issues related to IEQ.
2. Collecting written IEQ concerns and ensuring that the contact information is recorded for the person reporting the concern(s).
3. Communicating with the administration and the school board about IEQ concerns that have been reported.
4. Determining if an investigation is necessary.
5. Communicating an anticipated timeline for completion of the investigation.
6. Sharing results of the investigation with the concerned person, administration and school board.
7. Ensuring that proper follow-up, remediation, and clean-up is scheduled and completed in a timely matter.
8. Maintaining a complete record of IEQ concerns and resolutions for a minimum of seven years;
9. Advising the school board if updates and/or changes are necessary to the district's IEQ management plan.
10. Communicating with staff, parents, and other parties regarding IEQ.
11. Leading an IEQ team if the district determines that a team is necessary to assist the IEQ Coordinator(s) with policy revisions, review of building concerns, communications, or other tasks as necessary.

2. Communication

The Royall School District's communication plan to inform staff, students, parents, and the public of the district's indoor environmental quality (IEQ) status will include:

- A. Annual publication of a notice to students, staff, and the community that the district has an IEQ management plan in place, using the website, student handbook, the local newspaper, or other appropriate means.



- B. Designation of contact persons for IEQ concerns and definition of responsibilities.
- C. Development of policies related to IEQ of the district's buildings that will be reviewed periodically along with other district policies.
- D. Use of the district's current procedures to provide information to the media regarding non-emergency situations.
- E. Accommodation of the needs of students, parents, and staff in the event of an IEQ emergency. (The Superintendent will be the only person in contact with the media during any crisis.)

3. Reporting

The Royall School District encourages the prompt reporting and resolution of any and all IEQ concerns to provide a healthy and comfortable environment for students, staff, and visitors and avoid unnecessary costs related to the neglect of IEQ issues. The Royall School District's procedures for the reporting of IEQ concerns are outlined under the responsibilities of the IEQ coordinator identified in Section 2 of this plan.

4. Addressing IEQ Findings

When formal IEQ investigations result in the identification of specific IEQ issues, the issues will be brought to the attention of the administrative team. If the source of a problem cannot be identified or the problem persists despite initial efforts to identify and remediate it, the IEQ Coordinator and the administrative team will determine whether a contract with professionals, experts, and other outside personnel may be needed. As described in Section 2 of this plan, the IEQ Coordinator will ensure that results from the official IEQ concern investigation are recorded, actions taken are documented, a response is coordinated, and communication is made with all relevant parties. Copies of all documents will be kept by the building's IEQ Coordinator in the district office.

5. IEQ Policies

The Royall School District has a Non-Smoking Policy as governed by Wisconsin Statute 101.123 (2) (a) 2 prohibits tobacco use in all educational facilities. It will also address all potential risks as they arise.

6. Procedures for Maintenance and Facility Operations

A. Cleaning and Chemicals

Regular and thorough cleaning is an important means for the removal of air pollutant sources. The Royall School District will address cleaning and chemical handling issues as appropriate.

B. Flooring

Regular and effective cleaning and maintenance of all floor coverings used in district buildings is essential to keep floors dry and clean. The Royall School District will maintain flooring as appropriate.

C. Preventive Maintenance and Operations

Preventive maintenance involves routine inspection, adjustment, and repair of building structures and systems, including the heating, ventilating, and air conditioning system (HVAC); unit ventilators; local exhaust; fresh air intakes; and flooring. Preventive maintenance plays a major role in maintaining the quality of air by assuring that the building systems are operating effectively and efficiently to maintain comfortable temperatures and humidity in occupied spaces. The Royall School District will address preventive maintenance by providing operations manuals and maintenance records in close proximity to each major piece of equipment or system to ensure routine maintenance.



D. Microbial Management

Microbials such as mold, bacteria, and viruses, are a significant cause of illness, health symptoms, and discomfort for building occupants. Moisture control is the most effective way to control microbial growth. The Royall School District will manage microbial by promptly investigating signs of water intrusion and/or microbial growth. Materials contaminated with microbials will be promptly cleaned or replaced. Mold growth will be removed from non-porous surfaces with a strong brush and non-ammonia containing detergent and thorough drying. Remediation projects that cannot be handled by district staff will be contracted to appropriate professionals. Specific control and protection measures will be used as needed for large-scale remediation projects.

7. Construction and Renovation

The Royall School District will adhere to the state, federal, and municipal building code guidelines and other mandates/rules/regulations when doing construction and/or renovation projects, including the Wisconsin State Building Codes that can be found at <http://dps.wi.gov/sb/SB-DivCodesListing.html>. The Royall School District will comply with all building codes.

8. Staff Responsibilities for Maintaining Good IEQ

All Royall School District staff members play an important role in maintaining and improving environmental quality. Since the actions of staff members can affect the quality of the indoor environment in school buildings, employees will be provided with information and training about IEQ as appropriate. Information and training for all staff will be provided as needed.

- A. Teachers will help to maintain adequate airflow from ventilators by refraining from stacking books or other items on ventilators, or covering vents with posters, or turning off fans due to noise, and by removing clutter in their classrooms, properly disposing of hazardous waste, and enforcing the school's various IEQ policies in their classrooms.
- B. Administrators will communicate the school's activities to the school board, staff, students, and community and ensure that the school is implementing IEQ policies appropriately.
- C. The Buildings and Grounds Director will ensure that HVAC systems are operating properly and that buildings are maintained adequately and cleaned regularly.
- D. Custodians will follow all policies regarding cleaning chemicals, ensure that the school is regularly vacuumed and swept, clean drain pans, empty trash cans, and check drain pipes regularly. They also look for signs of pest problems and inform the appropriate people of any issues.
- E. The School Nurse will track illnesses, such as asthma, that may provide an early warning of IEQ problems.
- F. The School Board will approve and support the IEQ Management Plan.

9. Prevention of IEQ Problems

The Royall School District is committed to preventing IEQ problems. To reach this goal, the district will take whatever actions are appropriate and possible given availability of budget and staffing.

Ref: Wisconsin Statutes 120.12 (5) and 121.02 (1) (i)

Wisconsin Administrative Code PI 8.01

Introduced: 1/28/13

Adopted: 2/25/13



Appendix A

Indoor Environmental Quality (IEQ) Concern Record

Date *Mo./Day/Yr.*

GENERAL INFORMATION

Name First, Last	Email Address	Phone Area Code/No.	
Street Address	City	State	ZIP
Status in Filing Concern <i>Check One</i>			
<input type="checkbox"/> Staff	<input type="checkbox"/> Student	<input type="checkbox"/> Parent	<input type="checkbox"/> Member of Public

ENVIRONMENTAL QUALITY CONCERN

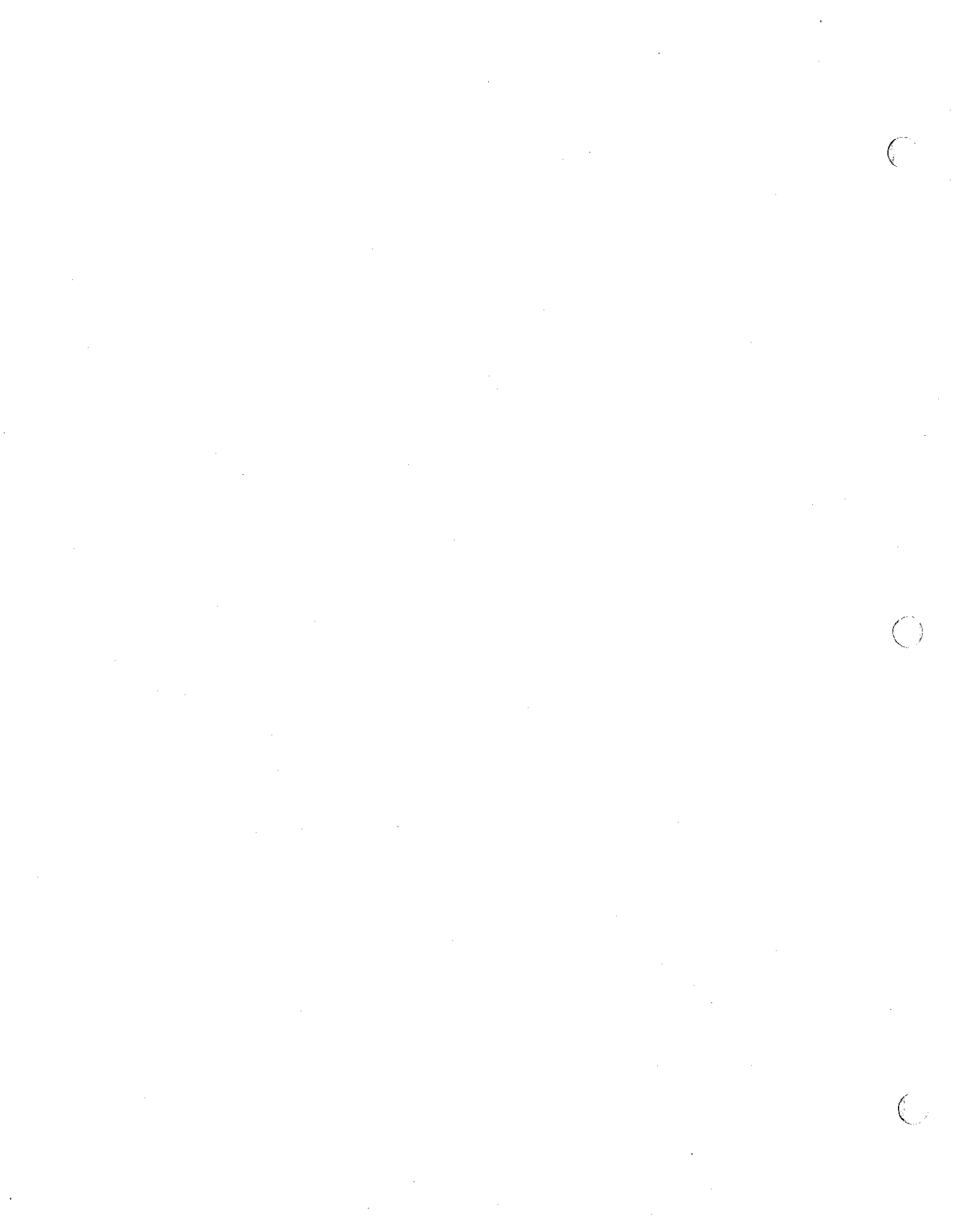
District Building of Concern

Describe IEQ Concern *Limit response to space provided.*

IEQ COORDINATOR'S USE ONLY

Attach all other pertinent documentation.

Date Recorded <i>Mo./Day/Yr.</i>	Date Investigation Begun <i>Mo./Day/Yr.</i>	Date Investigation Complete <i>Mo./Day/Yr.</i>	Person Assigned to Investigate
Result of Investigation			
Clean-up, Remediation, or Other Work Necessary <input type="checkbox"/> Yes <input type="checkbox"/> No		Person Assigned First & Last Name	
Date Work Begun <i>Mo./Day/Yr.</i>	Date Work Complete <i>Mo./Day/Yr.</i>	Follow-Up Contact Made <input type="checkbox"/> No <input type="checkbox"/> Yes, <i>Date of follow-up</i>	



LOCKER ROOM PRIVACY

The Royall School District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals, authorized by the building principal. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual at any time. Such interviews may take place outside the locker room, consistent with applicable District policies and/or school rules.
- No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
- No person may have a cell phone in the locker room to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

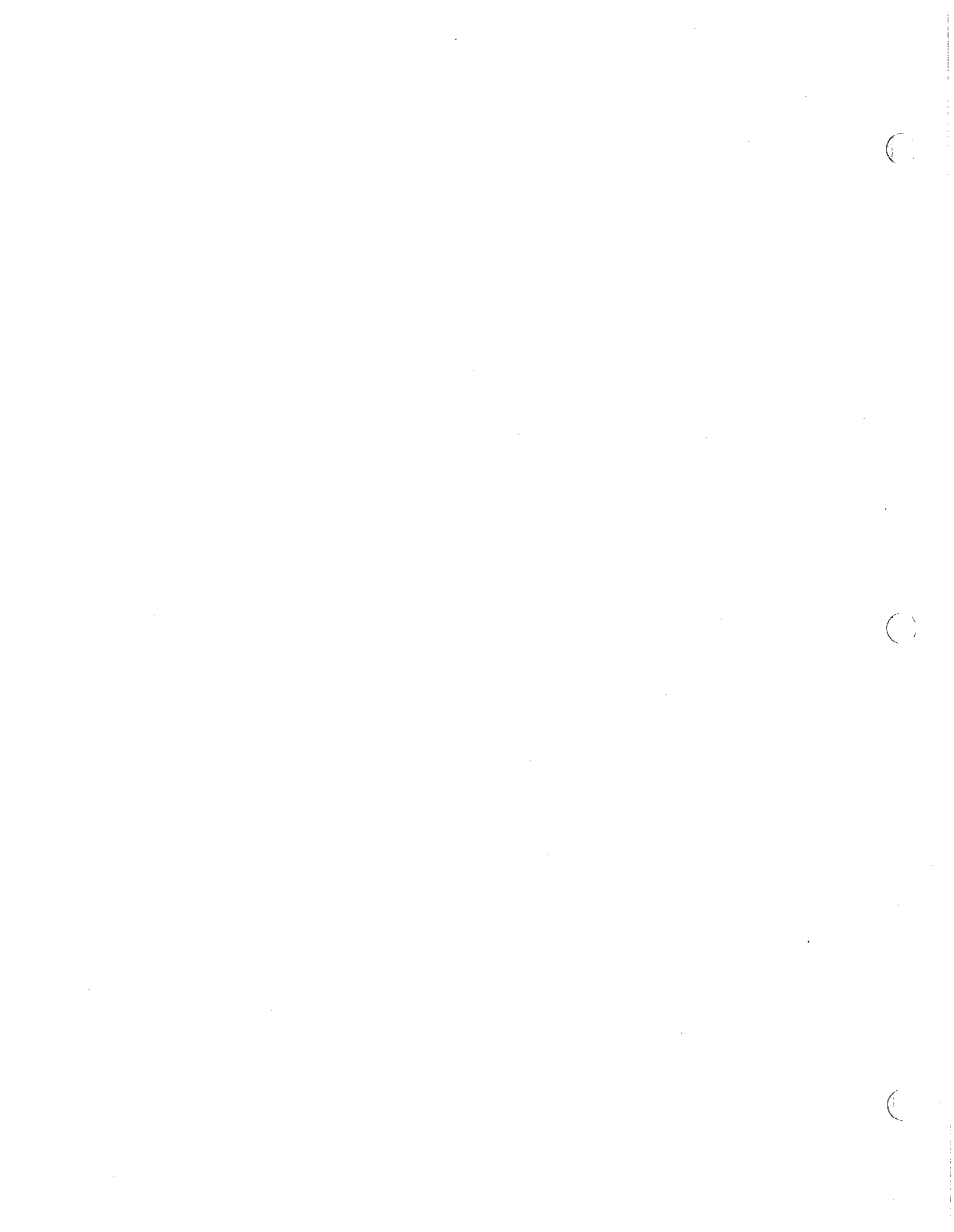
Students and/or staff violating this policy shall be subject to school disciplinary action and possible legal ramifications, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the District.

Legal reference Wisconsin Act 118

Introduced: 10/20/08

Adopted: 12/15/08





Catalog #: 731.20

VIDEO SURVEILLANCE

Surveillance cameras may be used in and around district buildings. The video surveillance system shall be used for the purpose of maintaining a safe and orderly educational environment, for identifying disciplinary issues, for minimizing theft and vandalism, and for enforcing school policies and rules.

The system shall be designed to ensure the protection of the personal privacy rights of the individuals. Cameras shall not be used in places where individuals have a reasonable expectation of privacy. All cameras shall be located to protect individual safety and building security. Cameras may be located to view building perimeters, entrances, lobbies, gymnasiums, corridors or other areas where individuals have no expectation of privacy.

The monitoring centers of the video surveillance system shall be configured to prevent camera operation tampering or the unauthorized duplication of recorded information. Camera control operators shall conduct their observations in a public area. The administrative offices for each building shall be designated as the public area for observation.

Recorded information from the system will be stored for a period of time to be determined by district administrative personnel and then be erased, unless retained as part of a criminal investigation, court proceeding or district policy implementation.

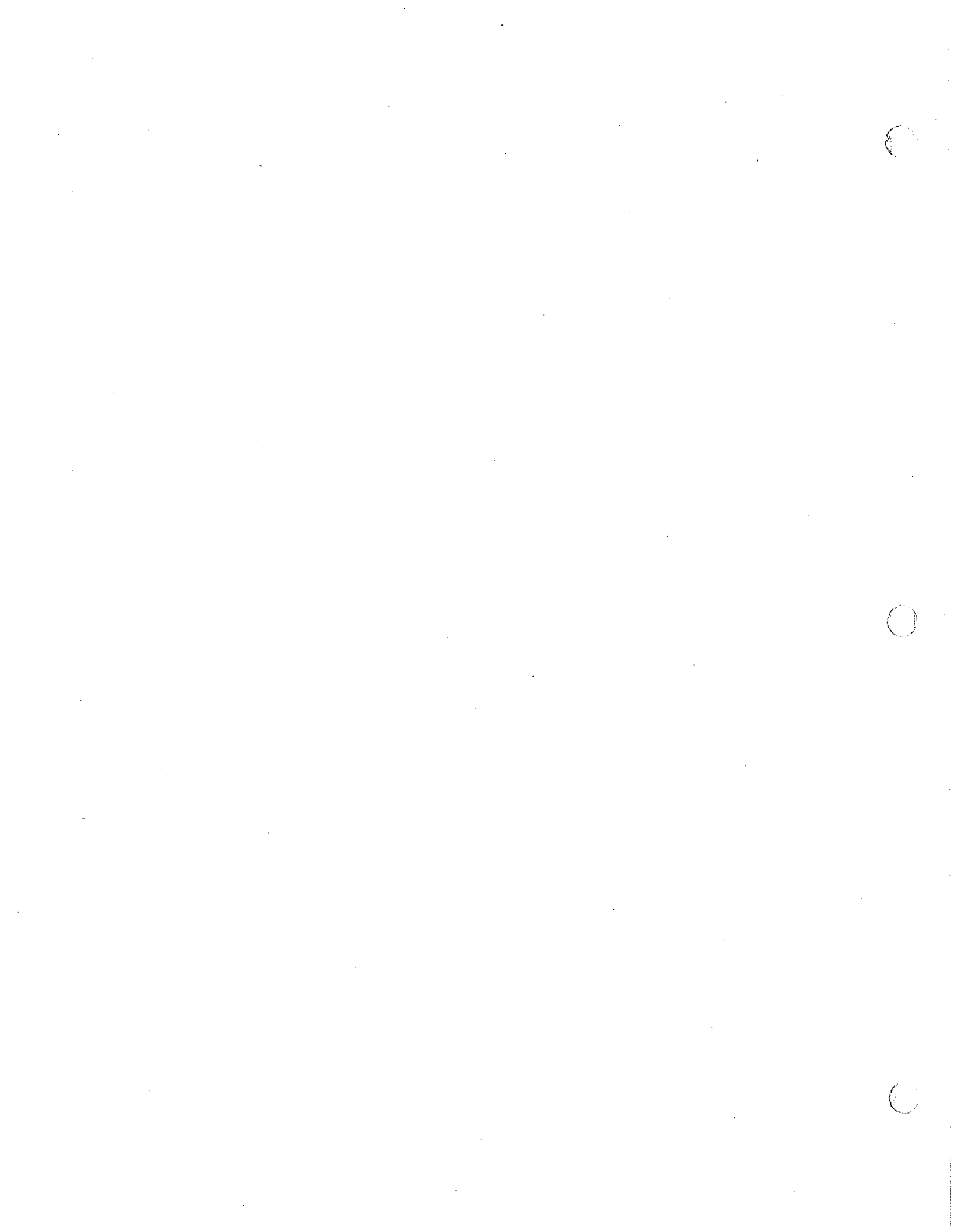
All monitoring shall be conducted based on suspicious behavior relating to the safety or security of students or staff or building security, not individual characteristics or classifications such as race, sex, sexual orientation or disability.

This policy will be distributed through student and employee handbooks, district newsletters, on facility use request forms, and by other reasonable means.

Legal Ref.: Section 118.125, 175.22, 120.13(1), 121.52(2), 942.08, 995.50 Wisconsin Statutes

Introduced: 3/23/15

Adopted: 4/27/15





Catalog #: 731.21

USE OF DRONES POLICY

For purposes of this policy, a “drone” is defined as any powered, aerial vehicle that does not carry a human operator that (1) when operated outdoors, is subject to federal regulation as an unmanned aircraft, including as a model “model aircraft”; or (2) uses aerodynamic forces to provide vehicle lift and can fly autonomously or be piloted remotely.

To the extent that the District has local authority to control or restrict the operation of drones under applicable state and federal law, the following shall apply:

1. No person may operate a drone (a) while present at or participating in any District-sponsored event or activity where the District controls access/attendance, or (b) at any time while on District property during the school day. “School day”, for purpose of this policy, is defined as the time period from midnight before through 30 minutes after the end of the official school day. Limited exceptions may be permitted on a case-by-case basis when approved in advance by the Superintendent or his/her designee.
2. No District employee may operate a drone in the course of, or while acting in the scope of, his/her employment.
3. No authorized agent of the District, such as an authorized volunteer, may operate a drone in the course of, or while acting in the scope of, his/her District-authorized role.
4. No student shall operate a drone while at school or while under the supervision of a District authority, except as otherwise specifically provided, or in a manner that would otherwise be cause for possible suspension or expulsion from school under the District’s statutory disciplinary jurisdiction. If the Superintendent or his/her designee grants advance written permission to a responsible supervising adult, District students may be authorized to operate a drone in connection with an activity that has a specifically-identified educational purpose, whether curricular or co-curricular. Such decisions shall be made on a case-by-case basis in accordance with established procedures. A District employee or other responsible adult who is supervising any drone operations authorized under this exception shall limit his/her student operator(s), unless the responsible adult demonstrates to the satisfaction of the Superintendent or designee that the adult’s more substantial involvement in the operation of a drone would be in compliance with the then-applicable federal statutes and regulations. Such person’s involvement in any indoor operation of a drone shall be consistent with the educational purpose of the activity.

USE OF DRONES POLICY

5. When a Wisconsin Interscholastic Athletic Association (WIAA) tournament event is being hosted at a District-owned or District-controlled facility and the WIAA's applicable policy regarding unmanned aircraft requires separate WIAA and host-district approval for any request to operate a drone at the event, The District may allow the use of the drone consistent with the WIAA guidelines and applicable legal requirements.
6. Public safety agencies and their personnel, including federal, state and local law enforcement officers are fire and rescue personnel, who are lawfully operating a drone for an authorized governmental purpose (as determined by federal law) are not subject to the above restrictions. However, the District appreciates advance coordination and advance communication regarding any such operations that are of a non-emergency or non-essential nature.
7. Any other use of a drone on District Property not addressed above requires the advance written permission of the School board, or the Superintendent acting on the Board's behalf.

District permission or authorization to operate a drone that is given to any non-District property or in connection with a District-sponsored event or activity, in a manner that violates District policy, that is inconsistent with any approval or authorization given by the District, or that is unlawful is subject to appropriate consequences, including but not limited to possible exclusion from District property or events, possible District-imposed discipline, and/or possible state or federal prosecution or other enforcement actions.

Legal Ref.: Sections 114.04 Wisconsin Statutes
 114.05
 114.09 (1)(b)2
 941.292
 941.10

 49 U.S.C. Subtitle VII, Para A, Chapter 401 [federal statutes governing the regulation of air commerce and safety]
 14 C.F.R. Chapter 1 [federal aviation regulations, generally]
 14 C.F.F. Chapter 48 [federal aviation regulations; registration and marking requirements, for small unmanned aircraft]
 14 C.F.R. Part 107 [federal aviation regulations; operation and certification of small unmanned aircraft systems]

5/4/16 Federal Aviation Administration Memorandum on Educational Use of an Unmanned Aircraft Systems

Cross Ref.: 731.21-Rule, Procedures for the Approval of Students Operating a Drone for an Educational Purpose
 353.1, School Volunteers
 447.3, Student Suspensions/Expulsions
 720, Safety School
 731.1, Privacy in Locker Rooms
 731.2, Video Surveillance
 830, Public Use of School Facilities and Grounds.

Introduced: 11/26/2018
 Adopted: 12....

PROCEDURE FOR THE APPROVAL OF STUDENTS OPERATING A DRONE FOR AN EDUCATIONAL PURPOSE

The administrative approval of a proposal for one or more students to operate a drone for an educational purpose is a discretionary decision. Such approval must be requested and obtained prior to the proposed operation of a drone.

1. A proposal seeking administrative approval for one or more students to operate a drone for an educational purpose, and in what otherwise appears to be a lawful manner, shall be denied if the proposal would involve any of the following:
 - a. Operation of a drone outdoors before sunrise or after sunset.
 - b. Operation of a drone other than in the direct and continuous visual line-of-sight of the operator. An image being broadcast from a remote location (even from the drone itself) is not, standing alone, a sufficient line-of-sight.
 - c. Intent to fly a drone more than 400 feet above ground level.
 - d. Operation of a drone 50 pounds or more.
 - e. Operations directly above or otherwise unreasonably proximate to any person who is not protected by a covered structure and who is not directly participating in and having their attention primarily focused on the operation of the drone(s). In determining an appropriate distance, judgement must be applied to ensure that the operation of a drone will not pose an undue hazard to such persons, including in the event of a loss of control of the aircraft for any reason.
 - f. Operations directly above or otherwise unreasonably proximate to unprotected vehicles (including moving vehicles) or to any structures on District property that would be vulnerable to unacceptable damage in the event of an accidental collision with the proposed drone.
 - g. Operations from, or occurring above, non-District property (including other public property) where permission has not been obtained from the property owner or where the operation would occur directly above, or otherwise unreasonably proximate to, any unprotected person who is not directly participating in the operation of the drone, any unprotected vehicles, or any other property or structures to which the drone would pose an undue hazard.
 - h. Operations that would occur without the presence of a District employee or other responsible adult who is acting as a District-authorized supervisor of the activity and the students.

Any drone operations for an educational purpose that are authorized by an administrator are automatically subject to all of the above-listed restrictions.

2. Additional factors that would weigh against the possible approval of a proposal for one or more students to operate a drone for an educational purpose include the following:
 - a. The primary purpose of the proposed drone operation would be to photograph or otherwise record people (due to both safety and privacy concerns).
 - b. In relation to any proposed outdoor reasonable clarity as to whether federal requirements for drone registration, marking, and operational authority (including authority for operations by students within a District program) will be satisfied.

PROCEDURE FOR THE APPROVAL OF STUDENTS OPERATING A DRONE FOR AN EDUCATIONAL PURPOSE

- c. The proposed drone is not equipped with propeller guards, although exceptions may be depending on the size of the drone and other circumstances of the proposed use.
3. Factors that would generally weigh in favor of approval of a proposal for one or more students to operate a drone for an educational purpose include the following:
 - a. A clear educational objective for the project or activity has been identified that goes beyond a desire to simply capture images or video of people for creative purposes.
 - b. Indoor or outdoor operations are purposed to occur under supervised and controlled conditions, including in an area that has been specifically and exclusively designated for the flight of drone(s) and that would be unlikely to be materially damaged in the event of an accidental collision with the drone. An example would be a large field not presently being used for other activities that allows for both room to operate the drone as well as an identified buffer zone.
 - c. Operations are proposed to occur in accordance with the applicable safety code(s) of the Academy of Model Aeronautics (or AMA) or a similar organization.
 - d. The District is able to confirm that District liability and property damage insurance applies to the proposed student operation of a drone.

Introduced: November 27, 2018

Adopted : November 27, 2018

STUDENT TRANSPORTATION SERVICES

The Royall School District transports students from home to school and back. If a student wishes to go to any other location, a written note from the student's parent/guardian must be in place. That location must be on an existing route and space must be available on the bus. If this will be an ongoing situation one note with applicable dates will be sufficient. Parents and students realize that bus transportation is a privilege. Misbehavior will not be tolerated. Pupils who misbehave will be dealt with, within the procedures listed below. The following is a list of the most important rules to follow when riding the school bus.

1. Be respectful to the driver and other passengers
2. Keep head, hands, and arms inside the bus
3. No eating or drinking
4. Keep seated until bus stops
5. Cross in front of the bus at the driver's signal
6. Follow driver's instructions
7. Be on time at the bus stop
8. No dangerous items on the bus. (Examples: glass, weapons)
9. No fighting
10. Talk in a normal manner, no screaming, and shouting.
11. Report any problems or dangerous situations to the driver
12. Stay in your seat while the bus is moving

Riding the bus is a PRIVILEGE, not a right. If behavior on the bus continues to be negative, students will be taken off the bus. Disciplinary procedures may include, but are not limited to:

- ◆ The student may be warned by the driver to correct their behavior.
- ◆ The driver may take corrective action to eliminate the problem behavior. This may include reassignment of seat, assignment to bus cleanup, bus detention or other similar disciplinary measures.
- ◆ The driver may bring the violator to the office for disciplinary measures. The Principal shall inform the parent/guardian, as soon as possible.
- ◆ The driver may bring the violator to the office at which point the principal may suspend the student from riding the bus up to five (5) days, the parent/guardian will be notified as soon as reasonably possible. This will be followed by a conference with the driver, student, principal and parent/guardian.
- ◆ The driver may bring the violator to the principal who will suspend the student for up to ten days pending a meeting with the superintendent. The superintendent will make a determination as to allowing the student to use the bus for the remainder of the school semester. The parent/guardian will be notified, in writing, of the situation. A conference will be held with the student, superintendent, principal and parents/guardians. If the parents/guardians wish to appeal the decision to suspend the student for the semester, they may appeal to the Board of Education.



IN EXTREME CASES where the driver judge's further misconduct will seriously endanger lives, the driver may refuse to pickup the student on the next trip. However, the driver must notify the parents/guardians and principal immediately. A parent/guardian, student, driver, principal and superintendent conference will be held before further action is taken.

TRANSPORTATION TO SCHOOL SPONSORED ATHLETIC AND CO-CURRICULAR ACTIVITIES: Generally, the school will provide transportation for participants in school activities. When provided, participants will ride the school transportation to and from the activity. The only exception is a personal, written request by the parent/guardian to the director of that activity. In such cases, the student must ride with his/her parent/guardian. Parents/Guardians may only transport their student from an event. At no time is a student to drive himself/herself or any other student(s) to/from a school sponsored activity where transportation has been provided.

Approved: 06/26/06



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Catalog #: 760.00

FOOD SERVICE MANAGEMENT

The District hot lunch program has been established to provide nutritious meals to students and staff. Hot lunch prices shall be established by the School Board and altered as necessary to keep the program fiscally sound.

The Royall School District shall provide lunches through participation in the National School Lunch Program. The Royall School District may also participate in other programs as deemed appropriate. The Food Service Director shall enter into an agreement with the Department of Public Instruction and the federal government for participation in appropriate programs. The Food Service Department will work within the District, state and national guidelines and codes.

As required for participation in the National School Lunch Program, the District agrees to the following:

- That a school lunch meeting federal regulations be made available for all students.
- That free and reduced price lunches be offered to eligible students who apply and who meet the federal income guidelines.

The Food Service Director is responsible for the overall management of the school lunch program. The Food Service Director may delegate specific duties in relation to the school food service programs.

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

USDA Nondiscrimination Statement Update

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

LEGAL REF: Section 115.34 Wisconsin Statutes
 115.345
 118.13
 120.10 (16)
 120.13 (6) 7 910
PI 9.03 (1) Wisconsin Administrative Code

Introduced: 11/26/07
Approved: 1/28/08
Updated: 10/23/17

ROYALL SCHOOL BOARD POLICY

RECORDS RETENTION

The Royall School District as a governmental body collects thousands of pages of records on an annual basis. The Board of Education recognizes that accumulation of records in this quantity poses special problems and generates questions regarding records retention, destruction and transfer of records. In order to address the questions regarding records and to be responsible in dealing with the public records, the Royall School District adopts the Wisconsin School District Records Retention Schedule. Adoption of School District Records Retention Schedule will provide retention periods for records common to all school districts, denotes record of historical significance, and outlines a process for the orderly transfer of records to the State Historical Society. It also enables the District to dispose of records in a generally accepted time frame.

The District will follow the Wisconsin School District Records Retention Schedule, except for the District's electronic mail and other electronic records. Those records will be retained for one year beginning July 1st and ending June 30th.

Legal Reference: Wisconsin Statutes
 16.61 (7)
 19.21 (6)
 118.125 (1) (2n) (3)

Introduced: 1/28/08
Adopted: 3/31/08

