WAUNAKEE COMMUNITY SCHOOL DISTRICT
BOARD OF EDUCATION POLICY COMMITTEE MEETING
Monday, December 6, 2021
4:00 PM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 minutes for public comments.

Public comments may be sent to Rebecca McDonough at district_administrator@waunakee.k12.wi.us up to one hour before the start of the Board meeting. All comments will be reviewed by the Board members. Emailed comments will be reviewed by the board but not read out loud. Emailed comments sent during any part of the board meeting (Board Development, Closed session, Open session) will be forwarded to the board but may or may not be reviewed by the board until after the board adjourns. Comments must include the commentator's name, address, and must identify their connection to the District (if any) and any group they are representing in order to be considered by the Board.

If you would like to address the Board in-person during the public comments section of the meeting, you will be greeted in the lobby of the building, asked to check in with District personnel when you arrive so that you can be recognized and address the Board when your name is called.

A recording of the meeting will be posted on the District webpage within 24 hours of the meeting time.

A quorum of the Board may be present

AGENDA

I. **CALL TO ORDER**
II. **APPROVE AGENDA**
III. **PUBLIC COMMENTS**
IV. **REVIEW POLICY 370 RULE 4 CO-CURRICULAR REDUCTIONS/ADDITIONS TO GUIDELINES** **4**

Attached please find Policy 370 Rule #4 regarding Co-Curricular Reductions and Revisions. The Co-Curicular Committee met on November 30th and per their review of co-curricular programs, such as Mountain Bike Club, that is asking to move from a Category C to a Category A Co-Curricular Program, the committee also thought that any Category A program (program that competes) should have a paid advisor/coach. The change to this policy is highlighted in yellow as part of the application form. The administration is recommending this revision to the Committee.

V. **REVIEW PUBLIC COMMENTS POLICY 187** **7**

The purpose of this agenda item is to review the Board's practice and policy related to public comments at Board Meetings. Per the current policy, comments can be made at school board meetings on any topic related to the operations of the school district, and the topic of the comment does not need to be articulated on the agenda for the meeting at which the comments are expressed.

The Board has asked the Policy Committee to review this policy. Current and previous policy language are attached to BoardBook for your review. Previous policy language limited public comments to items on the meeting agenda, and practice allowed for comments on any topic to occur on a quarterly basis.

VI. **REVIEW AND CONSIDER POLICY 447.6 REVISIONS** **13**

Attached please find revisions to Policy 447.6 regarding Restraint and Seclusion of students. Tiffany Loken, Director of Special Education, will be present at the meeting to explain the changes, the rationale, and need for these policy modifications.

VII. **FLAG POLICY DISCUSSION/INPUT** **18**

The Board has requested the Policy Committee to review policy options related to the flying of flags on school-operated flag poles. Currently, the district does not have a policy on this issue. Currently, the district flies the American and State of Wisconsin flags on our flag poles. Over the last two years, individual board members have brought forward requests/resolutions for the Board to consider flying the Pride Flag in June, The Ho-Chunk Flag in November, and the Junteenth Flag in February. Each of these requests has been approved by the Board.

In preparation for this discussion at the Policy Committee level, we reached out to the Wisconsin Association of School Boards for background and sample policy language that they would have access to from other school districts in Wisconsin. Per their research, there is very limited experience in Wisconsin on this matter in schools. Dan Mallin from WASB did a search for options for us to consider and pulled samples from other states, college settings, and from Canada. Those samples are attached. Also attached is a document regarding the Key Aspects of a Flag Policy and the Village of Waunakee Flag policy.

I believe we should start with a discussion on this topic at the Committee level and then do some additional research based on that feedback.

In general, I think there are three pathways to consider:

1. Do not create a policy and maintain our current practice of requests coming to the Board on an individual basis. This approach does not, however, address the Board's concern about a process for clearer guidelines for assessing this issue.

2. Create a policy with a distinct definition of which flags will fly on school-controlled fag poles.

3. Create a policy with a distinct definition of which flags will fly on school-controlled fag poles, with the addition of an application process for additional flags to be considered. If this is the route that is desired, then care needs to be taken as to who can put forth these applications (board members, staff members, community members, students, etc) as well as the criteria for vetting which applications to approve/deny.

4. Other Options?

I recommend that we discuss the various options, review the sample policies, and bring this item back at a future Policy Committee Meeting for further discussion/consideration/research.

VIII. **FUTURE MEETINGS**

IX. **ADJOURN**

"Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request."

Policies of the Board of Education

Series 300: Instruction

CO-CURRICULAR REDUCTION/ADDITION GUIDELINES

370-Rule (4)

Reduction/Addition of Program Offerings Guidelines

Reduction in Offerings:
In assessing the need to reduce or cut co-curricular programs in the following "priority criteria" will be used to formulate the recommendations(s):

1. The total net cost of the program to district.
2. The total number of participants in the program.
3. The cost per participant within the program.
4. The socialization/spectator value of the co-curricular program to students.
5. The combination of a program offering both a girls and boys option (equity).

Other considerations may include:
1. The number of spectators who pay to view the program (revenue).
2. Increasing fees to offset the cost of maintaining a/all programs.
3. The program is offered by a majority of other conference schools.
4. Booster Club funding/support.
5. The Board of Education retains the right to consider the "academic" value of a program in making final budget cut decisions.

New Offerings: (Initial Requests due by October 31st to Co-Curricular Committee)
In assessing the need to add a new co-curricular activity, including the resumption of an inactive activity, the following criteria will be use to evaluate the request:

1. Sufficient demonstrated interest by the student body.
    a. Written registration and certification with the principal/activities director of the required minimum number of students who wish to participate.
    b. A student/parent meeting to discuss the activity.
    c. Prospects for long-term participation and student involvement.
2. Description of the group's proposed activities including total district budget implications.
3. Availability of funds within budget guidelines as established by Board of Education.
4. Booster Club funding/support.
5. Availability of necessary facilities within which to conduct the activity.
6. Availability of a qualified advisor/coach approved by the administration.
7. Safety/liability factors for students/District.
8. Final approval of the Board of Education.

NEW CO-CURRICULAR PROGRAM
Guidelines/Proposal
BOE Policy 370-Rule (4)

****Initial Request are due by October 31st to the BOE Co-Curricular Committee****

Name of Organization:_____

Contact Person:_____ Phone:_____

Date of Request:_____

I.) Students & Staffing

a. Demonstration of interest by student body.
   1. Please attach a written list of students who have signed up or are interested.
   2. Date of student/parent meeting:_____
   3. Prospect of long term participation and student involvement:

_____
_____
_____

b. Coach/Advisor/Director:_____
(or Names of potential coach/advisor/director)

c. Description of Group Activities:

_____
_____
_____

II.) Budget Implications

a. Are district funds being requested? Yes No

b. If yes: approximately how much is being requested? _____

c. Are you requesting a paid advisor position after a three-year review period? (Applies to Category B & C Activiteis. Category A activities will have a paid advisor)

Yes No

d. Is there Booster Club support/funding? Yes No

III.) Facilities

a. What District Facilities are needed for this program?

_____

_____

b. Are there any safety/liability factors for the student/district? Yes No

If Yes, please explain:

_____

_____

_____

Principal/Activities Director

Signature:_____ Date:_____

District Administrator

Signature:_____ Date:_____

Approval by BOE:

Signature:_____ Date:_____

Adopted: July 2004 Waunakee Community School District

Revised: August 2009

Past Language used to describe the public comments item on the agenda.

This paragraph was used in June, September, December, and March

The Board of Education provides a public listening session for the public to comment on non-agenda items related to the governance or management of the Waunakee Community School District. Individuals may use this time to also comment on any items listed as part of the meeting agenda. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Past practice has allowed 30 minutes for this section of the agenda.

This paragraph was used in July, August, October, November, January, February, April and May

Individuals may use this time to comment on any items listed as part of the meeting agenda. A copy of Board Policy 187 —Public Participation at Board Meetings is enclosed for your reference. Past practice has allowed 30 minutes for this section of the agenda.

PUBLIC PARTICIPATION AT BOARD MEETINGS

187

All regular and special meetings of the Board of Education shall be open to the public. Because the Board desires to hear the viewpoints of citizens throughout the District, it shall offer a means for public input that will not interfere with the orderly operation of meetings. The regular monthly meeting agenda shall include a ten-minute time period for open public comment on agenda items. The public comment period shall not exceed ten minutes in total for all speakers. For example, if there are five individuals wishing to speak, each will receive two minutes. The public speaker is solely responsible for his/her comments. Questions asked by the public shall be answered by the President or referred by him/her to other Board members or staff present. Questions may also be referred for study and later response.

Citizens wishing to have an item placed on a regular Board agenda should make the request directly to the Board President or superintendent.

The Board will provide "Registration to Speak" forms at every regular Board of Education meeting. These forms will be completed by those wishing to speak to the Board during the "Open Public Comment" section of the agenda. The form shall ask for the following information: individual's name, agenda item to be addressed, and whether or not the individual wishes to speak in opposition to, in favor of, or for information on the identified agenda item. The Board President shall call on registrants in the order he/she deems most appropriate and for a maximum amount of time in order to facilitate all being heard. This process shall also be used by the Board to recognize speakers when an item has been placed on the agenda at the request of a citizen (paragraph above). When the Board schedules "Public Hearings" "Registration to speak" forms will not be used to recognize individuals as all will be recognized to address the topic of the hearing.

Questions or comments regarding district individual personnel or student issues are discouraged in open session and shall be tabled until a properly noticed closed session can deal with the issue. Speakers are solely responsible for their comments.

Generally, public comments or questions by one individual should be completed within a five-minute period but the Board President can extend this time recommendation at his/her discretion.

The Board President shall be responsible for recognizing all speakers, who shall properly identify themselves, and for maintaining proper order and obtaining adherence to any time limits set.

Members of the public will not be recognized by the President as the Board conducts its official business except when the Board schedules in advance an interim public discussion period on a particular agenda item.

Cross Ref.: 171.2, Agenda Preparation and Dissemination
187.1, Public Registration at Board and District Meetings
187.3, Public Participation at Committee Meeting

Adopted: October 1989

Revised: March 1994
September 1994
January 2000
February 2002

Waunakee Community School District

While the public has the right to attend meetings of the Board of Education that have not been convened in a closed session, individuals or groups generally do not have a right to be included on a Board meeting agenda or a right to enter into the discussions or deliberations of the Board. However, without affecting the Board's discretion to authorize other forms of input or participation during Board meetings from persons who are not Board members, the Board expressly authorizes and directs limited public participation during duly-noticed public comment periods as follows:

1. The Superintendent and Board President shall ensure that the agenda and public notice of the Board's primary regular business meeting each month includes a period for public comment. During a public comment period noticed under this paragraph, interested persons may briefly address the Board on topics that are reasonably germane to some aspect of the District's policies, practices, programs, or operations, regardless of whether the speaker's topic is otherwise noticed as a specific subject matter of the meeting in question.

2. Subject to any more specific decision or directive of the Board, the Board President has discretion to include a period of public comment on the agenda and public notice of additional Board meetings. In exercising such discretion, the President may specify on the public notice of the meeting that speaker comments during the public comment period will be limited to topics that are sufficiently germane to the noticed subject matter of the meeting.

When a public comment period is expressly included on the public notice of a Board meeting and there is sufficient interest in addressing the Board, the period shall either include at least 10 individual speakers or extend for 30 actual minutes, whichever limitation permits the greater total number of speakers. However, the Board may extend the total duration of a noticed public comment period at any meeting by a majority vote.

The Superintendent, or his/her designee, will implement a viewpoint-neutral speaker registration process that establishes an order for speaking in the event that the interest in appearing before the Board at any meeting may exceed the time that is allocated for the public comment period. Each speaker, upon being recognized by the presiding officer, will state his/her name and identify his/her connection to the District (if any) and to any group they are representing in connection with their remarks.

Each speaker's presentation is normally limited to a maximum of 3 minutes. However, at a meeting the Board may vote to reduce the time limit to no shorter than 2 minutes per speaker in order to accommodate a greater total number of speakers. In addition, at the Board's discretion, a speaker's time may be briefly extended provided that, upon request, a similar extension shall be granted to other speakers at the same meeting. Any individual may speak only once during the public comment period at any meeting.

Speakers generally should not expect an immediate response or reaction to their comments from the Board. Further:

1. If, at applicable meetings, a speaker raises a topic during a public comment period that was not among the publicly-noticed subject matter of the meeting, the extent of any response to

the speaker and his/her remarks shall be limited in accordance with applicable law.

2. During a public comment period, Board members will not engage in a substantive discussion of or otherwise attempt to materially investigate or reach a Board resolution of either (a) complaints or grievances regarding the conduct of individual staff members or individual students; or (b) attempts to appeal staff or administrative decisions relating to individual District employees or students. A public comment period during a Board meeting is not the preferred or established means of processing such issues or bringing such matters to the Board's attention.

3. If time or other limitations preclude an interested person from addressing the Board at a specific meeting, the person may submit written information to the Board and/or attempt to utilize a public comment period at a future meeting.

Subject to an appeal to the Board that is made by a Board member, the presiding officer of the Board meeting shall have the authority to conduct and maintain proper order in connection with any authorized public comment period, including the authority to (1) recognize speakers; (2) enforce established time limits; (3) interject and request that speakers voluntarily redirect specific complaints, grievances, or attempted appeals to more appropriate District procedures; and (4) terminate the remarks of any individual who does not adhere to established rules and procedures for public participation, who speaks in a threatening or profane manner, whose comments are repetitive of that person's previous comments, or whose conduct is disruptive and impedes the Board's ability to conduct its business in an orderly and timely fashion.

Individuals who are permitted to address the Board during a meeting are responsible for the content of their comments. The forum represented by a public comment period does not exempt a speaker from any liability arising from his/her comments (e.g., for defamation or for any breach of legally-protected confidentiality).

This policy and any rules and/or procedures that may be adopted related to the administration of public comment periods under this policy are not intended to apply to the following:

1. A meeting or any portion of a meeting that constitutes a formal public hearing on a particular topic or issue.

2. Instances where the Board seeks or agrees, by majority vote, to accept input that is relevant to a noticed agenda item from a person who is not a Board member in order to (for example) resolve a formal or informal point of information that arises during the Board's discussion of an agenda item.

3. Meetings of any standing or ad hoc committee that may be established by the Board.

Legal References:

Wisconsin Statutes
Section 19.81 [state policy on open meetings]
Section 19.83(2) [discussion during period of public comment]

Section 19.84(2) [public notice of board meetings, including public comment period]
Section 19.85 [exemptions to open meetings]

Cross References:

WASB PRG 187 Sample Policy 4 (with substantial local adaptation)

Adoption/Revision Date(s):

October 1989
March 1994
September 1994
January 2000
February 2002
May 2020

Policy 447.6

USE OF SECLUSION AND RESTRAINT~~PHYSICAL FORCE, RESTRAINT, AND SECLION~~

A. Definitions.

1. "Physical restraint" or "restraint" means personal restriction that immobilizes or reduces the ability of a pupil to move his or her torso, arms, legs, or head freely. ~~The term physical restraint does not include a physical escort. Physical escort means a temporary touching or holding of the hand, wrist, arm, shoulder or back for the purpose of inducing a pupil who is acting out to walk to a safe location. It also does not include briefly holding a child in order to calm or comfort the child or intervening in a fight,~~

2. "Seclusion" means the involuntary confinement of a child ~~alone~~ in a room or area from which the child is physically prevented from leaving. ~~It does not include a timeout, which is a behavior management technique that is part of an approved program, involves the monitored separation of the child in a non--locked setting, and is implemented for the purpose of calming.~~ Seclusion ~~In addition, It~~ does not include such things as in-school suspensions; detention; or a child requested break in a separate setting.~~; or the child is instructed to return to his/her desk and/or sit on the sidelines.~~

B. Policy

Maintaining a safe and productive environment for pupil learning is a high priority of the School Board. The Board recognizes that there may be times when a pupil will engage in dangerous or disruptive behavior that requires immediate attention and intervention. In such cases, designated school personnel shall use the least restrictive intervention appropriate for~~to~~ the situation.

Seclusion and physical restraint shall only be used by designated school personnel when the physical safety of the pupil or others is in immediate danger. Use of such behavior interventions as seclusion and physical restraint shall be for the shortest time possible. Verbal outbursts and threats do not constitute a threat to physical safety unless the pupil also demonstrates a means to carry out the threat. The purpose for using seclusion or physical restraint is to defuse a physically dangerous situation, protect the pupil~~s~~ and others from injury, and regain a safe ~~and productive~~ learning environment. ~~Neither physical restraint nor seclusion should be used as a punishment or as a substitute for appropriate educational/behavioral intervention and support. Only designated staff who have received proper training may implement seclusion and physical restraint interventions.~~

To help ensure its appropriate use, the Board sets forth the following procedures ~~guiding principles~~ for the use of seclusion and physical restraint in the D~~d~~istrict:

A. General Procedures for Use of Seclusion

1. Seclusion may only be used when a student's behavior presents a clear, present, and imminent risk to the physical safety of the student or others and when less restrictive or alternative approaches have been considered, attempted or deemed inappropriate.
2. Seclusion shall be administered in a humane, safe and effective manner considering known medical or psychological limitations of the student. Seclusion shall not be used as an intervention when it is known that the use of the intervention would involve an inappropriate risk to the student's health or safety due to the student's personal medical issue(s) or medical condition(s).
3. The duration of the student's seclusion can only be as long as necessary to resolve the clear, present, and imminent risk to the physical safety of the student or others.
4. Constant supervision of the student is maintained, either by remaining in the room or area with the student or by observing the student through a window that allows for the student to be seen at all times.
5. The room, or area, in which the student is secluded must be free of objects or fixtures that may injure the student. No door connecting the room, or area in which the student is secluded, is capable of being locked.
6. The student has adequate access to bathroom facilities, drinking water, necessary medication, and regularly scheduled meals.

B. General Procedures for Use of Physical Restraint

1. Physical restraint may be used on students at school only when a student's behavior presents a clear, present and imminent risk to the physical safety of the student or others and it is the least restrictive intervention feasible.
2. No district employee may use physical restraint on a student without having received appropriate training, as required by state law, with one exception. Physical restraint may be used by non-trained school personnel in an emergency situation, but only if an individual who has received training on the use of physical restraint is not immediately available due to the unforeseen nature of the emergency.
3. The degree of force used and the duration of the physical restraint cannot exceed the degree and duration that are reasonable and necessary to resolve the risk.
4. Physical restraint is applied in a humane, safe, and effective manner considering known medical or psychological limitations of the student.
5. There must not be any medical contraindications for the use of physical restraint.
6. The restraint must not constitute corporal punishment, which is the intentional infliction of physical pain as a means of discipline.
7. Neither mechanical nor chemical restraints are used.
8. A student cannot be retrained in a prone position. Only restraints/holds taught in Non-Violent Crisis Intervention (NVCI) training may be used to restrain a student.

C. Student with Disabilities

1. After the second incident of seclusion or physical restraint is used for a student with a disability, the student's Individualized Education Program (IEP) team shall convene within 10 school days of the incident to:
    1. Conduct a Functional Behavioral Assessment (FBA) if one has not been completed already for the behavior of concern;

2. Develop or determine an appropriate Behavior Support Plan (BSP) based upon the FBA addressing the behavior or concern;
3. Review the student's IEP to ensure that it contains appropriate positive behavioral interventions and supports to address the behavior of concern; and
4. Revise the IEP if necessary.

D. Documentation and Notification/Reporting

1. The building principal, or their designee, is required to complete all of the following whenever seclusion or physical restraint is used on a student by covered individuals or by law enforcement:
    1. Notify the student's parent(s)/guardian(s) of the incident on the same day the incident occured.
    2. Notify the student's parent(s)/guardian(s) that they will receive a written report with the details of the incident within 3 business days. This also includes notifying parent(s)/guardian(s) of all incidents of seclusion or physical restraint involving law enforcement officers.
    3. Facilitate a debriefing meeting with all covered individuals who participated in the incident to discuss the events preceding, during, and following the use of seclusion or physical restraint and how to prevent the need for seclusion and restraint in the future. This conversation must include factors that may have contributed to the escalation of the student's behaviors, alternatives to physical restraint such as de-escalation techniques and possible interventions, and other strategies that the school principal, or designee, determines are appropriate.
    4. Complete a seclusion/restraint report no later than two business days after the incident that includes all of the following information:
        1. The student's name
        2. The date, time, and duration of the use of seclusion or physical restraint.
        3. A description of the incident, including a description of the actions of the student before, during, and after the incident.
        4. The names and titles of the covered individuals present during the incident, including law enforcement.

    a. The principal, or designee, is required to retain the written report and within three business days of the incident, send the report to the student's parent/guardian by first class mail or by electronic transmission, or hand deliver the report to the student's parent or guardian.
    b. Share a copy of the seclusion/restraint report with the Director of Special Education.
    c. Annually, by October 1st, the principal, or designee must submit to the Board of Education a report that includes data disaggregated as follows:
        1. The number of incidents of seclusion and physical restraint during the previous school year;
        2. The total number of students involved in incidents of seclusion during the previous school year;
        3. The number of students with disabilities who were involved in incidents of seclusion during the previous school year;

4. The number of incidents of physical restraint during the previous school year;
5. The total number of students who were involved in incidents of physical restraint during the previous school year.

E. Staff Training Requirement and Documentation

WCSD has implemented Non-Violent Crisis Intervention Training (NVCI) from the Crisis Prevention Institute. This training meets and/or exceeds all legal requirements for training under state law.

Seclusion and restraint shall be implemented only by Covered Individuals who have a valid training status.

1. A Covered Individual who is not trained or who has an invalid training status may use physical restraint on a student only in an emergency and only if a trained Covered Individual with a valid status is not immediately available due to the unforeseen nature of the emergency.
2. All building-level administrators will be trained in each school building and will maintain a valid training status.
3. The Director of Special Education, or designee, shall maintain a list of all Covered Individuals who have completed NVCI Training and the period of time for which the training is considered valid.

a. ~~Positive behavioral interventions and supports shall be considered and utilized to address behavior that interferes with the pupil's learning or the learning of others. School personnel should only use seclusion or physical restraint when less restrictive or alternative approaches have been considered and attempted, or considered and deemed inappropriate for the current situation.~~

~~b. The type of behavioral intervention utilized in a given situation should be appropriate to the child's age and developmental level, and take into account any medical, psychological or other issues the child may have. Physical restraint or seclusion shall not be used as an intervention if the child has known physical, medical or psychological problems which would knowingly exacerbate if such behavioral interventions were used. Seclusion and physical restraint shall be used consistent with any applicable individualized education program (IEP) and behavior intervention plan.~~

~~c. Seclusion and physical restraint shall be administered in a humane, safe and effective manner, and without intent to harm or create undue discomfort (physical or emotional).~~

d. ~~The District shall not discriminate in the methods, practices and materials used for counseling pupils, standards or rules of behavior or disciplinary actions, including the use of seclusion or physical restraint, on the basis of the pupil's sex, race, color, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. This does not prohibit the use of special counseling materials or techniques to meet the individualized needs of pupils. Discrimination complaints shall be processed in accordance with established procedures~~

~~e. The District shall provide training to designated staff members in each school building that are most likely to be called upon to prevent or address disruptive or dangerous pupil behavior. Only designated school personnel who have received proper training may implement seclusion and physical restraint interventions.~~

~~f. All use of seclusion and physical restraint shall be documented and reported to the building principal and to the child's parent/guardian as soon as practical, no later than the end of the day.~~

~~Nothing in this policy prevents school personnel from using reasonable and necessary force under the conditions outlined in state law and Board policy.~~

~~At no time shall the following means of restraint be used in the district.~~

~~a. Prone Restraint – a specific type of restraint in which a child is intentionally placed down on the floor or another surface, and physical pressure is applied to the child's body to keep the child in the prone position.~~

~~b. Chemical restraint- any medication that is used to control behavior or restricts the child's freedom of movement that is not a prescribed treatment for the child's medical or psychiatric condition.~~

~~c. Mechanical restraint – the use of any device or material attached to or adjacent to the child's body that is intended to restrict the normal freedom of movement and which cannot be easily removed by the child. The term does not include an adaptive or protective device recommended by health care professional to promote normative body positioning and physical functioning and/or to prevent self – -injurious behavior. The term also does not include seatbelts and other safety equipment when used to secure pupils during transportation.~~

~~Pupils, parents/guardians and school staff shall be informed of this policy annually.~~

LEGAL REF.: Sections 115.787(3) Wisconsin Statutes
118.13
118.164
118.31
Individuals with Disabilities Education Act (IDEA)
No Child Left Behind Act

CROSS REF.: District Procedures for Using Seclusion and Physical Restraint Interventions
Pupil Conduct and Discipline Policy
Reporting Child Abuse or Neglect Policy
School Safety Policy
Pupil Code of Classroom Conduct (Removal of Pupils from Class)
Response to Intervention Plan/Policy
School Emergency Response Plans
Special Education Policy and Procedure Handbook

ADOPTED: February 2019

McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>

RE: Flag Policy Inquiry...

1 message

Dan Mallin <dmallin@wasb.org> Wed, Nov 17, 2021 at 1:33 PM
To: "McDonough, Rebecca" <rebeccamcdonough@waunakee.k12.wi.us>

Rebecca,

The best we could do is some Google searches that turned up some “raw material” for a possible policy.

It is not a topic that we could quickly find a policy from a Wisconsin school district on, or one that we had received any recent inquiries on (at least in the last 10 years or so).

Nonetheless, attached are the examples we could find—which are not specific recommendations or “models” that have undergone a legal review/analysis (one is even from Canada!).

In addition, here is one more link to a private university’s flag policy:

https://www.stlawu.edu/offices/student-activities-and-leadership/student-center-flag-policy

Hopefully the material will be a useful general starting point. Please let us know if the district would like assistance drafting a localized policy on this topic.

Dan Mallin
Staff Counsel
Wisconsin Association of School Boards

608-512-1708

dmallin@wasb.org

WASB.org

University of Massachusetts Dartmouth
Facilities Operations and Construction
Flag Policy

Policy Number	FOC-003
Effective Date	~~March 22, 2017~~ [TBD]
Responsible Office/Person	Office of the Chancellor
Related Policies	~~None~~ Public Forum Use of University Facilities (FOC-002)
Additional History	This policy supersedes the 10/1/16 and 3/22/17 Flag ~~Policy~~ Policies.

I. Purpose

The purpose of this policy is to assure compliance with all state and federal laws, regulations and codes related to the presentation of the flags of the United States of America, the Commonwealth of Massachusetts and the University of Massachusetts at University of Massachusetts Dartmouth facilities and on its grounds, as well as to provide guidance for the display of flags on the UMass Dartmouth campus not addressed by existing laws, regulations, and codes.

Per the University of Massachusetts Dartmouth policy on Public Forum Use of University Facilities (FOC-002)8, the university recognizes the rights of members of the university community and visitors to the community to freedom of assembly and speech, and strongly endorses the free exchange of ideas at the University. Members of the university community and its visitors may exercise such rights in appropriate public forums without seeking sponsorship or permission of the University. Refer to the policy on Public Forum Use of University Facilities (FOC-002) for a description of the public forum space and additional details.

The flag poles located at the Old Westport Road university entrance are not located in the public forum space, are non-forums reserved for university speech. Therefore, flags may be flown on these poles at the discretion of the university.

II. PROCEDURES

Display of U.S., POW/MIA, Commonwealth, and University flags at the main entrance

When facing the flagpoles from Old Westport Road, the United States flag shall fly on the pole farthest to the left; the Commonwealth of Massachusetts flag shall fly on the center pole and the University of Massachusetts flag shall fly on the pole farthest to the right.

The U.S. and Commonwealth flags shall fly at full staff unless otherwise ordered by the Governor of

Massachusetts in accordance with state and federal laws, regulations, and traditions.[1, 2, 3, 4, 5, 6, 7]
(Also see Massachusetts Flag Status)

The University of Massachusetts flag shall be flown at full staff unless otherwise ordered by the Chancellor of the university. In the case of the death of a current faculty member, staff member, or student, the university flag may be lowered to half-staff for the day of the person's funeral.

In accordance with U.S. Public Law 101-355, the POW/MIA flag shall be flown on the same pole as the U.S. flag and under the U.S. flag. This flag shall be flown, at a minimum, on the third Friday of September (National POW/MIA Recognition Day), Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day.[5]

Display of other flags at the main entrance

A. Flags of other countries or states

Flags of another country may be flown at the entrance of the campus in accordance with federal and state law. Typically, this would occur when a dignitary from another country visits campus or the campus is celebrating a major international event.[4]

B. Flags of symbolism that represent the values of the University

Any university-sanctioned department or organization may suggest that a flag of symbolism, representing the mission, vision, and values of the University of Massachusetts Dartmouth as defined identified in the Strategic Plan of the University, be flown for a maximum of ~~five~~ twenty-one consecutive calendar days~~underneath the University flag~~. Such requests will be allowed once per flag, per organization/department, and per ~~academic year~~ semester.

C. Special Circumstances

The "Pan African" and "Black Lives Matter" flags are grandfather flags which are flags of symbolism beside other than the Rainbow Flag that may be flown at all times.

Special circumstances (weather, state directive, etc.) may be considered for requests to fly flags on non-consecutive days.

The "Rainbow Flag" has flown beneath the university flag since the early 1990s, and was updated to the "Progressive Pride Flag" in 2021, as a symbol of the university's commitment to diversity, and shall continue to be flown.

The "Pan African" flag has flown since the early 2020s as a symbol of the university's commitment to unity, and shall continue to be flown.

The “Black Lives Matter” flag has flown since the early 2020s as a symbol of the university’s commitment to solidarity, and shall continue to be flown.

The Progressive Pride Flag, Pan African Flag, and Black Lives Matter Flag (Grandfather flags) which are flags of symbolism will be permanently flown. Depending on the available space, more than one other flag of symbolism may be flown at a time.

~~Only one flag of symbolism other than the Rainbow Flag may be flown at any time.~~

Refer to the policy on Public Forum Use of University Facilities (FOC-002)8 for additional options.

D. Flag Specifications

All flags must be a professionally produced and outfitted to fly on a flagpole.

When applicable, the sponsoring organization must provide the flag to be flown.

The University must provide the approved flag for students from the university activity fund.

The flag can be no smaller than [4’ x 6’] and no larger than [8’ x 10’].

E. Responsibilities

A member of the requesting organization/department must provide the Office of the Chancellor with a written request at least five business days prior to the date they wish to fly a specific flag. The request must include:

- The name and contact information of the organization/department.
- The specific dates requested for flying the flag.
- A brief outline of the reasons why the organization/department is requesting to fly the flag.
- A brief description of how the flag represents the mission, vision, and values of the University of Massachusetts Dartmouth, as stated in the Strategic Plan.

Although the final authority for determining university speech rests with the chancellor, concerning each flag request, the Chancellor may seek advice from an advisory committee consisting of the following membership:

- ~~A~~ At least one representative of the Student Government Association
- At least one representative of the Graduate Student Senate
- ~~A~~ At least one representative of the Faculty Senate
- A College Dean designated by the Provost.

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- A staff member appointed by the Chancellor, who will serve as the Chair of this committee.

Upon approval by the Chancellor, the sponsoring organization/department will provide the flag to the Director of Campus Facilities or his/her designee to arrange for the flag raising and flag lowering on the approved date(s).

III. REFERENCES

1 MGL, Chapter 2, Section 6
2 MGL Chapter 264, Sections 5-8
3 Title 4 U.S. Code Chapter 1, Sections 6-7
4 U.S. Flag guide
5 U.S. Public Law 101-355
6 POW/MIA Flag Guide
7 Bureau of the State House Policy Manual
8 Public Forum Use of Public Facilities

Approved _____ Date: _____
~~Peyton R. Helm~~
Mark A. Fuller
Interim Chancellor

University of Massachusetts Dartmouth
Facilities Operations and Construction
Flag Policy

Policy Number	FOC-003
Effective Date	October 1, 2016
Responsible Office/Person	Office of the Chancellor
Related Policies	None
Additional History	None

I. PURPOSE

The purpose of this policy is to assure compliance with all state and federal laws, regulations and codes related to the presentation of the flags of the United States of America, the Commonwealth of Massachusetts and the University of Massachusetts at University of Massachusetts Dartmouth facilities and on its grounds, as well as to provide guidance for the display of flags on the UMass Dartmouth campus not addressed by existing laws, regulations, and codes.

II. PROCEDURES

Display of U.S., POW/MIA, Commonwealth, and University flags at the main entrance

When facing the flag poles from Old Westport Road, the United States flag shall fly on the pole farthest to the left; the Commonwealth of Massachusetts flag shall fly on the center pole and the University of Massachusetts flag shall fly on the pole farthest to the right.

The U.S. and Commonwealth flags shall fly at full staff unless otherwise ordered by the Governor of Massachusetts in accordance with state and federal laws, regulations, and traditions.[1, 2, 3, 4, 5, 6, 7] (Also see Massachusetts Flag Status)

The University of Massachusetts flag shall be flown at full staff unless otherwise ordered by the Chancellor of the university. In the case of the death of a current faculty member, staff member, or student, the university flag shall be lowered to half-staff for the day of the person's funeral.

In accordance with U.S. Public Law 101-355, the POW/MIA flag shall be flown on the same pole as the U.S. flag and under the U.S. flag. This flag shall be flown, at a minimum, on the third Friday of September (National POW/MIA Recognition Day), Armed Forces Day, Memorial Day, Flag Day, Independence Day and Veterans Day.[5, 6]

Display of other flags at the main entrance

A. Flags of other countries or states.

Flags of another country may be flown at the entrance of the campus in accordance with federal and state law. Typically, this would occur when a dignitary from another country visits campus or the campus is celebrating a major international event.[4]

B. Flags of symbolism that represent the values of the University

University-sanctioned organization may request that a flags of symbolism, representing the values of the University be flown for a maximum of five days underneath the University flag. Special circumstance may be considered for requests to fly flags longer than five days.

Approval of these requests will be obtained from the Office of the Chancellor. The Chancellor may designate a person or person(s) to enforce this policy.

C. Flag Specifications

All flags must be a professionally produced and outfitted to fly on a flagpole.

The sponsoring organization must provide the flag to be flown.

The flag can be no smaller than [4' x 6'] and no larger than [8' x 10'].

D. Responsibilities

A member of the sponsoring organization must provide the Office of the Chancellor with a written request at least five business days prior to the date they wish to fly a specific flag. The request must include:

- The name and contact information of the person acting on behalf of the organization.
- The name of the sponsoring organization.
- The dates requested for flying the flag.
- A brief outline of the reasons why the individual or group would like to fly the flag.
- A brief description of how the flag represents the values of the university.

The Office of the Chancellor will submit the request to a committee consisting of the following:

- A representative of the Student Government Association
- A representative of the Graduate Student Senate
- A representative of the Faculty Senate
- A dean designated by the Provost
- A designee of the Chancellor, who will also serve as the chair of the committee

The committee will recommend to the chancellor whether to raise the flag and on what dates the flag will fly.

Upon approval by the Chancellor, or his/her designee the sponsoring organization will provide the flag to the Director of Campus Facilities or his/her designee to arrange for the flag raising and flag lowering on the approved date(s).

E. Extraordinary events

Extraordinary events may preclude a flag of symbolism being flown during a specified period of time. (Example: when the university flag is lowered to half-staff in memory of a student, faculty, or staff member.)

F. The Rainbow Flag

The "rainbow flag" has flown beneath the university flag since the early 1990s as a symbol of the university's commitment to diversity, and shall continue to be flown.

III. References

[1]MGL Chapter 2, Section 6
[2]MGL Chapter 264, Sections 5-8.
[3]Title 4 U.S. Code Chapter 1, Sections 6-7
[4]U.S. Flag Guide
[5]U.S. Public Law 101-355
[6]POW/MIA Flag Guide
[7]Bureau of the State House Policy Manual

Approved: _____ Date: 11/18/16
Peyton R. Helm
Interim Chancellor

Display of Flags
310-A Appendix A

FLAG DISPLAY REQUEST (310-1)

(For flags displayed inside and outside the school)

Note: A request need not be submitted to display the National Flag of Canada or Provincial Flag of Ontario

PRINCIPALS must email this completed form to: flags@ugdsb.on.ca
Requests must be received **at least 2 weeks prior to the flag display start date**.

Today's Date (year/month/day): _____

Principal: _____ **School:** _____

Description/Name of Flag: _____

Name of Event Associated with Flag: _____

Flag Dimensions:_____
(Note: No flag is to be larger than the National Flag of Canada)

Flag Display Start Date: _____ **End Date:** _____

Describe the purpose of the flag display, how it demonstrates an interest or relationship to the school, and how it aligns with the priorities of the board's Strategic Plan (e.g., promote well-being; ensure equity of access and opportunity).

_____

_____

_____

_____

Check the box to acknowledge policy requirements.

☐ *As outlined in the Display of Flags Policy 310, I understand that the school is responsible for communicating the purpose of this flag display with the school community. Communication must include a posting on the school website of the flag display period and the purpose as it relates to the school.*

☐ **Approved**

☐ **Not Approved** *Reason:* _____

Principal of Equity and Indigenous Education Signature: _____

Date: _____

Display of Flags
Procedures Manual 310-A

Category: Administration
Administered by: Director of Education
First adopted: June 2002
Revision History: April 2014, January 2018
Next Review: As required or 2022-23 School Year

1. General

These procedures address the displaying of flags at schools and board-owned sites, including the half-masting for mourning.

1.1 All flags secondary to the National Flag of Canada and Provincial Flag of Ontario shall support and align with UGDSB policies in promoting a safe and inclusive learning and working environment for all students, staff and community members.

2. Definitions:

Half-mast: Historically, half-mast was reserved for nautical use; half-staff for flags flown on land. The Education Act and the Government of Canada in their *Rules for flying the National Flag of Canada* use the term half-mast. For consistency, the UGDSB will also apply the term half-mast when distinguishing the position and manner of display of a flag on a flagpole as a sign of mourning.

3. Dignity of the National Flag of Canada

The National Flag of Canada will take a position of prominence at all times when displayed with other flags. The manner in which the National Flag of Canada is displayed in Canada is not governed by any legislation. The rules applied by the federal government are not mandatory for individuals or organizations; they serve as guidelines only.

3.1 No flag shall be larger than the National Flag of Canada.

3.2 No flag shall fly higher than the National Flag of Canada.

3.3 Where there are multiple flags displayed together, the National Flag of Canada shall always be displayed in a position of prominence:

3.3.1 in the centre of three flags

3.3.2 when facing the front of a building, the National Flag of Canada shall be to the left of an observer facing the flags when there are two flags, with the secondary flag to the right

3.3.3 above any other flag when sharing the same flagpole.

4. Exterior Flags

4.1 Every operating school shall fly the National Flag of Canada on an outside flagpole.

4.2 Other board-owned sites may fly the National Flag of Canada.

4.3 At the discretion of the Principal and with approval from the appropriate Superintendent, a school may also fly the flag of the local municipality or apply to fly another flag which is not connected in any way with a political party or religious group, for a specified period of time. Schools are to apply using the Flag Display Request Form (310-1) in Appendix A.

4.3.1 Where a school has only one flagpole, the school may fly one additional flag below the National Flag of Canada, on the same flagpole, for an approved period of time (see 1.1).

4.3.2 Where a school has more than one flagpole, the National Flag of Canada shall fly alone on its own flagpole. The school may fly up to two flags on each additional flagpole for a specified period of time.

4.3.3 The Director's Office and the Communications and Community Engagement Officer shall be notified in advance when other flags are to be displayed, the reason for the flag raising, and the duration.

4.3.4 Principals will be responsible for informing their school community about any additional flags that will be displayed prominently, either outside or inside the school. When displayed in a prominent location, such communications must include an explanation of the flag's display, including the duration, on the school website.

4.4 Half-masting for mourning

When half-masting flags at sites where it is possible, the masting period shall include the day of death notification until sunset on the day of the memorial service or the next operational day after the memorial service.

4.4.1 Exterior flags shall be lowered to half-mast throughout the system on the death of:

- the Sovereign or a member of the Royal Family related in the first degree to the sovereign (husband, wife, son, daughter, mother, father, brother, sister)
- the Governor General of Canada or a former Governor General
- the Prime Minister of Canada or a former Prime Minister
- the Lieutenant-Governor of Ontario or a former Lieutenant-Governor
- the Premier of Ontario or a former Premier of Ontario
- the Member of the Federal or Provincial Electoral Riding
- the Chair or a member of the Board
- the Director of Education.

4.4.2 To observe the following occasions, the National Flag of Canada shall be flown at half-mast on an annual basis at all UGDSB schools and board-owned sites that fly the flag on an exterior flagpole:

- April 28 - National Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day)
- June 23 – National Day of Remembrance for Victims of Terrorism
- November 11 – Remembrance Day
- December 6 – National Day of Remembrance and Action on Violence Against Women

When the above dates fall on a day when schools and other board-owned sites are not in operation, the National Flag of Canada shall be lowered at the end of the last operational day before the date being observed and raised again on the next operational day.

4.4.3 The Director of Education may also order the lowering of flags to half-mast on the death of a person held in special regard in the system.

4.4.4 In consultation with their Superintendent, school administrators may decide to lower flags to half-mast as a sign of mourning commemorating the death of:

- a current student
- a current staff member
- a person held in special regard in the school community.

The school administrator shall notify the Director's Office and nearby UGDSB schools when flags are lowered for these reasons.

4.4.5 The Director's Office will consult with coterminous school boards, and may consult with local municipalities and the offices of the local Members of Provincial Parliament, as appropriate, when lowering flags to half-mast.

4.4.6 The Director of Education will consider direction from the Ministry of Education for the lowering of flags to half-mast on days for events of special significance in the province or country.

4.4.7 On occasions requiring that a flag be flown at half-mast, all flags displayed together shall be flown at half-mast. This includes where there is more than one flagpole in order for the National Flag of Canada to retain a position of prominence.

4.4.7.1 Where there are two flags on one flagpole, half-masting shall mean bringing both flags to the half-mast position, ensuring that doing so does not cause a flag to touch the ground or rest on another surface. If the flagpole is too short, the lower of the two flags shall be removed for the

duration of the half-masting. If the flying period of the flag that was removed has not yet expired, this flag may be raised again for the duration of its display period.

5. Interior Flags

5.1 A flag is to be displayed using a wall mounting, a flag stand, or it may be hung flat against a wall either horizontally or vertically.

5.2 Every operating school shall display inside the school the National Flag of Canada and the Provincial Flag of Ontario.

5.3 At the discretion of the Principal and with approval from the appropriate Superintendent, a school may also display inside the school the flag of the local municipality or other flag which is not connected in any way with a political party or religious group, for a specified period of time. Schools are to apply using the Flag Display Request Form (310-1) in Appendix A. An exception to this provision may include the display of other flags in a classroom when such flags are in support of a classroom project with specific curriculum objectives.

6. Flags, Flagpoles and Flag Hardware

6.1 Principals and site managers will be responsible for ensuring the maintainence of all flags, flag standards, flagpoles and related equipment in good condition.

6.2 Flags shall be regularly inspected for signs of wear and damage, and shall be replaced when tattered, noticeably faded or otherwise no longer suitable for use.

6.2.1 Any National Flag of Canada that is to be discarded shall be sent to the board's Operations department for destruction in a dignified manner. No National Flag of Canada shall be placed in the garbage for disposal.

6.3 All UGDSB schools and other board-owned sites are responsible for purchasing any replacement flags, including the National Flag of Canada, the Provincial Flag of Ontario, and any other flags that have been approved for display.

6.3.1 No other flag purchased for display shall be larger than the National Flag of Canada.

6.4 Administrators of all UGDSB schools and other board-owned sites interested in purchasing an additional flagpole for their site must consult with their Superintendent and submit a *Request for Approval: Alterations, Improvements to Board Building/Sites* form to the Operations department.

6.4.1 All schools and other board-owned sites are responsible for funding any additional flagpoles, and associated hardware and installation, that have been approved for their location.

Display of Flags
Policy 310

Category: Administration
Administered by: Director of Education
First adopted: June 2002
Revision History: April 2014, January 2018
Next Review: As required or 2022-23 School Year

1. Policy Statement

It is the policy of the Upper Grand District School Board to display flags with dignity and respect.

This policy is aligned with and supports the principles and expectations of the Board's policies for Safe Schools (503) and Equity and Inclusive Education (504). At all times, this policy shall be consistent with all UGDSB policies and the Ontario Human Rights Code.

2. Details

2.1 It is the responsibility of the Director of Education to administer this policy.

2.2 It is the responsibility of principals and site managers to implement this policy.

3. References

- The Education Act and Ontario Regulation 298
- Department of Canadian Heritage's *National Flag of Canada Etiquette*
- Ontario Human Rights Code
- UGDSB Policy 503 Safe Schools
- UGDSB Policy 504 Equity and Inclusive Education

CODE E16

FLAG DISPLAY

STATEMENT OF PURPOSE

The Board intends to establish policy and provide procedural guidance on requests form student organizations to use flag poles to display flags on Champlain Valley School District property.

POLICY STATEMENT

It is the policy of the Board of the Champlain Valley School District that the display of national, state and other flags of institutional significance at the various schools of the Champlain Valley School District shall be in accordance with all applicable federal and state law, policy of the Champlain Valley School District and proclamations by the President of the United States, the Governor of Vermont, the Champlain Valley School District Board of School Directors and the Superintendent or any other school official designated in this policy.

All the flag poles owned by the Champlain Valley School District are under the control and management of the District. It is impermissible to fly any flag without the approval of the Board or their designee as set forth herein. The flying of flags representing an entity other than the United States of America, the State of Vermont or the Champlain Valley School District (whether a District flag or the flag of an individual school) shall be governed by the guidelines and procedures for approval outlined herein.

PROCEDURES

Requests to display flags shall apply to the Champlain Valley Union High School only.

The Principal of Champlain Valley Union High School, in consultation with the Board, will develop procedures that take into account the Guidelines, set forth below, for reviewing and approving or denying requests from student groups to display flags. It is the intent of the Board that the Principal shall be able to decide whether a particular flag shall be displayed at Champlain Valley Union High School.

GUIDELINES

The following criteria will be included as part of the decision making procedure and process:

1. Only requests from officially organized/recognized student groups will be considered.
2. Requests must be aligned with the CVSD mission, goals and student learning outcomes.
3. The timeframe for flying a flag requested hereunder shall be consecutive and for no longer than twenty (20) days in which school is in session.
4. A flag that is approved and displayed shall not be eligible to be displayed again for one (1) calendar year from the date it is first raised, this guideline may be waived in special circumstances.

5. A petition or other form of evidence of student support within the school in question may be required.
6. Requests to fly flags with symbols that are prohibited from government speech, including but not limited to religious symbols, will be denied.
7. The flag requested to be flown shall be presented, it shall be of professional quality and shall be smaller than the United States and the State of Vermont flag on display at the same location.

Date Warned: *10/2/2019*
Date Adopted: *10/15/2019*
Date Reaffirmed:

Legal Reference(s):

Cross Reference:

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Student Center Flag Policy

This policy was developed to assure clarity in management of the Student Center Flag Pole, located next to the Sullivan Student Center which flies the St. Lawrence University.

The Student Center Flag Pole was a gift from the Class of 2015. Due to safety concerns the University stopped displaying the SLU Flag on the top of the Sullivan Student Center. The Class of 2015 felt strongly that the Scarlet & Brown flag should still be flown close to the center of campus so dedicated their class gift to raising funds for The Student Center Flag Pole.

Any questions about this policy can be directed to the Office of Student Activities & Leadership at 315-229-5757 or studentactivities@stlawu.edu

The University flag will be flown on this flag pole year-round and will be lowered to half-mast to recognize and honor important occurrences at the discretion of the University President.

Flags of Symbolism that represent the values of the University

University-sanctioned clubs, organizations, and departments may request that a flag of symbolism, representing the values of the University, be flown for a minimum of 24 hours and a maximum of seven days underneath the University flag. Special circumstances may be considered for requests to fly flags longer than seven days. Flags will typically be approved for no more than one 7 day period each semester and only one flag of symbolism can be flown at any given time. Requests are on a first come first serve basis in the order in which they are received.

Approval of these requests will be obtained from the Office of Student Activities & Leadership and the Office of Student Life in coordination with the Student Center Flag Committee.

The Student Center Flag Committee

The Assistant Dean & Director of Student Activities & Leadership will convene the Student Center Flag Committee as needed to review requests. The membership of the Student Center Flag Committee will be comprised of:

- The Assistant Dean -& Director of Student Activities & Leadership (or designee) who will serve as the chair of the committee

- two representatives selected from among the members of the Thelomathesian Society either executive board members, chairs or senators
- the Student Activities Specialist
- one additional representative from the student life division
- one representative from the University Diversity Committee
- one member of the faculty

Submission guidelines:

A member of the sponsoring club, organization or department must provide the Office of Student Activities & Leadership a written request submitted via webform at least five business days prior to the date they wish to fly a specific flag. Under special circumstances at the discretion of the chairperson of the committee requests may be considered without five days notice.

The request must include:

- The name and contact information of the person acting on behalf of the organization, club or department
- The name of the sponsoring club, organization or department
- The dates requested for flying the flag
- A brief outline of the reasons why the individual or group would like to fly the flag
- A brief description of how the flag represents the values of the University.

The Committee will recommend to the Vice President and Dean of Student Life whether to raise the flag and on what dates the flag will fly.

Upon approval by the Vice President and Dean of Student Life, the Chair of the Student Center Flag Committee will provide the flag to Facilities Operations and coordinate for the flag raising and flag lowering on the approved dates.

Flag Specifications

All flags must be professionally produced and outfitted to fly on a flagpole. The sponsoring club, organization or department must provide the flag to be flown at their own expense.

The flag can be no larger than [4' x 6'] and [4 x 6'] is the recommended size. Smaller flags may require additional lead time to be hug so adjustments can be made to accommodate the size.

Extraordinary events

Extraordinary events may preclude a flag of symbolism being flown during a specified period of time. (Example: when the university flag is lowered to half-staff in memory of a student, faculty or staff member.)

Submit a proposal here:

https://stlawu.presence.io/form/student-center-flag-of-symbolism-submission

Adopted 6/15/2020

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Key Aspects of Flag Policy

1. Preamble

It is the policy of the Waunakee Community School District to display flags with dignity and respect.

2. General

These procedures address the displaying of acknowledgment flags at WCSD schools. All flags secondary to the Flag of the United States of America and the Wisconsin State Flag shall support and align with WCSD policies in promoting a safe and inclusive learning and working environment for all students, staff and community members.

3. Dignity of the Flag of The United States of America

3.1 The National Flag will take a position of prominence at all times when displayed with other flags. The manner in which the National Flag is flown is governed by Federal and State guidelines.

3.1 No flag shall be larger than the Flag of the United States of America.
3.2 No flag shall fly higher than the Flag of the United States of America.
3.3 Where there are multiple flags displayed together, the Flag of the United States of America shall always be displayed in a position of prominence:
3.3.1 in the center of three flags where the flags are displayed on separate flag poles
3.3.2 when facing the front of a building, the Flag of the United States of America shall be to the left of an observer facing the flags when there are two flags, with the secondary flag to the right
3.3.3 above any other flag when sharing the same flagpole.

4. Acknowledgment Flags

4.1 Every operating school shall fly the Flag of the United States of America on an outside flagpole.
4.2 With approval from the WCSD School Board, a school may also fly the flag of the local municipality or request to fly another flag which is not connected in any way with a political party or religious group, for a specified period of time.
4.3 Acknowledge Flags requests are to be submitted to the WSCD School Board no less than 2 full board meetings in advance of the date begin requested to be displayed.
4.4 A picture of the actual flag and description of the meaning and purpose for displaying the flag shall be submitted at time of request.
4.3.1 Where a school has only one flagpole, the school may fly one additional flag below the Flag of the United States of America and the State Flag of Wisconsin, on the same flagpole, for an approved period of time.
4.3.2 Where a school has more than one flagpole, the Flag of the United States of America shall be displayed alone on its own flagpole. The school may fly up to two flags on each additional flagpole for a specified period of time.
4.3.3 The Waunakee Community School District Office and the Director of Communications shall be notified in advance when other flags are to be displayed, the reason for the flag raising, and the duration as per the Flag Display.
4.3.4 The WCSD shalll be responsible for informing their school community about any additional flags that will be displayed prominently, either outside or inside the school. When displayed in a prominent location, such communications must include an explanation of the flag's display, including the duration, on the school website.
4.4 The Board of Education may also order the flying of a flag in support of community awareness initiatives which align with the Board's values, supports the districts

initiatives, school safety, Equity and Inclusion, and are consistent with the mission of the Waunakee Community School District

6. Half-masting

6.1 Federal and State Directed

VILLAGE OF WAUNAKEE

DISPLAY OF FLAGS AND STREET LIGHTING POLICY

1. Purpose and Scope: This Policy entitled "Display of Flags and Street Lighting Policy" is referred to herein as the "Policy." The purpose of this Policy is to establish guidance for the display of flags at Village Facilities, including the display of commemorative flags, and for displays on the Village's street lights.

2. Definitions. The following definitions shall apply to this Policy:

   a. "Wisconsin Flag" means the State Flag of Wisconsin as defined in Wis. Stat. § 1.08.

   b. "Village Facility" of "Village Facilities" means all real property and/or buildings that are owned or operated by the Village at which the Flag Laws require the Village to display the U.S. Flag or the State Flag or at which the Village has chosen to display the U.S. Flag or the State Flag. A list of Village Facilities is attached hereto as Exhibit A.

   c. "Village Flag" means the official flag of the Village of Waunakee as established by the Village.

   d. "Commemorative Flag" means any flag other than the U.S. Flag, the Wisconsin Flag, the Village Flag, the POW/MIA Flag, or the flags identified in Section 4.a. (2) and (3) of this Policy. To constitute a Commemorative Flag, the flag must previously have been approved for display, and displayed, at the United States Capitol or the State of Wisconsin Capitol within the previous ten (10) years before displayed by the Village under this Policy. Commemorative Flags may not exceed 3'x5' in size.

   e. "Flag Laws" means the applicable laws and policies of the United States, the State of Wisconsin, or the Village of Waunakee related to the display of the U.S. Flag and the Wisconsin Flag, including, but not limited to, U.S. Code Title 4, Chapter 1, and Wis. Stat. §§ 1.08, 1.14, and 5.35.

   f. "POW/MIA Flag" means the flag of the National League of POW/MIA Families and as described in Wis. Stat. § 84.04(4)(a).

   g. "U.S. Flag" means the flag of the United States as defined in 4 USC 1.

   h. "Village Street lights" shall mean street lights owned and operated by the Village of Waunakee and/or Waunakee Utilities.

i. "Tree City USA Flag" means the flag certifying Tree City USA status by the Arbor Day Foundation.

3. Policy Compliance.

a. All flags displayed at Village Facilities shall comply with all Flag Laws, including, but not limited to, laws and regulations addressing the order in which flags shall be displayed on a flag pole and laws and regulations addressing the lowering of flags to half-staff.

b. The Village Administrator is hereby authorized to establish and maintain written administrative regulations to document the procedures by which Village staff will display flags in accordance with the Flag Laws.

c. Except for incidental staff time, the Village shall not incur costs when reviewing and implementing requests under this Policy. By way of example, any Commemorative Flags displayed by the Village shall be donated; the Village shall not purchase the Commemorative Flags.

4. Flying or Displaying Flags at Village Facilities.

a. Existing Practices. Flags shall be displayed at Village Facilities consistent with Exhibit A.

(1) The Village shall continue to display the POW/MIA Flag at Village Park as a symbol of the Village's commemoration and recognition of the sacrifices of those members of the United States Armed Forces, as well as nonmilitary personnel and civilians from the United States, who remain prisoners of war or are missing in action.

(2) The Village shall continue to display the Rotary International flag at Rotary Park (adjacent to Village Hall). The Waunakee Rotary Club made contributions to improve the park, and cares for park landscaping on an on-going basis.

(3) The Fire Department may continue to display the Fire Department flag at the Fire Department building.

b. Commemorative Flags.

(1) The Village may choose to display a Commemorative Flag at Village Facilities when approved by the Village Board and subject to this

Policy.

(a) Any member of the Village Board may ask the Village Board to authorize the display of a Commemorative Flag in accordance with this Policy.

(b) The only Village Facilities at which a Commemorative Flag is authorized to be displayed is at a flagpole in front of the Village Hall, Village Library, and/or Village Center.

(c) No more than one Commemorative Flag shall be displayed at a time at each authorized Village Facility.

(d) The dates for display of a Commemorative Flag shall be reasonably related to the event or cause to be commemorated.

(e) For avoidance of doubt, the Village retains the authority and discretion under this Policy to display a Commemorative Flag for a shorter period of time than requested, and may also remove a Commemorative Flag to allow a different Commemorative Flag to be displayed.

5. Modifying Color of Village Street Lights.

a. The Village may choose to modify the color shown on Village Street Lights, in coordination with Waunakee Utilities, to bring awareness to public health issues when approved by the Village Board and subject to this Policy.

(a) Any member of the Village Board may ask the Village Board to modify the color shown on Village Street Lights to bring awareness to a public health issue in accordance with this Policy. By way of example, the Village has allowed the addition of add-on blue rope lights wrapping the light poles in November to bring awareness to National Diabetes Month.

(b) Village Street Lights may be modified to only one color at a time (besides standard white) pursuant to this Policy.

(c) The dates for display of a color shown on Village Street Lights to bring awareness to a public health issue shall be reasonably related to the event or cause to be commemorated.

EXHIBIT A

Village Buildings

1. Village Hall contains 3 flag poles, on which U.S. Flag, the Wisconsin Flag, and the Rotary Flag are displayed. This is also identified as Rotary Park.

2. The Fire Department contains 3 flag poles, on which the U.S. Flag, the Wisconsin Flag, and the Fire Department Flag are displayed.

3. The EMS Department contains 2 flag poles, on which the U.S. Flag and the Wisconsin Flag are displayed.

4. The Village Garage contains 2 flag poles, on which the U.S. Flag and the Wisconsin Flag are displayed.

5. The Village Center contains 2 flag poles, on which the U.S. Flag and Tree City USA Flag (under the U.S. Flag) are displayed.

6. The Village Police Department contains 1 flag pole, on which the U.S. Flag is displayed.

7. The Village Library contains 1 flag pole, on which the U.S. Flag is displayed.

8. The Old Library Building contains 1 flag pole, on which the U.S. Flag is displayed.

9. The Waunakee Utilities Building contains 2 flag poles, on which the U.S. Flag and the Wisconsin Flag are displayed.

10. The Village Depot (located in Reeve Park, owned by the Village, and occupied by the Waunakee Area Chamber of Commerce offices) contains 1 flag pole, on which the U.S. Flag is displayed.

Village Parks

1. Village Park contains 3 flag poles, on which the U.S. Flag, the Wisconsin Flag, and the POW/MIA Flag are displayed.

2. Ripp Park contains 3 flag poles, on which the U.S. Flag, the Wisconsin Flag, and the Village Flag are displayed.

3. Settlers Park contains 2 flag poles, on which the U.S. Flag and the Wisconsin Flag are displayed.

4. Savannah Park contains 1 flag pole, on which the U.S. Flag is displayed.

5. Centennial Park contains 1 flag pole, on which the U.S. Flag is displayed.

6. Blue Ridge Park contains 1 flag pole, on which the U.S. Flag is displayed.

7. Kilkenny Park contains 1 flag pole, on which the U.S. Flag is displayed.

8. Peaceful Valley Park contains 1 flag pole, on which the U.S. Flag is displayed.

9. Westbridge Park contains 1 flag pole, on which the U.S. Flag is displayed.

10. Dublin Park contains 1 flag pole, on which the U.S. Flag is displayed.