

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
BOARD OF EDUCATION POLICY COMMITTEE MEETING**

Monday, December 20, 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](mailto: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 SERIES 200 POLICIES**

**4**

Please find attached to this agenda item a PDF which includes all the 200 series policies for consideration. You may find these policies individually posted in the Extras Section of this agenda, as well.

Also attached to this agenda item is a spreadsheet that shows which polices are new, which are renumbered, which are repealed and which remain the same.

You may view the old policies at this link

[https://www.waunakee.k12.wi.us/district/boe\\_policy\\_200.cfm](https://www.waunakee.k12.wi.us/district/boe_policy_200.cfm)  
from the District Website.

The administration will walk the Committee through these policies and discuss some of the options that remain that need Committee input. We will use the 200 Series as a test of our process for reviewing a whole series of policies at one time, and will solicit your feedback

on how to improve the process for you.

Depending on how this review goes with the Committee, we will then move these policies to the full Board for review and 1st Reading.

**V. FLAG POLICY DISCUSSION/INPUT** **36**

Attached please find a DRAFT of the Flag Policy based on feedback from the Committee at the last meeting. This is a working draft and the administration is seeking further input into this policy before it is ready to be considered by the Board.

**VI. REVIEW THE BOARD POLICY RELATED TO PUBLIC RECORDS** **39**  
**-- POLICY 823**

Attached please find Policy 823 -- Access to Public Records

Also, attached please find a sample policy from the Wisconsin Association of School Boards regarding Public Records and Public Record Requests.

A community member has shared a concern regarding the public records process and has requested that the Committee review this policy and seek greater clarity about administrative expectations when implementing this policy, and its legal requirements, along with enhanced clarity to the community seeking records.

The administration supports a policy revision for the above stated reasons. The current policy is lacking detail related to public records, laws pertaining to public records, and the public records request process.

To assist with this review process, attached please find a sample policy from the Wisconsin Association of School Boards that we can use as a starting point.

**VII. FUTURE MEETINGS**

Topics for future meetings that have been discussed or requested:

- Next Series of Policies (300 or 400) after they are reviewed by WASB/Administration/Committee Chair
- Policy to clarify political speech in schools
- Policy to clarify social media use
- Bring back Seclusion and Restraint Policy after attorney review

**VIII. 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.”

Proper administration of the Waunakee Community Schools is most vital to a successful educational program. The general purpose of the District's administration shall be to coordinate and supervise, under the policies of the Board of Education, the creation and operation of an environment in which students work and learn most effectively. Administrative duties and functions should be appraised in terms of the contributions made to improving instruction and learning and in accordance with Board adopted job descriptions.

The Board shall rely on its chief executive officer, the superintendent, to provide at the District level the professional administrative leadership demanded by such a far-reaching goal.

The District's administrative organization shall be designed so that all divisions and departments of the central office and all schools are part of a single system guided by Board policies which are implemented through the superintendent. Principals are all expected to administer their units in accordance with Board policy and the superintendent's rules and procedures.

The superintendent and each administrator shall have the authority and responsibility necessary for his/her specific administrative assignment. Each shall likewise be accountable for the effectiveness with which the administrative assignment is carried out. The Board shall be responsible for clearly specifying requirements and expectations of the superintendent, then holding the superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the superintendent shall be responsible for clearly specifying requirements and expectations for all other administrators, then for holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration in the Waunakee Community School District are:

1. To manage the District's various departments, schools, and programs effectively.
2. To provide professional advice and counsel to the Board and to advisory groups established by the Board.
3. To implement the management function so as to assure the best and most effective learning programs, through achieving such subgoals as (a) keeping the District abreast of current educational developments; (b) developing staff to establish and operate learning programs that better meet learner needs; (c) coordinating cooperative efforts to improve learning programs, facilities, equipment, and materials; and (d) providing access to the decision-making process by staff, students, parents, and the public in order to facilitate the communication of ideas.

### Legal References:

#### Wisconsin Statutes

<a href="#">Section 118.19</a>	[licensure, generally]
<a href="#">Section 118.24</a>	[administrator contracts]
<a href="#">Section 121.02(1)(a)</a>	[school district standards; employ teachers, supervisors and administrators with appropriate license/certification]

#### Wisconsin Administrative Code

# ADMINISTRATION GOALS

Policy 210

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[PI 8.01\(2\)\(a\)](#) [school district standards; assure proper license/certification is on file]  
[PI 34](#) [licensure requirements]

## Cross References:

Administrative Staff Job Descriptions

## Adoption and Revision Dates:

March 1994  
January 2002

# RECRUITMENT AND HIRING OF ADMINISTRATIVE STAFF

## Policy 221.1

Waukegan Community School District

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*(This sample policy (1) establishes minimum expectations for the recruitment and hiring of administrators other than the district administrator; (2) delegates responsibility to the district administrator for defining specific recruitment and selection procedures for other administrative positions, which may be differentiated by type of position; and (3) involves one or more board members in the interview process when the district is hiring administrators covered by this policy. This sample policy could also be modified to expressly address additional positions, such as positions in which the employee performs managerial/supervisory duties but does not hold an administrator employment contract under section 118.24 of the state statutes. PRG 221.1 Sample Rule 1 was drafted to coordinate with this sample policy.)*

All of the District's recruitment, selection, and hiring practices and procedures are subject to and guided by the District's commitment to nondiscrimination and equal opportunity in employment, as further identified in related Board policies. The primary goals of these processes shall be to attract and identify a diverse range of highly qualified candidates who, if hired, will demonstrate a high degree of commitment to the District's mission, to the District's goals, and to their assigned duties and responsibilities, and who will also make positive personal and professional contributions to the District.

This policy applies to the recruitment and hiring for positions of employment in the District for which the employee and the Board of Education will execute an administrator contract under section 118.24 of the state statutes, except for the position of Superintendent. This policy also applies to managerial-level positions in the District for which the employee does not hold an administrator contract under section 118.24. To be considered a managerial position under this policy, the position must be paid on a salary basis and directly supervise and evaluate at least one other position.

The Board, at its discretion and without being bound by any administrative recommendation, shall make the decision to employ an individual in any position covered by this policy. If required by applicable law, such a decision must be supported by a majority vote of the full membership of the Board. Accordingly, no binding offer of employment may be made and no contract of employment shall be executed until properly approved by formal Board action.

In making its discretionary employment decisions and to the extent consistent with applicable law, the Board may consider any aspect of an individual's candidacy, including whether the Board finds the results of a candidate's background checks to be acceptable – regardless of whether the administration also assessed such issues and found the candidate acceptable to recommend to the Board for possible employment.

Unless the Board directs otherwise in connection with a specific position opening, the Superintendent and Director of Human Resources shall define and oversee the implementation of the District's practices and procedures surrounding recruitment, selection, and hiring for the positions covered by this policy. Different practices and procedures may be applied to different types of positions and to specific openings where the administration determines that there is reasonable cause for doing so. However, the following minimum requirements shall be observed in connection with the process that is used to fill positions addressed by this policy:

1. The District shall seek and consider applications that are received from both internal and external applicants for a specific opening unless the Board approves an administrative recommendation to first consider filling the position in question with one or more internal

# RECRUITMENT AND HIRING OF ADMINISTRATIVE STAFF

Policy 221.1

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candidates via promotion, a change in positions, or reassignment (including via the application of any pre-defined leadership succession plan).

2. The administration shall not recommend a candidate to the Board to fill a position covered by this policy unless the individual has participated in at least one personal interview for the position in question.
3. The administration shall not recommend an external candidate to the Board to fill a position covered by this policy unless the individual assigned to conduct background checks has verified the candidate's relevant employment history and the results of such verification are deemed acceptable to the Superintendent or his/her administrative-level designee.
4. The process shall include a criminal background check.
5. If applicable to the position, the process shall include verification of the license(s), or sufficient pre-licensure status, of the individual the District intends to employ.
6. If applicable to the individual who the District intends to employ, the process shall include verification that the individual has been released from any contract that would prevent the Board from contracting with the candidate.
7. Unless waived by the Board or unless the Board accepts an administrative recommendation to initially consider an internal candidate, the Superintendent shall structure the hiring process for principals and directors such that either (a) Board member(s) selected by the Board will participate in at least one personal interview of the job candidate(s) prior to a candidate being recommended to the Board; or (b) the recommended candidate is interviewed by the Board prior to the Board's consideration of the individual's employment.  
***{Editor's Note: If an interview step involving the full board, a board committee, or designated individual board members is not part of the normal hiring process for positions covered by this policy, a district may wish to delete this item.}***

## Legal References:

### Wisconsin Statutes

<a href="#">Section 19.36(7)</a>	[public disclosure of applicants for local public office]
<a href="#">Section 66.0502</a>	[employee residency requirements prohibited]
<a href="#">Subch. II of Ch. 111</a>	[the state fair employment law]
<a href="#">Section 118.19</a>	[licensure, generally]
<a href="#">Section 118.24</a>	[administrator contracts]
<a href="#">Section 121.02(1)(a)</a>	[school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

### Wisconsin Administrative Code

<a href="#">PI 8.01(2)(a)</a>	[school district standard; assure proper license/certification is on file]
<a href="#">PI 34</a>	[licensure requirements]

## Cross References:

WASB PRG 221.1 Sample Policy 1

# RECRUITMENT AND HIRING OF ADMINISTRATIVE STAFF

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**Adoption and Revision Dates:**

##/##/####

# HIRING ADMINISTRATIVE STAFF: CONDITIONAL OFFERS OF EMPLOYMENT

221.1-Admin  
Rule

Wauwaukee Community School District

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*(This sample rule addresses procedures and expectations surrounding offers of employment that may be made to candidates for administrative positions that are subject to specific contingencies. Rather than adopting these procedures and expectations as a formal rule, some districts may simply wish to address such matters on a case-by-case basis, keeping in mind that the use of contingent offers is often in the best interests of the employer (i.e., rather than assuming that any remaining steps in the verification phase of the hiring process will not raise any unexpected issues with regard to licensure status, employment history, etc.). This rule can be modified to expressly apply to additional managerial/supervisory positions for which the employee does not hold an administrator employment contract under section 118.24 of the state statutes.)*

This rule applies to the hiring of persons for District positions for which the employee and the Board of Education will execute an administrator contract under section 118.24 of the state statutes, except for the position of Superintendent. *[Include if desired: "This rule also applies to managerial-level positions in the District for which the employee does not hold an administrator contract under section 118.24.]* ***{Editor's Note: If the district chooses to extend this rule to such additional managerial-level positions, another alternative would be to expressly identify each such position, if practical to do so given the size and organizational structure of the District.}***

Unless inapplicable to the specific position or unless fully satisfied prior to the point at which an offer of employment is made, offers of employment made to candidates for positions covered by this rule shall be made expressly contingent on the following:

1. Verification of current licensure or verification of other pre-licensure status (e.g. provisional licensure) that is acceptable to the District and that is sufficient for the position in question under the rules and guidelines of the Department of Public Instruction;\*
2. Completion of all applicable criminal, professional, and personal background checks, with results that the Superintendent or Director of Human Resources, in his/her discretion and consistent with applicable law, finds satisfactory and sufficient to recommend the candidate to the Board for possible employment;\*
3. Completion of any required health examination with results that the District, consistent with applicable law, deems satisfactory at its discretion;
4. The candidate providing evidence acceptable to the District showing that the candidate has been released from any employment contract that the candidate holds with another entity that, if not released, would prevent the Board from contracting with the candidate; and
5. The Board's wholly discretionary post-recommendation approval of (a) the employment of the candidate; and (b) the terms and conditions of his/her proposed employment contract.

*\* The preferred practice is for the District to verify a candidate's licensure status and to conduct and initially review the results of applicable background checks prior to extending any offer of employment to a candidate for a position covered by this rule.*

# **HIRING ADMINISTRATIVE STAFF: CONDITIONAL OFFERS OF EMPLOYMENT**

**221.1-Admin  
Rule**

Wauwaukee Community School District

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Any conditional offer of employment that includes an unsatisfied contingency (including any of those listed above) is revocable if the District determines that the contingency has not been sufficiently and timely satisfied. Further, the District shall not execute any employment contract with any individual until all outstanding contingencies have been satisfied, unless any outstanding contingency has been adequately incorporated into the individual's contract such that the contract is either voidable or can be terminated at the discretion of the District if the contingency is not satisfied on a timely basis.

## **Adoption and Revision Dates:**

##/##/2019

WASB PRG 221.1 Sample Rule 1

This policy applies to all positions of employment in the District for which the employee and the Board of Education execute an administrator contract that, by law, is subject to sections 118.24(5) to (7) of the state statutes, including the Superintendent. Within this policy, such positions of employment and the individuals holding such positions shall be referred to as "administrators."

To the extent required by state law, no administrator may be employed or dismissed except by a majority vote of the full membership of the Board. The Board and each administrator employed by the Board will mutually execute a written employment contract. However, the Board shall not enter into an employment contract with any administrator for any period of time as to which the individual is already under a contract of employment with another school board.

The maximum term, renewal, nonrenewal, and possible extension of each administrator contract shall be governed by applicable state law, by the discretionary decisions of the Board permitted by state law, and by the rights and obligations that are established within the contract itself. The Board shall formally approve (or reject) any proposed modification to, or the termination of, any administrator contract.

At least 6 months prior to the expiration of any administrator contract and ~~at least 30 days sufficiently far in advance of any prior to each~~ deadline for the Board to make ~~any a~~ decision regarding the vesting of an extension of any administrator contract, the Superintendent shall inform the Board of the relevant deadline(s); the procedures for renewing, nonrenewing, or extending the contract(s); and, except for his/her own contract, provide the Board with a recommendation regarding the renewal, nonrenewal, or extension of each such contract. ***{Editor's Note: This language has been adapted from existing WCSD policy 222, Administrative Contracts, with the addition of notice of extension vesting deadlines.}***

The Board shall approve the contractual salary and establish the other contractual and non-contractual compensation ~~and benefits~~ of the administrators who are employed by the District. The Board's ability to individualize certain aspects of administrator contracts, including certain aspects of the structure and levels of an administrator's benefits and total compensation, is limited by various state and federal laws. Not all terms and conditions of an administrator's employment are contractual. To the extent consistent with state and federal law, such non-contractual terms and conditions of employment remain subject to the managerial discretion of the Board and the District at all times

If the Board has approved an administrator's employment and the terms and conditions of the individual's administrator contract, and provided that all applicable contingencies have been satisfied, ~~then the Superintendent may execute any administrator's employment contract, other than his/her own, on behalf of the Board. The~~ the Board President and Clerk, or such other Board officers as may be alternatively designated by the Board, ~~:(1) shall execute the Superintendent's contract on behalf of the Board; and (2) may execute any other administrator's Board-approved contract in lieu of the Superintendent.~~ ***{Editor's Note: Does the administration ever sign on behalf of the board for these contracts? If never, this paragraph can be modified.}***

If any administrator does not continuously hold a license that is required by law or by his/her employment contract, or if he/she is otherwise not legally eligible to hold the position identified in his/her contract, then (1) he/she shall be considered to be in material breach of the contract which may lead to termination; and/or (2) the contract may be void or voidable to the extent

required or permitted by law. Each administrator who is required to be licensed (i.e., certified) by law, or as a condition of employment established by the District, shall provide a copy of his/current license(s) and any subsequent renewal or extension to the Human Resources Office, where such license(s) shall remain on file. Each administrator is personally and solely responsible for remaining appropriately and continuously licensed in good standing by the Department of Public Instruction throughout his/her employment, including knowing the expiration date of his/her license(s) (if any) and meeting all applicable requirements for maintenance/renewal in a timely manner. ***{Editor's Note: In order for the school district to have a greater likelihood of success in being able to enforce this final paragraph as intended, similar provisions related to the employee's licensure should be expressly incorporated into each administrator's individual employment contract. Further if similar license maintenance requirements are expressly addressed in the Employee Handbook and in the individual administrator employment contracts, this paragraph could be deleted from this policy.}***

### Legal References:

#### Wisconsin Statutes

<a href="#">Section 66.0502</a>	[employee residency requirements generally prohibited]
<a href="#">Section 111.31</a>	[declaration of fair employment policy]
<a href="#">Section 118.24</a>	[administrator contracts]
<a href="#">Section 121.02(1)(a)</a>	[school district standard; employ teachers, supervisors and administrators with appropriate license/certification]

#### Wisconsin Administrative Code

<a href="#">PI 8.01(2)(a)</a>	[school district standard; assure proper license/certification is on file]
<a href="#">PI 34</a>	[licensure requirements]

### Cross References:

WASB PRG 222 Sample Policy 1

### Adoption and Revision Dates:

10/11/82

March 1994

January 2002

**##/##/2019**

# ADMINISTRATOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES

Waunakee Community School District

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The District's professional development plan for licensed employees, which shall be developed or updated at least annually under the leadership and supervision of the Superintendent, shall include a section addressing the professional development needs of licensed administrators.

Administrators are expected to maintain high standards of knowledge, skills, and professional competency and practice. Accordingly, subject to applicable budgetary constraints and appropriate supervisory approval, administrators are encouraged to continue their professional growth through the following:

1. Active involvement in formal and informal professional learning communities both within and outside the District;
2. Use of a wide range of technology-based resources;
3. Leading professional development activities for District employees or other educators;
4. Participation in conventions, programs, professional meetings and other activities conducted by administrator associations, government agencies, and other entities that actively serve public schools and educators;
5. Seminars, workshops, and courses offered by institutions of higher education; and
6. Other formal and informal professional development activities, including any activities appropriate for the particular administrator that may already be included in the District's staff development plan for licensed employees.

Expenses directly related to an administrator's qualifying professional development activities will be paid for or reimbursed by the District to the extent and in the manner provided by applicable District procedures, including all procedures that relate to (1) obtaining supervisory approval for specific activities, costs, and any time away from work; and (2) the submission of complete and timely documentation of qualified expenses. The submission of any inappropriate or unreasonable costs or expenses for payment by the District may affect the administrator's evaluation and/or result in discipline.

Administrators are expected to use the District's performance evaluation process as an opportunity for direct discussion between the administrator and his/her supervisor/evaluator concerning the standards, content areas, and/or specific activities that would be most beneficial for the administrator to consider as a focus for his/her upcoming professional development activities. Because administrator professional development will often be more self-directed and rely more heavily on external resources, relationships, or affiliations than may be the case for non-administrative personnel, such discussions are particularly important as a means for administrators to share ideas and gain awareness of sources for high-quality professional development activities.

## **SUPERINTENDENT PROFESSIONAL DEVELOPMENT**

The Superintendent has heightened responsibility, relative to other employees, to self-monitor his/her own professional development activities to ensure that they do not interfere with the

# ADMINISTRATOR PROFESSIONAL DEVELOPMENT OPPORTUNITIES

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appropriate performance of his/her other duties and that any District costs remain in line with the Board of Education's expectations and established budgetary parameters. The Superintendent shall adhere to established procedures regarding approval of professional development activities, costs, and expenses. When traveling, the Superintendent shall ensure that he/she makes appropriate arrangements regarding his/her contact information and for any appropriate in-District leadership designations that will apply in his/her absence.

~~*{Editor's Note: The school board and district administrator may wish to consider supplementing this section of the policy with a rule, such as PRG-223 Sample Rule 1, that further defines mutual expectations for the district administrator's professional development activities – such as identifying certain time-intensive or high-cost activities for which the district administrator is expected to obtain advance approval from the board.}*~~

~~The Superintendent shall, at least annually, prepare and present to the Board of Education a proposal for his/her own professional development activities, which shall be consistent with this policy and with the District-wide professional development plan for licensed employees. In consultation with the Superintendent, the Board may approve, reject, or modify the proposal. The proposal may identify specific activities along with their expected costs, and it may also identify general goals that could be pursued through a variety of activities as different opportunities arise. *{Editor's Note: This paragraph is optional and could be deleted if it is not consistent with current preferences or practices.}*~~

## Legal References:

### Wisconsin Statutes

- [Section 118.24\(5\)](#) [attendance at conventions by selected administrators]
- [Section 121.02\(1\)\(b\)](#) [professional staff development plan]

### Wisconsin Administrative Code

- [PI 8.01\(2\)\(b\)](#) [professional staff development plan]
- [PI 34.003](#) [DPI's administrator standards]
- [PI 34, Subchapter V](#) [stages of licensure, including orientation and mentoring requirements]

## Cross References:

WASB PRG 223 Sample Policy 1

## Adoption Date:

##/##/2019

# PROCEDURES RELATED TO PROFESSIONAL DEVELOPMENT ACTIVITIES OF THE SUPERINTENDENT

223-Board  
Rule 1

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***(This sample rule is intended to give further direction from the board to the district administrator regarding approval of the district administrator's professional development activities and the related expenses. Such procedures and expectations vary substantially by district. Accordingly, if used, this sample may need to be substantially edited. In adapting this sample for local use, the terms of the district administrator's contract and the general expense reimbursement procedures applicable to all employees should be evaluated. Under this sample, some activities require the advance approval of the board, while others may be authorized by either the board or by the board president acting on the board's behalf.)***

Expenses directly related to the Superintendent's professional development activities may be paid for or reimbursed by the District to the extent and in the manner provided by applicable District expense procedures, including all procedures that relate to (1) obtaining approval for specific activities, costs, and any work time away from the District; and (2) the submission of complete and timely documentation of qualified expenses.

The Superintendent is required to obtain advance approval directly from the Board of Education for any proposed professional development activity, and for the estimated related expenses, when both of the following apply:

1. The activity will either occur on one or more working days at a location outside of the District or involve District payment or reimbursement of related expenses, and
2. Any one or more of the following applies:
  - a. The proposed activity involves an absence from work in the District for the equivalent of three (3) or more work days in any 10-day period;
  - b. The proposed activity involves out-of-state travel;
  - c. The proposed activity is a course offered by an institution of higher education for which full or partial tuition reimbursement is requested;
  - d. A reasonable estimate of the total District cost of the proposed activity (including all associated expenses) exceeds \$500 [or insert other dollar amount]; or
  - e. The funds specifically budgeted for administrator professional development in the applicable fiscal year have been exhausted.

Specific activities and estimated expenses that are sufficiently detailed within the Superintendent's annual professional development proposal (and any amendments thereto) are sufficiently approved for purposes of these procedures if the Board has approved the proposal.

In regard to other proposed professional development activities that will occur on one or more working days at a location outside of the District and/or that will involve District payment or reimbursement of related expenses, the Superintendent may request advance authorization

# PROCEDURES RELATED TO PROFESSIONAL DEVELOPMENT ACTIVITIES OF THE SUPERINTENDENT

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from either the Board or the Board President. The Board President may provide such advance authorization provided that:

1. The Superintendent makes a request that identifies the activity, the work time required for the activity, and a reasonable estimate of all expenses that the administrator anticipates to be paid or reimbursed by the District;
2. The Board President finds the proposed activity and estimated expenses to be reasonable and not in conflict with any Board policy, expense reimbursement procedure, or Board decision; and
3. The Board President concludes that he/she is otherwise comfortable exercising this discretionary approval authority on behalf of the Board.

For any professional development activity for which direct Board pre-approval is not expressly required under these procedures, if the Superintendent engages in a professional development activity that was not authorized in advance by either the Board or the Board President and if he/she incurs any cost or expense that he/she intends the District to pay or reimburse, the Superintendent does so at the risk that the Board may determine, at its discretion, that such payment or reimbursement is to be denied or rescinded.

## Adoption and Revision Dates:

##/##/2019

# BOARD-SUPERINTENDENT ROLES AND WORKING RELATIONSHIP

Policy 224

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The Board of Education and the Superintendent share responsibility for working together to provide effective leadership for the School District. Accordingly, the Board and Superintendent likewise share responsibility for the goal of developing and maintaining a productive, mutually-respectful working relationship.

While the Board's and the Superintendent's leadership roles are different, they are complementary and involve a degree of overlapping duties and responsibilities.

As the elected representatives of the community and as the highest-level governing authority in the District, the Board's primary leadership role involves establishing the District's mission, goals, strategic priorities, governance policies, and annual budgets, and then providing the necessary support, oversight, and advocacy to foster and monitor their proper implementation.

As a highly-skilled professional educator and as the Board-selected chief administrator, the Superintendent's role includes (1) prudently leading and managing the District's schools, programs, and operations on a day-to-day basis in a manner that implements and that is consistent with the Board's governance decisions; (2) assisting the Board in performing its governance role, including by making significant contributions to the establishment the District's goals, priorities, policies, and budgets; (3) overseeing the design, implementation, and review of learning standards, curriculum, and professional practice in the District; and (4) setting the expectations and accountability structures for other staff members that the Superintendent will ultimately use to demonstrate his/her own accountability to the Board.

The Superintendent and Board will work to develop, and refine as needed, their shared understanding regarding (1) their respective roles; (2) the extent, methods, and timing of communication between the Board and the administration; and, (3) especially where not otherwise definitively addressed by applicable law or by existing policies and procedures, their respective spheres of decision-making authority. When either the Board or the Superintendent has concerns regarding the effective functioning of the leadership team, each is expected to identify those concerns to the other members of the leadership team and to attempt to identify appropriate means by which the leadership team can address those concerns. An important primary, but not exclusive, means for the Board to bring such issues to the attention of the Superintendent is through the performance evaluation process.

## Legal References:

### Wisconsin Statutes

[Section 118.24](#) [district administrator duties]

[Section 120.12](#) [school board duties]

[Section 120.13](#) [school board powers]

## Cross References:

WASB PRG 224 Sample Policy 1

## Adoption and Revision Dates:

5/10/82

4/22/91

# BOARD-SUPERINTENDENT ROLES AND WORKING RELATIONSHIP

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March 1994  
January 2002  
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# **BOARD-SUPERINTENDENT ROLES AND WORKING RELATIONSHIP**

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**224-Board  
Rule 1**  
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In addition to other responsibilities or expectations that the Board of Education may identify, the Board's expectations for its working relationship with the Superintendent include the following:

1. The Superintendent shall be prepared to provide the Board with a timely recommendation and supporting rationale regarding decisions that are presented for Board action. Such recommendations are intended to promote the Board's understanding of the relevant issues and to encourage a robust, professional dialogue regarding such decisions.
2. Once the Board makes a decision, it becomes the decision of the Board and the administration. The Superintendent, along with other administrative and managerial-level employees, will support lawful Board decisions by carrying out the decisions to the best of their ability and by not engaging in conduct that serves to undermine a decision, notwithstanding any professional or personal disagreement with the decision.
3. The Superintendent shall exercise sound professional judgment in identifying issues, incidents, and other information of which all members of the District's leadership team need to be aware, and in deciding when and how to appropriately communicate such information to the Board.
4. The Superintendent shall treat all members of the Board even-handedly.

The Board's further expectations for itself, and for which the community should hold its elected representatives accountable, include the following:

1. Through its policies, the Board recognizes that the sound functioning of the District and the achievement of the District's goals require shared responsibility for leadership and the delegation of significant responsibility to (and through) the Superintendent. Should the Superintendent raise a concern to the Board regarding the Board's performance of its primary leadership role or a concern that the Board is intruding too far into the administrative role, the Board owes a duty to the community to give such concerns due consideration.
2. The Board should use its authority as a governing body to limit and diffuse actions by individual Board members that contravene the will of the Board majority and that, in the judgment of the Board, are serving to inappropriately undermine the effectiveness of the District's leadership team.
3. In the event of a disagreement with an administrative recommendation or decision, the Board expects that the interaction among the Board members and administrators will remain respectful.
4. The Board will work with the Superintendent to achieve a resolution to complaints, concerns, or controversies that may arise in a manner that is consistent with each other's respective roles and with established policies and procedures. Individual Board members, in particular, have a responsibility to ensure that they are referring complaints, concerns, or controversies through appropriate channels and not attempting to investigate and resolve such issues in a manner that exceeds their individual authority.

## **Adoption and Revision Dates:**

# **BOARD-SUPERINTENDENT ROLES AND WORKING RELATIONSHIP**

Waunakee Community School District

**224-Board  
Rule 1**

Page **2** of **2**

##/##/2019

WASB PRG 224 Sample Rule 1

The Superintendent and other licensed administrators in the District shall receive a formal, written evaluation at the end of their first year of employment and **at least** every third year thereafter. If an administrator's employment contract requires more frequent evaluations and/or particular types of evaluation(s), the administrator and the applicable evaluator(s) shall adhere to those additional contractual requirements. Further, beginning no later than the first year in which the District is required to use the educator effectiveness evaluation process, all principals shall be evaluated in substantial and material compliance with the educator effectiveness evaluation system for principals that the District implements pursuant to state law.

Written evaluations shall be based, at least in part, on Board-adopted position descriptions, including the administrator's job-related activities, and shall include observation of the administrator's performance as part of the evaluation data. However, nothing in this policy shall be interpreted as a limitation on the number, scope, or type of formal or informal performance evaluations that may be conducted with respect to administrators. The District may place different employees holding similar positions on different evaluation schedules and use different evaluation procedures or methods based upon, for example, the District's identification of a need for an employee to improve performance in one or more areas.

The Board of Education shall be responsible for the Superintendent's evaluation, including determining the specific criteria and procedures it will use in assessing the Superintendent's performance. The Superintendent shall notify the Board President of any required or agreed-upon dates by which his/her evaluations are to be conducted, and the Board President shall work with the Superintendent to ensure that sufficient meetings are scheduled so that the evaluation process can reach its conclusion in a timely fashion. **The Board normally expects to complete an evaluation of the Superintendent's performance by no later than January of each school year or at such other time consistent with the Superintendent's current contract so that a relatively recent evaluation normally precedes any decision regarding a possible contract extension or contract renewal.** *{This last sentence of this paragraph is an adaption of existing language found in WCSD Policy 225. Is the timing language reasonably consistent with current practice, intent, and contract commitments? If uncertain or inconsistent, delete the final sentence and rely on the more general language of the policy.}*

The Superintendent shall be responsible for the evaluation of other administrators in the District and shall either perform those evaluations himself/herself or shall direct that those evaluations be performed by other persons who have the training, knowledge and skills necessary to evaluate licensed administrative personnel. The Board delegates to the Superintendent the responsibility for defining and implementing a systematic program of evaluation for other administrative staff covered by this policy. The Superintendent shall inform the Board of any significant changes to the District's administrative staff evaluation processes as implemented under this policy.

**The Superintendent shall be prepared to present to the Board information on the performance evaluations of individual administrators any time the Board is addressing individual contract decisions regarding renewal/nonrenewal, contract extensions, individual salary determinations, and at other times as directed by the Board or as deemed beneficial by the Superintendent.** *{This last paragraph is an adaption of existing language found in WCSD Policy 225.}*

### Legal References:

### Wisconsin Statutes

<a href="#">Section 115.415</a>	[educator effectiveness; principal evaluation]
<a href="#">Section 118.24</a>	[administrator contracts]
<a href="#">Section 120.12(2m)</a>	[school board duty to evaluate principals using DPI-developed educator effectiveness evaluation system or equivalency evaluation process]
<a href="#">Section 121.02(1)(a)</a>	[school district standard; verification of licensure]
<a href="#">Section 121.02(1)(b)</a>	[school district standard; professional development of employees]
<a href="#">Section 121.02(1)(a)</a>	[school district standard; evaluation of licensed staff]

### Wisconsin Administrative Code

<a href="#">PI 8.01(2)(a)</a>	[annual certification to DPI of administrator's current license]
<a href="#">PI 8.01(2)(a)</a>	[board evaluation of district administrator]
<a href="#">PI 34.003</a>	[DPI's administrator standards]
<a href="#">PI 47</a>	[equivalency process for educator effectiveness evaluation; principals and teachers]

### Cross References:

WASB PRG 225 Sample Policy 2

### Adoption and Revision Dates:

9/14/81

10/11/82

4/22/91

March 1994

January 2002

**##/##/2019**

# SCHOOL BUILDING ADMINISTRATION

Policy 230

Waukegan Community School District

Page 1 of 1

Acting with the approval of the Superintendent, the principals shall be the chief administrators of their schools. Except as otherwise established by the Board or Superintendent, All personnel assigned to a building shall be **directly responsible** to the principal. Staff members who work in more than one school shall be responsible to the principal of each school in which they work during the time they are working there.

The principal is charged with the supervision and direction of the staff and the students assigned to the building, and with care of the school facility and its equipment. He/she shall see that the rules and regulations of the District, the directives of its officers, and the guidelines for the instructional program are observed. Within the framework of the policies and directives of the Board of Education and the general rules, and regulations, and directives set by the Superintendent, the principal may establish and enforce such regulations as he/she deems advisable for the efficient operation of the school.

## Legal References:

### Wisconsin Statutes

[Section 118.24](#) [administrators]

## Cross References:

### Adoption and Revision Dates:

10/11/82

March 1994

**##/##/2019 (renumbered from former Policy 240)**

# SCHOOL ADMINISTRATOR/STUDENT RATIOS Policy 230.1

Waunakee Community School District

Page 1 of 1

The Board of Education believes that the success or failure of a school is largely dependent on the building principal. The number of students and staff supervised by the principal impacts on the overall quality of the school. Therefore, the Board establishes the following guidelines based on building administrator/student ratios to help guide the Board and administration in making decisions regarding the number of administrators assigned to each building:

<u>School Type</u>	<u>Maximum Range of Students per Building Administrator</u>
Elementary (Grades K-6)	400 to 500
Middle (Grades 7-8)	300 to 400
High School (Grades 9-12)	300 to 350

The Board recognizes that it will be impossible to always stay within these ranges. The ratio may fall above or below the range depending on specific circumstances. The Board may choose to provide additional administrative support during periods of transition on a part time or shared basis or through the use of interns. However, the Board recognizes the importance of the role of building administrators in maintaining a safe and orderly school and providing quality supervision of staff. This can best be provided by staff members dedicated fully to student and staff supervisory duties.

## Legal References:

### Wisconsin Statutes

[Section 118.24](#) [administrators]

## Cross References:

## Adoption and Revision Dates:

1999

###/###/2019 (renumbered from former Policy 240.1)

# POLICY IMPLEMENTATION AND COMPLIANCE

Waukegan Community School District

Policy 253

Page 1 of 1

The policies developed by the Board of Education and the administrative regulations, procedures, and handbooks developed to implement policy are designed to promote an effective and efficient school system. All District employees are expected to reasonably familiarize themselves with and adhere to the District policies, rules, and procedures that are relevant to their position(s) and role(s). All employees are encouraged to bring questions, concerns, and suggestions about such policies, rules, and procedures to the attention of their immediate supervisor and/or to an appropriate building or departmental administrator.

Within their assigned area(s) and role(s), District employees who hold administrative and supervisory positions have the following additional general responsibilities:

1. To oversee and reasonably monitor the implementation of District policies, rules, and procedures;
2. To promote and facilitate an awareness and understanding of applicable District policies, rules, and procedures among subordinate employees and, to the extent applicable, among students and among other District agents and stakeholders; and
3. To model the process of referring to established policies, rules, and procedures in day-to-day work and operations; and
4. To identify and communicate to appropriate members of the administrative leadership team identified concerns regarding District policies, rules, and procedures, which may include, for example, concerns about legal compliance, inadequate awareness/understanding among relevant stakeholders, inconsistent implementation, lack of sufficient coordination with current practices, or potential ambiguities or conflicts.

## Cross References:

### Adoption and Revision Dates:

10/11/1982

4/22/91

March 1994

January 2002

##/##/2019 (renumbered from former Policy 263)

# DEVELOPMENT OF ADMINISTRATIVE RULES Policy 253.1

Waunakee Community School District

Page 1 of 2

The Board of Education delegates to the Superintendent the function of defining and managing the detailed arrangements under which the District's schools and other programs and functions are operated on a day-to-day basis. In some cases, these detailed arrangements may be set forth in formal, written administrative rules. As used in this policy, the term "rule" is synonymous and interchangeable with "procedure."

The Superintendent is responsible for developing, approving, reviewing, and overseeing the implementation of administrative rules as needed. While retaining overall accountability for and oversight of such rules, the Superintendent may further delegate these responsibilities to other administrators and supervisors. In addition, the Board encourages the involvement of other affected staff persons and stakeholders in such processes. In addition:

1. All administrative rules shall be consistent with Board policies and legal requirements.
2. Formal administrative rules that are defined and maintained in written form shall be appropriately organized for ease of reference and use. Some administrative rules may be maintained with related Board policies and any related Board-adopted rules.
3. Proposed, new, and revised administrative rules may be presented to the Board for informational purposes or input.
4. Any District procedure, District plan, or other management document for which Board approval/adoption is required by, and non-delegable under, applicable law shall not be considered an "administrative rule" within the meaning of this policy.

In authorizing the administration to develop, implement, and enforce formal administrative rules, the Board in no way intends to limit the authority of the District's administrative and supervisory personnel to issue other directives, establish other responsibilities and expectations, or define other practices and procedures as may be lawful, prudent, and consistent with Board policy for the sound management of the District. Similarly, certain aspects of the day-to-day management and operation of the District require the exercise of discretion such that it may be either impractical or imprudent to attempt to reduce the matter to a formal policy or rule. Applicable legal authority, District policies and rules, and Board and managerial directives shall guide and provide a general framework for the exercise of such discretion.

Although this policy expressly establishes that the development and implementation of administrative rules is a delegated responsibility, the Board ultimately reserves the right to review, modify, suspend, and revoke administrative rules should the Board conclude that the rules are inconsistent with Board policies or applicable legal requirements, or upon determining that such action is in the best interests of the District.

## Legal References:

### Wisconsin Statutes

[Section 120.13](#) [power to do all things reasonable for the cause of education, including making rules for the organization, gradation and government of the schools]

# DEVELOPMENT OF ADMINISTRATIVE RULES

Policy 253.1

Waukegan Community School District

Page 2 of 2

## **Cross References:**

WASB PRG 253.1 Sample Policy 2

## **Adoption and Revision Dates:**

10/11/1982

4/22/91

March 1994

##/##/2019 (renumbered from former Policy 263.1)

The District's Employee Handbook(s) contain provisions that are derived from or reflective of a variety of sources, including applicable laws and regulations, District policies and procedures, and statements of managerial expectations for employees. The provisions of the Employee Handbook also serve a variety of purposes, including the following:

1. Establishing the District's compliance with certain legal requirements;
2. Giving notice of certain rights, responsibilities, and obligations;
3. Identifying certain conditions of employment; and
4. Serving as a reference document for various employment-related practices and procedures.

Neither the Employee Handbook as a whole nor any specific provision within the Handbook:

1. Constitutes or creates an employment contract, or any other type of contract, between the District and any employee;
2. Modifies, adds to, or subtracts from the terms of any contract that may be held by an individual employee, except to the extent that such contract expressly incorporates one or more Employee Handbook provisions by reference;
3. Is intended to create or confer a property interest in any person's continued employment with the District;
4. Is intended to create or confer any third-party rights or causes of action to persons who are not District employees, except as strictly required by applicable law.

Employee Handbook provisions are subordinate to conflicting provisions of any applicable state or federal law or regulation, any Board of Education-approved individual employment contract, or any Board-ratified collective bargaining agreement. Accordingly, changes in applicable laws, regulations, or contracts may supersede, modify the application of, or eliminate certain provisions found in the Employee Handbook.

To the fullest extent permitted under the law, the District, as the employer, reserves the right to modify the provisions of the Employee Handbook at its discretion at any time. **The Board will normally be responsible for approving (or rejecting) proposed modifications to an Employee Handbook. However, the Board may designate particular sections or specific provisions of an Employee Handbook as administrative rules/procedures. Following such a designation, those sections or provisions of the Handbook may be modified (including being suspended, repealed, or removed) upon the approval of the Superintendent or his/her administrative-level designee.**

Where a provision of the Employee Handbook represents the entirety of, an excerpted portion of, or a direct summary of a separately-maintained Board policy or Board-adopted rule, any Board-adopted change to such Handbook provision shall simultaneously amend the associated Board policy or rule, and any Board-adopted change to the associated policy or rule shall simultaneously amend the applicable Handbook provision(s).

The current version of the District's Employee Handbook(s) shall be accessible to employees on the District's website.

### **Board Expectations for Employees Related to the Employee Handbook**

All District employees are subject to and are expected to review and follow the provisions of the Employee Handbook that are applicable to their position and role.

If an employee has a concern that any provision of the Employee Handbook is or may be in conflict with any applicable state or federal law or regulation or any separately-established District policy, rule, contract, or performance expectation, the employee shall raise the concern with his/her immediate supervisor, who shall involve other employees, supervisors, or administrators as necessary to resolve the issue.

To the extent a provision of the Employee Handbook may be ambiguous as written or as applied, or if any employee otherwise has questions, concerns or requires any clarification regarding any provision(s) of the Handbook, the employee shall contact his/her supervisor, who shall involve other employees, supervisors, or administrators as necessary to resolve the issue.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 120.13](#) [power to do all things reasonable for the cause of education, including making rules for the organization, gradation and government of the schools]

### **Cross References:**

WASB PRG 253.2 Sample Policy 1

### **Adoption and Revision Dates:**

##/##/2019

The District's student handbooks are intended to provide information for the benefit of students, parents and guardians, staff and other interested persons in the school community. Student handbooks serve a variety of purposes including the following:

1. Giving notice of certain policies, rules, rights, responsibilities, and obligations;
2. Serving as a reference document for various school-related practices, procedures, and expectations; and
3. Establishing the District's compliance with certain legal requirements.

The Superintendent shall be responsible for ensuring that the District maintains, updates, and periodically reviews student handbooks for each of the District's schools in each school year.

Student handbook provisions are subordinate to conflicting provisions of any applicable state or federal law or regulation, and shall be consistent with applicable Board-adopted policies, rules, and directives. Within these parameters, the Superintendent, or his/her administrative-level designee, has authority to approve and implement changes to the content of student handbooks without seeking advance approval from the Board of Education.

Where a student handbook provision represents the entirety of, an excerpted portion of, or a direct summary of a separately-maintained Board policy or Board-adopted rule, any Board-adopted change to the associated policy or rule shall simultaneously amend the applicable student handbook provision(s).

The current version of the District's student handbook(s) shall be accessible to the public on the District's website.

Student handbook will be approved by the Board annually at or before the regular August Board Meeting.

### Legal References:

#### Wisconsin Statutes

[Section 120.13](#) [power to do all things reasonable for the cause of education, including making rules for the organization, gradation and government of the schools]

### Cross References:

WASB PRG 253.3 Sample Policy 1

### Adoption and Revision Dates:

##/##/2019

The Superintendent and the Director of Human Resources shall oversee the development, revision, and maintenance of written job descriptions for all employee classifications in the District. At a minimum, each job description shall list the required qualifications and the essential functions (primary duties) that have been identified for the staff position(s) covered within the relevant classification.

Job descriptions for all professional employee classifications that require the employee to hold a Wisconsin Department of Public Instruction (DPI) license, including those for administrative staff, shall be adopted by the Board of Education. Job descriptions for other classifications may be approved and modified under the authority of the Superintendent.

Relevant administrative and supervisory personnel are responsible for reviewing the job descriptions applicable to their area(s) of responsibility on an ongoing basis to ensure that the descriptions remain reasonably current and accurate and to coordinate with the Superintendent and the Director of Human Resources regarding any concerns or potential changes.

The District's current job descriptions shall be accessible to employees on the District website.

Postings for specific positions, individual employment contracts, specific District policies and handbooks, or other supplemental descriptions for specific positions, assignments, and roles within an employee classification may augment a general job description. Further, all employees are expected to perform such duties and attend to such responsibilities as may be reasonably assigned by a supervisor.

### Legal References:

#### Wisconsin Administrative Code

[PI 8.01\(2\)\(a\)](#) [evaluations of licensed personnel to be based, in part, on board-adopted written job descriptions]

#### Federal Laws

[Americans with Disabilities Act of 1990](#) [disability discrimination in employment; reasonable accommodations]

### Cross References:

WASB PRG 254 Sample Policy 1

### Adoption and Revision Dates:

##/##/2019

# TEMPORARY ADMINISTRATIVE ARRANGEMENTS

Policy 260

Waunakee Community School District

Page 1 of 2

The Superintendent, any building principal, and any other administrator or supervisory employee is responsible for making appropriate arrangements for the in-District leadership and supervisory designations that will apply during a period of leave, in his/her temporary absence from work, or when he/she will not be working on site within the District for any significant portion of a work day. As applicable to such circumstances, the employee shall also ensure that he/she appropriately conveys his/her contact information, or other applicable emergency contact information, to other members of the District's staff who may have a need to consult with or have a decision made by an employee or official with the appropriate knowledge and authority.

In the event of an unexpected vacancy or any temporary absence from work that exceeds or is expected to exceed 2 consecutive weeks in any administrative or supervisory position, the Superintendent or his/her administrative-level designee shall make or approve appropriate interim arrangements for the performance of the duties and responsibilities of the position, subject to the following:

1. The Board of Education shall approve any individual contract modifications or any non-contractual modifications to an employee's monetary compensation that may be necessary to implement such interim arrangements.
2. The Board shall approve any interim replacement for the Superintendent.
3. At its discretion, the Board may elect to modify such interim arrangements.

When all of the following apply, the Board designates *[insert position title(s)—e.g., "the Executive Director of Operations, or, if he/she is also unavailable or unreachable, the Director of Instruction,"]* ***{Editor's Note: Where practical, it can be beneficial for the designee(s) in this sentence to possess a district administrator license.}*** to make decisions or take action in the best interests of the District:

1. An emergency or other urgent situation arises that necessitates an administrative decision or that requires administrative action that would normally be made/taken by the Superintendent;
2. The Superintendent is unavailable or unable to be reached;
3. It would be impractical or clearly imprudent to defer the matter until normal lines of authority could be utilized; and
4. A more-specific interim or temporary administrative arrangement is not in place that applies to the specific situation.

*[If applicable, insert any additional specific designations of alternate authority within the district's organizational structure that the board finds appropriate to establish at a policy level, if any. Such designations can sometimes be difficult to establish via policy because they lack a factual context and because changes in positions, personnel, and licensure that occur over time can alter the preferred alternate arrangements.]*

# TEMPORARY ADMINISTRATIVE ARRANGEMENTS

Waukegan Community School District

Policy 260

Page 2 of 2

## Legal References:

### Wisconsin Statutes

[Section 118.24](#) [administrative authority and assignment of responsibilities]

## Cross References:

WASB PRG 260 Sample Policy 1

## Adoption and Revision Dates:

10/11/82

4/22/91

March 1994

##/##/2019 (renumbered from former Policy 270)

Policies of the Board of Education

Series 200: Administration

**ADMINISTRATIVE COUNCILS, CABINETS, AND COMMITTEES**

262

The superintendent shall create committees and other advisory groups from within the staff, as the need arises, for the purpose of developing or implementing Board of Education policy or for whatever other purpose the superintendent deems necessary.

In the development of rules, regulations and procedures, the superintendent shall include at the planning stage, whenever possible, employees who are affected.

The District periodically reviews its committee structure and adopts a committee handbook which outlines the various committees of the District which includes their purposes, membership and responsibilities.

Adopted: 10/11/82

Revised: 4/22/91  
March 1994

Waunakee Community School District

<b>Policy #</b>	<b>Title</b>	<b>Action (suggested by WASB)</b>	<b>Notes from Admin</b>
210	Administrative Goals	Retain OR Repeal	OK as is
221.1	Recruitment and Hiring of Administrative Staff	NEW	OK as is
221.1 Rule	Hiring Administrative Staff: Conditional Offeres of Employment	New (if yes)	OK as is
222	Administrative Contracts	Amend	Ok as is
222.1	Administrative Compnsation and Benefits	Repeal	
223	Administrator Professional Develoment Opportunities	NEW	Ok w/o strike through
223 Rule	Proceedures Related to Professional Development Activities of the District Administrator	New (if yes)	Not needed but open to discuss
224	Board - Administrator Relationship	Amend/Retain/Repeal	OK as is
224 Rule	Board - Administrator Roles and Working Relationship	NEW	OK as is
225	Performance Evalusion of Administrative Personnel	Amend	Date to reflect process
225 Exhibit	Evaluation of Superintendent	Retain or replace w/ current	Current Eval available
230	School Building Administratioin	New - Replace old 240	OK as is
230.1	School Administrator/Student Ratio	New - Replace old 240.1	Being reviewed by HR
240	School Building Administratioin	Repeal Replaced with 230	
240.1	Building Administrator/Student Ratios	Repeal Replaced with 230.1	
253	Policy Implementation and Compliance	NEW - Replace old 263	OK as is
253.1	Development of Administrative Rules	NEW - Replace old 263.1	OK as is
253.2	Employee Handbooks	NEW	OK as is
253.3	Student Handbooks	NEW (topic in 151.4 chg in authority)	OK as is Replaces 151.4
254	Employee Job Descriptions	NEW	Ok as is
260	Temporary Administrative Arrangements	New - Replace old 270	Ok as is
261	Administrative Organizaitonal Plan	Repeal	
262	Administrative Councils, Cabinets, and Committees	Repeal	Keep
263	Policy Implementation	Repeal - replaced with 253	
263.1	Development of Administrative Rules/Handbooks	Repeal Replaced with 253.1	
270	Temporary Administrative Arrangements	repeal replaced with 260	

Orange= New replacement policies & the Cooresponding Old policies being replaced

Pink= Brand New policies or possibly new policies

Green = Old policies repealed, check website to review

Yellow = Retain old policy - check website to review unless added

White = Action needed/accept as presented

## Flag Policy

It is the policy of the Waunakee Community School District to display flags with dignity and respect at all school buildings and school owned sites.

Definitions. The following definitions shall apply to this Policy:

- "U.S. Flag" means the flag of the United States as defined in 4 USC 1.
- "Wisconsin Flag" means the State Flag of Wisconsin as defined in Wis. Stat. § 1.08.
- "Commemorative Flag" means any flag other than the U.S. Flag, the Wisconsin Flag, or the flags identified in this Policy. To constitute an 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 WCSD under this Policy. Commemorative Flags may not exceed 3'x5' in size.
- "Flag Laws" means the applicable laws and policies of the United States, the State of Wisconsin, or the WCSD Board of Education as 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.

Every school within the Waunakee Community School District shall fly the Flag of the United States of America and the Flag for the State of Wisconsin on an outside flagpole.

All flags displayed at WCSD sites 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 flagpole and laws and regulations addressing the lowering of flags to half-staff.

Dignity of the Flag of The United States of America

- 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
- No flag shall be larger than the Flag of the United States of America.
- No flag shall fly higher than the Flag of the United States of America.
- Where there are multiple flags displayed together, the Flag of the United States of America shall always be displayed in a position of prominence:
- If multiple flag poles, in the center of three flags where the flags are displayed on separate flag poles
- 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.

Half-masting

- Flags will be flown at half-mast as directed by the Governor of Wisconsin or through direction of the President of the United States.

Commemorative Flags

These procedures address the displaying of commemorative 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.

#### Consideration of Commemorative Flags

- The WCSD may choose to display a Commemorative flag at WCSD sites when approved by the School Board and subject to this policy.
- Any member of the School Board may ask the School Board to authorize the display of a Commemorative Flag in accordance with this Policy.
- Commemorative Flags requests are to be submitted to the WCSD School Board no less than 2 full board meetings in advance of the date being requested to be displayed.
- A picture of the actual flag and description of the meaning and purpose for displaying the flag shall be submitted at time of request.
- The only WCSD Facilities at which a Commemorative Flag is authorized to be displayed is at a flagpole in front of the school buildings.
- No more than one Commemorative Flag shall be displayed at a time at each authorized WCSD Site.
- 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.
- 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.
- The dates for display of a Commemorative Flag shall be reasonably related to the event or cause to be commemorated.
- The WCSD shall 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.
- The WCSD 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.
- 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, and supports the district's initiatives, and are consistent with the mission of the Waunakee Community School District.

# FLAG DISPLAY REQUEST

(For flags displayed outside the WCSD school Sites)

Requests must be received and reviewed by the WCSD Board of Education at **2 months prior to the flag display start date.**

Today's Date (year/month/day): \_\_\_\_\_

Requestor: \_\_\_\_\_

Description/Name of Flag: \_\_\_\_\_

Name of Event/Organization Associated with Flag: \_\_\_\_\_

\_\_\_\_\_

Flag Dimensions: \_\_\_\_\_

(Note: No flag is to be larger than the Flag of the United States of America)

Flag Display Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Describe the purpose of the flag display, how it demonstrates an interest or relationship to the WCSD students, and how it aligns with the priorities of the District.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Check the box to acknowledge policy requirements.

*As outlined in the Policy #, I understand that the WCSD is responsible for communicating the purpose of this flag display with the WCSD community. Communication must include the WCSD Board of Education resolution/motion on the school board website of the flag display period and the purpose as it relates to the school.*

Approved

Not Approved

Reason: \_\_\_\_\_

WCSD Board of Education Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**ACCESS TO PUBLIC RECORDS**

The Waunakee Community School District Board of Education recognizes that parents and other citizens, and school and community groups have all become more concerned about the quality of public education. They may seek to become actively involved in planning educational improvements.

Since community involvement in the educational process requires knowledge of that process, it is the policy of the Board that all facts and information kept or prepared on the activities of the Waunakee Community School District, except confidential information will be considered public information.

Individuals may have access to and inspect the public records in the possession of the Waunakee Community School District in accordance with state law and district procedures. The District is to comply with state law regarding public access to and copying of the records of the District. The cost per copy shall be established by the superintendent.

Legal Ref.: Section 120.13(28) Wisconsin Statutes  
Subchapters II & IV of Chapter 19

Cross Ref.: 347-Rule, Student Records Procedures  
526, Personnel Records  
773, Data Management

Adopted: March 1994

Revised: July 2002  
August 2004

Waunakee Community School District

# GENERAL PROCEDURES FOR HANDLING PUBLIC RECORD REQUESTS

823-Rule

Sample Rule 1

Page 1 of 3

*(This sample rule provides general guidance and procedures for both requesters and the legal custodian of records, including fee-related information.)*

Individuals may have access to records maintained by the \_\_\_\_\_ School District and the various District records authorities in accordance with applicable law, District policy, and the additional procedures outlined below.

## **A. Accessibility of Records**

1. Members of the public may request access to the public records that are under the supervision of the legal custodian by submitting a request to the records custodian during the regular business hours of the District's main Administrative Office, which are Monday through Friday from [identify the appropriate office hours – e.g., 7:30 a.m. to 4:30 p.m.], except for holidays and such other exceptions as may be established in connection with the school calendar.
2. A requester will be permitted to use facilities comparable to those available to District employees to inspect or copy a record.
3. The legal custodian of records or his/her designee may require supervision of the requester during inspection or may impose other reasonable restrictions to maintain the security of the record(s).

## **B. Record Requests under the Wisconsin Public Records Law**

1. All requests to inspect or copy a public record shall be made to the legal custodian of records or his/her designee.
2. All requests must be reasonably specific as to the subject matter and time period of the records covered by the request.
3. Record requests may be made orally or in writing. Requesters may, but are not required to, contact the District to ensure receipt of the request.
4. At the discretion of the records custodian, and where there are legitimate reasons for doing so, the records custodian may promptly contact the requester to seek clarification of an ambiguous request prior to seeking responsive records or providing a formal response.
5. A requester may be required to show acceptable identification whenever the requested record is kept at a private residence, whenever security reasons require such measures, or where applicable state or federal law otherwise requires or permits an authority to request identification.
6. Neither any records authority nor any legal custodian of records is required to create new records that do not presently exist in response to any request for information from

# GENERAL PROCEDURES FOR HANDLING PUBLIC RECORD REQUESTS

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## Sample Rule 1

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the authority.

7. The records custodian is authorized by applicable law to reject "standing requests" for access to records that do not exist at the time of the request, but that may be created at a later date.

### **C. Responses to Records Requests**

1. All requests will be processed as soon as practicable and without delay. The time it takes the custodian to respond to the request will depend on factors including the nature and extent of the request and the availability of staff and other resources necessary to process the request. Access to inspect or copy records on the same day that the request is submitted is available only in limited circumstances.
2. Not all records created or maintained by the District are subject to inspection or copying by the public. Examples of records to which access may be prohibited or restricted include, but are not limited to, certain student records and certain records concerning applicants for positions, district employees, or public officers. In some cases, only a portion of record is subject to public inspection, while the remaining portion must remain confidential.
3. If the legal custodian decides to permit access to certain types of records concerning employees or individuals who hold a local public office, the custodian shall first determine whether the law requires the custodian to provide the record subject with advance notice of the decision to release the records. If such notice is required, it shall be provided prior to any release of the records, and the record subject shall be afforded the rights further outlined in state law.
4. In the event a records custodian denies a records request, either in whole or in part, the custodian shall identify the reasons that access to the records is being denied.
5. If a written request is denied in whole or in part, the requester shall receive a written statement of the reasons for the denial. Verbal requests may be denied verbally unless the requester makes a demand for a written statement of the reasons denying the request within five business days of the oral denial.
6. If the records custodian issues a written denial of a request, the custodian must also expressly notify the requestor within the response that the denial is subject to review in an action for mandamus under section 19.37(1) of the Wisconsin Statutes, or by application to the district attorney or attorney general.
7. The legal custodian of records or his/her designee shall not sell or rent a record containing an individual's name or address of residence, unless specifically authorized by state law. The collection of general fees applicable to a records request is not a sale or rental under these procedures.

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## D. Fees

*{Either repeat the fee provisions that are included in the district's public records notice in their entirety or state the following: "The fees that the District may charge in connection with a public records request are determined under Board policy and the fee schedule that appears in the District's posted public records notice. Information about such fees can also be obtained from the office of the District's legal custodian of records."}*

**Adoption Date:**

# ACCESS TO PUBLIC RECORDS: PUBLIC RECORDS NOTICE AND FEE SCHEDULE

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Sample Exhibit

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*(This sample exhibit includes the public records notice information required by law and includes a non-mandatory paragraph re-directing parents and guardians seeking their own child's student records to the appropriate school official. Each school district is required to adopt a public records notice and to prominently display the notice and make it available for copying at each of its buildings.)*

The \_\_\_\_\_ School District is a [common/unified/union high school] public school district providing education to students in grades [4K] through [12]. The School Board, consisting of [three, five, seven, nine, or eleven] members is the governing body of the District. Individual members of the School Board are elected or appointed to their office per state statutes.

The District's schools are comprised of the following:

1. [Identify the number of elementary schools, or list the elementary schools by school name and street address.]
2. [Identify the number of intermediate and/or middle schools, or list the intermediate and/or middle schools by school name and street address.]
3. [Identify the number of high schools, or list the high schools by school name and street address.]
4. [Identify the number of charter schools which are instrumentalities of the District, or list such charter schools by school name and street address.]
5. [Identify any special schools/programs not addressed within this list, above.]

Administratively, the District is organized into the following Departments:

1. [List administrative department(s), if applicable; or replace this listing of administrative departments with a statement that says "The main administrative office of the District is located at [insert street address]" ]
- 2.
- 3.

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions:

1. Seats held by individual board members
2. Officers of the School Board
3. District Administrator

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4. [Elementary School Principal, if applicable]
5. [Middle School Principal, if applicable]
6. [High School Principal, if applicable]
7. [The Director of Business Services, if applicable]
8. [Identify other positions within the District that are identified as local public offices.]

The District Administrator serves as the legal custodian of records for the following District authorities:

1. The District, including the School Board as the governing body;
2. All committees which are subunits of the Board;
3. Other District records authorities created by law or by rule or order;
4. The individual members of the School Board, including the officers of the Board (i.e., President, Vice President, Clerk, Treasurer, [secretary, if applicable]) to the extent provided in the Board's policy that express designates the custodian. Board members remain a records authority and co-custodian of the records of their individual public office.

The [identify the position(s) held by the deputy (ies)] shall serve as a deputy custodian of records in the event that the District Administrator is absent or otherwise temporarily unavailable to perform the duties of the legal custodian of records. In addition, each building principal employed by the District shall serve as a deputy custodian concerning the education records of the students presently attending school in their building(s) or programs, as well as those student records which are otherwise maintained at their respective building(s).

Members of the public may request access to the public records that are under the supervision of the legal custodian by submitting a request to the records custodian during the regular business hours of the District's main Administrative Office, which are Monday through Friday from [identify the appropriate office hours – e.g., 7:30 a.m. to 4:30 p.m.], except for holidays and such other exceptions as may be established in connection with the school calendar. One option for submitting a request is to submit the request in writing to the following address:

\_\_\_\_\_ School District  
Custodian of Public Records  
[Address Line 1]  
[Address Line 2]  
[City, State and Zip Code]



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(e.g., email) or for scanning physical documents and saving them into a digital format (e.g., PDF) for electronic distribution.

3. The actual, necessary and direct cost of photographing and photographic processing, including applicable costs of staff time in excess of [insert the same time period that is used in the next paragraph – e.g., “one-half (1/2) hour”], as referenced below, will be charged for providing a photograph of a record when the record does not permit standard copying.
4. If, based on the quantity or type of records requested, the copying or other reproduction of the records requires more than [insert the applicable time period – e.g., “one-half (1/2) hour”] of a staff member's time, then the requester will be charged the hourly rate of total compensation of the lowest-paid employee capable of performing the copying/reproduction. ***{Editor's Note: According to the Attorney General's [Public Records Compliance Guide](#), as a general rule, the rate for an actual, necessary, and direct charge for staff time should be based on the pay rate of the lowest-paid employee capable of performing the task. The law recognizes that specialized personnel (e.g., a computer programmer or an instructional technology professional) with higher hourly rates of pay may be needed to formulate and effectuate certain types of record location and copying tasks. However, authorities should limit the amount of time spent by specialized personnel to only that time required to perform the specialized portion of the local task, thereby minimizing the time spent using specialized and costly personnel.}***
5. There shall be no charge for the costs associated with locating a record unless the actual, necessary and direct location costs associated with the request exceed \$50, in which case the entire actual cost shall be imposed upon the requester. “Locating” a record means to find it by searching, examining, or experimenting. The cost of staff time required for the location of records will be charged at the hourly rate of total compensation of the lowest-paid employee who is reasonably capable of performing the task.
6. If records are mailed to the requester, the actual, necessary and direct postage/shipping costs will be charged.
7. Prepayment of authorized fees may be required for any request where the total fees exceed \$5.
8. Notwithstanding other provisions of this fee schedule, if a record is produced or collected by a person who is not a records authority pursuant to a contract entered into by that person and the District, the fee charged for copying the record shall be the actual, direct and necessary cost of reproduction incurred by the person making the reproduction or transcription of the record, unless a fee is otherwise authorized or established by law.
9. In a situation where any fees differing from the fees identified in this Notice are established by law, or are authorized to be established by law, those other fees may be charged.

Requesters shall make checks for fees payable to [identify proper payee].

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## **SPECIAL NOTICE REGARDING RECORDS CONTAINING INFORMATION THAT IS PERSONALLY-IDENTIFIABLE TO A STUDENT**

A parent, guardian or adult student who, pursuant to applicable state or federal law, wishes to inspect or copy personally-identifiable student records maintained by the District should submit such requests to the office of the student's current building principal, provided that the student in question is still enrolled in the District. Requests for records of former students should be submitted to *[identify proper position/office]*, except that requests for a copy of an individual's own high school transcript should be submitted to *[identify proper position/office]*. For more information regarding student records and accessing student records, see the District's student records policies and the student handbook. Fees other than those fees applicable to access to public records may apply to requests for student records.

### **Adoption Date:**

*(This sample policy identifies the district administrator as the legal custodian of records for essentially all school district authorities, and also designates deputy custodians. In addition, it outlines specific duties of the records custodian and identifies local public offices in the district for purposes of the public records law. In terms of fees charged to requesters, this sample policy authorizes specific fees to be charged as approved by the board and also permits the records custodian to reduce or waive applicable fees where the custodian determines that such a waiver or reduction is in the public interest.)*

The various records authorities of the \_\_\_\_\_ School District shall maintain and provide access to public records in accordance with applicable laws and the policies and procedures of the District. In addition, all officials, employees, and authorized agents of the District shall, to the extent appropriate to the particular record, safeguard the confidentiality of personally-identifiable information in their possession and in the records created or maintained by any school District authority. The District's public records notice, as adopted by the Board, shall be posted in the District's buildings, and the notice may also be made available to the public on the District's website.

### Legal Custodian of the Records of School District Authorities

The District Administrator shall serve as the legal custodian of records for the following District records authorities:

1. The District, including the School Board as the governing body;
2. All committees which are subunits of the Board;
3. Other District records authorities created by law or by rule or order;
4. The individual members of the School Board, including the officers of the Board (i.e., President, Vice President, Clerk, Treasurer, *[secretary, if applicable]*). **However:**
  - a. Each Board member remains a records authority and co-custodian of the records of their public office.
  - b. As to any records of his/her office that a Board member may create or maintain solely at any location or on any computer system that is not owned or controlled by the District, the Board member shall have responsibility for the proper maintenance and retention of such records.
  - c. Unless such a Board member informs the Board-designated legal custodian in writing that the Board member is assuming sole legal responsibility for responding to a request for records of the Board member's office that are in the possession or control of the Board member, and that are not otherwise available to the Board-designated custodian, a Board member shall cooperate with the Board-designated custodian of records in responding to a request for any such records. ***{Note to Waunakee: The highlighted portions of this provision address issues that presents questions of legal interpretation and that have some significant implications for local practices. It may be an issue that the district wishes to seek legal advice on.}***

The *[identify the position(s) held by the deputy(ies)]* shall serve as a deputy custodian of records in the event that the District Administrator is absent or otherwise temporarily unavailable to perform the duties of the legal custodian of records. In addition, each principal employed by the District shall serve as a deputy custodian concerning the education records of the students

presently attending school in their building(s) or programs, as well as those student records which are otherwise maintained at their respective building(s).

The legal custodian of records is vested with full legal power to render decisions and carry out the duties of each school District records authority designated above, as such duties are identified under the Wisconsin Public Records Law. For example, the legal custodian shall:

1. Receive, evaluate, and respond to requests to inspect or copy records;
2. Compel the prompt assistance of other District employees in responding to requests for access to public records, to the extent the custodian deems necessary;
3. Take an active role, either personally or via a designee or via written procedures, in supervising the proper maintenance and retention of records by District employees; and
4. Ensure that all employees who are entrusted with the records that are subject to the legal custodian's supervision are notified of the identity of the legal custodian and provided with a description of the legal custodian's duties under applicable law.

The District Administrator, or his/her designee, working in conjunction with the individual school official who has been assigned specific responsibility for ensuring the confidentiality of all personally-identifiable data, information, and records collected or maintained by the District under the Individuals with Disabilities Education Act (IDEA), shall (1) develop rules of conduct for District employees who are involved in collecting, maintaining, using, providing access to, sharing or archiving personally-identifiable information; and (2) ensure that all such employees know their duties and responsibilities relating to protecting personal privacy, including applicable state and federal laws.

Neither the designation of a legal custodian of records nor any other provision of this policy shall be interpreted to affect the powers and duties of any District records authority under the Public Records Law.

### Authorized Fees under the Public Records Law

Fees may be charged for costs associated with locating and/or copying requested records and for related postage/shipping costs in accordance with the fee schedule adopted by the Board. The fee schedule shall be included in the public records notice posted in District buildings and on the District's website.

The legal custodian of records may provide copies of a record without charge or at a reduced charge where the custodian determines that a waiver or reduction of the fee is in the public interest. These situations include, but are not necessarily limited to, situations where the records custodian determines that the costs the District would be likely to incur in processing a payment would be likely to exceed the amount of the payment itself; or where the requester is an elected official, the records in question are reasonably necessary for the proper performance of official duties, and the location costs associated with the request are negligible. The legal custodian shall apply any such waiver or reduction of fees with reasonable uniformity and without discrimination as to any status protected by law (e.g., race, sex, disability, etc.).

In a situation where any fees differing from the fees approved by the Board are established by law, or are authorized to be established by law, those other fees may be charged.

### Assistance from Legal Counsel

When the legal custodian of records, or a deputy custodian in the absence of the legal custodian, determines that it is necessary or prudent to do so, he/she is authorized to seek specific legal advice from and engage the assistance of District legal counsel. In the event that District legal counsel is contacted for representation in connection with a records request, the individual making such contact shall ensure that the Board President is immediately notified of the expected scope of such legal representation.

### Local Public Offices

Several positions within the District constitute local public offices for purposes of the Wisconsin Public Records Law, including the following positions:

1. Seats held by individual Board members
2. Officers of the School Board
3. District Administrator
4. [Elementary School Principal, if applicable]
5. [Middle School Principal, if applicable]
6. [High School Principal, if applicable]
7. [The Director of Business Services, if applicable]
8. [Identify other positions within the District that are identified as local public offices and ensure that the full list is kept current and that the list identified in the public records notice is consistent with this list.]

## Legal References:

### **Wisconsin Statutes**

[Sections 19.21 – 19.39](#) [Public Records Law and related statutes]  
[Section 120.13\(28\)](#) [board authority to designate legal custodians]

### **Federal Laws**

[34 C.F.R. §300.623](#) [confidentiality safeguards regarding IDEA-related records]

## Cross References:

[Insert appropriate cross references to the policy as applicable to your district.]

## Adoption Date: