

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

Thursday, June 2, 2022

8:00 AM

Waunakee Community School District
905 Bethel Circle
Waunakee, WI 53597

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

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

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

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

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

AGENDA

I. CALL TO ORDER

II. ROLL CALL

III. APPROVE AGENDA

IV. PUBLIC COMMENTS

V. DISCUSS POLICY REVIEW PROCESS AND NEXT STEPS

An update will be provided on the process we will follow for reviewing and updating district policies. Randy Guttenberg, Ted Frey, and Rebecca McDonough met with staff from WASB to outline our workflow for the next series of policies, items from the Quick Check process, and other pertinent policies identified by the administration/board.

VI. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION

- A. Services and Programs for English Learners -- Policy 342.7 3
Services and Programs for English Learners -- Policy 342.7 is a new policy being proposed to the Board. Chris Mand, Director of Student Services, will be present at the

meeting to express the need for this policy.

B. Students Experiencing Homelessness -- Policy 411.2 6

Students Experiencing Homelessness -- Policy 411.2 is a new policy being proposed to the Board. Chris Mand, Director of Student Services, will be present at the meeting to express the need for this policy.

C. Student Mental Health and Wellness -- Policy 457 10

Student Mental Health and Wellness -- Policy 457 is a rewrite of a policy being proposed to the Board. Chris Mand, Director of Student Services, will be present at the meeting to express the need for this policy.

D. Expense Reimbursements -- Policy 671.2 15

Expense Reimbursements -- Policy 671.2 is being revised per recommendation from the Business Office. The new language is highlighted in the attached document. Allie Dye, Director of Business Services, will be at the meeting to represent this change in policy.

E. Proof of Residency -- Policy 431 18

Proof of Residency -- Policy 431 is being revised per a recommendation from District Registrar, Julie Gengler. The changes are struck in the attached revision. We are recommending removal of telephone, cable, and cell service bills as proof of residency as those items can be changed on-line and do not hold validity as proof of residency.

F. Flag Policy 19

The Committee will review the Draft Flag Policy as a follow up to the ruling by the US Supreme Court in *Shurtleff v. Boston* case. The administration will summarize the case and its impact on the Board's options regarding the draft Flag Policy. If the Committee decides to forward a policy related to commemorative flags to the full Board, then per discussion with the school district's attorney, the administration is recommending that the commemorative flag section of the policy be rewritten, to reflect the intent of the Board regarding the type of speech they want the policy to reflect.

VII. FUTURE MEETINGS

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.”

Services/Programs for English Learners

342.7

The Waunakee Community School District shall provide appropriate programs and services for students who are identified as English learners (EL) and are enrolled in District schools. The purpose of these programs and services will be to help students acquire English language skills that will enable them to benefit from the instructional program at the Waunakee Community School District (WCSD) and to meet established academic standards.

If a sufficient number of English learners from the same language group are identified, bilingual-bicultural programs and services must be offered. Once state requirements are met, these programs and services are provided as required by State Law.

Students with English learning (EL) needs shall be identified according to WCSD English Learner identification guidelines, which are in accordance with the processes identified in the *Wisconsin Department of Public Instruction English Learner Policy Handbook* and state law. Once identified, English learners shall receive an English proficiency level. Service delivery shall be determined after careful data analysis to identify student needs. The degree of curricular and instructional modification and accommodation, type of supportive services and their duration shall be individually determined based on student needs. Specialized instructional materials and techniques designed to teach English to speakers of other languages shall be used in the District. English learners shall be provided with full access to supportive services available to other students in the District.

Parents/guardians of English learners shall be notified of the students' English language assessment results and of educational programs and services available to help their child improve their English language skills and academic achievement. Parents/guardians of English learners will be provided a Notification of Service Delivery and Parental Rights, which is reviewed on an annual basis. Parents/guardians will be notified when/if changes in service delivery are made. Notifications shall be provided in the parent/guardian's native language to the extent possible. These notifications shall be made consistent with legal requirements and in such a manner as to ensure that the student's parent or guardian understands them.

English learners shall be assessed academically in accordance with legal requirements and established District procedures. Decisions regarding the administration of statewide academic assessments to English learners, including any testing accommodations, shall be made according to State and District guidelines on a case-by-case basis. The results of statewide and District academic assessments and alternative assessments shall be used consistent with District policies in making programmatic decisions. Academic assessment results may not be used as the sole criterion to re-classify an English learner from an English as a second

language or bilingual-bicultural education program or to determine if grade promotion, eligibility for courses or programs, eligibility for graduation for eligibility for participation in postsecondary education responsibilities.

The English language proficiency of English learners shall be assessed annually according to Federal and State requirements. Reclassification/exiting decisions shall also be made according to WCSD procedures that are aligned in the Wisconsin Department of Public Instruction *English Learner Policy Handbook*.

Procedure:

Enrollment Procedure:

1. All new students are required to register at the Waunakee Community School District Registrar's office, 905 Bethel Circle, Waunakee. All families must provide proof of residency and complete a student enrollment form and a Home Language Survey for each student.
2. Answers to questions on the Home Language Survey will determine the need for English language proficiency screening.

English language proficiency screening and identification procedures shall be conducted according to WCSD procedures, which are aligned to the *Wisconsin Department of Public Instruction English Learner Policy Handbook*.

Having another language spoken in the home or in another setting is not an automatic identification of a student as having English language learning needs.

Programming and Progress Monitoring:

1. English Learner (EL) teaching staff provide support for English learners under a variety of service models. Services are defined in the Notification of Service Delivery and Parental Rights and require consent of parent/guardian.
2. EL teachers and general education teachers will monitor progress of current English learners including two years after English learners have exited programs and services. Staff will meet with parents/guardians and students when students are not making expected progress. If during that time, it is determined that the student was exited from the EL program prematurely, the student shall be placed back in the program.
3. If an English learner is suspected of having special education needs, all required procedures for screening and evaluation under the District Multi-Level Systems of Support (MLSS) process and the Individuals with Disabilities Education Act (IDEA) apply. A consideration in determining eligibility for special education services will be the student's patterns of language acquisition and whether or not they are typical of bilingual learners. The EL staff shall collaborate with special education and student services staff

in order to determine whether or not assessments should be conducted in languages other than English.

LEGAL REF: 115.95 Wisconsin Statutes
115.96 Wisconsin Statutes
115.97 Wisconsin Statutes
118.13 Wisconsin Statutes
118.30 Wisconsin Statutes
121.02(1)(r) Wisconsin Statutes
212.02(1)(s) Wisconsin Statutes
PI 8.01(2)(r) Wisconsin Administrative Code
PI 14 Wisconsin Administrative Code
Elementary and Secondary Education Act Part A-Subpart 1
Title III of the Elementary and Secondary Education Act
34.C.F.R. 200.06(f)

CROSS REF: 310 Instructional Goals
342.1 Programs for Children with Disabilities
342.3 Title I Comparability
345.1 Grading Systems
345.4 Promotion/Retention of Students
345.5 High School Graduation Requirements/Procedures
346 Student Assessment Program
411 Equal Educational Opportunities
420 School Admissions
422 Admission of Non-Resident Students

Adopted:

Students Experiencing Homelessness

411.2

All children and youth within the Waunakee Community School District experiencing homelessness are provided with equal access to the District's educational programs, have an opportunity to meet the same challenging State of Wisconsin and District academic standards, and are not segregated or discriminated against on the basis of their status as homeless.

Definitions

- I. Students experiencing homelessness (hereafter referred to as Students in Transition) are defined as individuals lacking a fixed, regular and nighttime residence, which may include the following conditions:
 - A. Temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
 - B. Living in motels, hotels or camping grounds due to the lack of alternative adequate accommodations
 - C. Living in emergency, transitional or domestic violence shelters
 - D. Abandoned in hospitals
 - E. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings
 - F. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings
 - G. Living as run-away children or children who are abandoned
 - H. Abandoned or forced out of homes by parents/guardians or caretakers
 - I. Living as migratory children in conditions described in previous examples
- II. "Unaccompanied youth" are defined as students who are not in the physical custody of a parent or guardian, including students who are runaways, abandoned or denied housing by their parents, and other youth without a legal or participating caregiver, who are living in situations that are not fixed, regular or adequate.
- III. School District of Origin is defined as the school and district the student attended when permanently housed or the school in which the student was last enrolled.
- IV. School District of Residence is defined as an attendance-area school or district where the student is currently sleeping at night.
- V. Permanent Housing is defined as any signed lease or long-term approved living situation. However, stable housing may be a consideration in developing the transition plan for the student. The student's educational interests and the desire to have students engaged in their education within their district or school of residence are guiding factors.

Delegation of Responsibility

The Board and Superintendent designate the Director of Student Services and the Homeless Liaison to serve as the district's liaison for students in transition and their families.

- I. The district's liaison shall coordinate with:
 - A. Local service agencies that provide services to children and youth in transition and their families
 - B. Other school districts on issues of records transfer and transportation
 - C. State and local housing agencies responsible for comprehensive housing affordability strategies

- II. The district's liaison shall provide public notice of the educational rights of students in transition in schools, family shelters and other community service agencies.

- III. The district's liaison shall ensure that:
 - A. Children and youth in transition residing in the district are identified by the school
 - B. Children and youth in transition enroll in, and have full and equal opportunity to succeed in schools in the District
 - C. Families, children and youth in transition receive educational services for which they are eligible and referrals to other appropriate services to ensure they make educational progress
 - D. The parent/guardian of a child and any unaccompanied youth in transition is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth
 - E. Public notice of the educational rights of children and youth in transition is disseminated where such children and youth receive services such as the schools, family shelters, and other community service organizations
 - F. Enrollment disputes are mediated in accordance with legal requirements
 - G. The parent/guardian of a child and any unaccompanied youth in transition is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services

- IV. The Director of Student Services shall:
 - A. Serve as a resource between districts in resolving conflicts or issues related to the shared financial responsibilities for transportation.
 - B. Serve as a designee for parents or others who have a complaint regarding district offers of service for students in transition.
 - C. Ensure compliance with all local, state or federal reporting related to students in transition.

WCSD McKinney-Vento Dispute Guidance

A child/youth who is experiencing homelessness has the right to remain at their school of origin (public school that the child attended when permanently housed, or the public school in which the child was last enrolled) or to attend any public school that other students who live in the attendance area are eligible to attend. If the student is eligible to attend more than one school, parents/caregivers or unaccompanied youth will have the option of choosing the school they wish to attend.

When a dispute arises over the school placement/enrollment, WCSD must:

1. Immediately enroll the student in the school in which enrollment is sought pending final resolution of the dispute, including all appeals.
 - a. When the appeals are pending, the student has the right to full participation in school programs and activities, transportation, lunch and fees waived.
2. The Homeless Liaison shall carry out the outlined WCSD dispute process:

Level 1- Informal Dispute to Homeless Liaison

1. The Homeless Liaison will make best efforts to resolve the dispute at Level 1
 - a. The parent/guardian or unaccompanied homeless youth will receive a written explanation of the “Best Interest of the Student” letter. This letter will be sent from the District Homeless Liaison and will notify the parent/guardian or unaccompanied youth of the notice of the decision.
 - i. The Homeless Liaison will keep a copy of this letter on file.
 - b. The parent/guardian or unaccompanied youth has the right to appeal this decision (written or verbally). If the dispute cannot be resolved at Level 1, the Homeless Liaison will proceed to Level 2.
 - c. The Homeless Liaison will provide the parent/guardian or unaccompanied youth with the appeal process forms which includes:
 - i. Student Placement Dispute Form
 - ii. Copy of the Dispute Process
 - d. The parent/guardian or unaccompanied youth must start the appeal process by completing and submitting “Student Placement Dispute Form” in writing, which requests for Level 2 dispute to the Director of Student Services.
 - i. The parent/guardian and/or unaccompanied youth can complete this form with the assistance from the Homeless Liaison.
 - ii. The Homeless Liaison will keep a copy of this letter on file.

Level 2- Formal Dispute to Director of Student Services

1. The Director of Student Services or designee, within five business days of receipt of the formal dispute will schedule to meet with the person(s) initiating the dispute, review the information and consider the best interest factors of the child.

2. After meeting with the person(s) initiating the dispute, the Director of Student Services or designee will schedule a meeting with the parent/guardian or unaccompanied youth within ten business days.
 - a. Provide a written copy of the “Notice of Dispute Resolution” to parent/guardian or unaccompanied youth.
 - i. The Homeless Liaison will keep a copy of this form on file.
 - b. If the request is denied by the parent/guardian or unaccompanied youth, a notice of the right to appeal Level 2 decision and move to Level 3 with the Department of Public Instruction.

Level 3: Formal Dispute to the Department of Public Instruction

1. If a dispute is not resolved after going through WCSD dispute resolution process, the parent/caregiver or unaccompanied youth may send a request (in writing) for resolution to the State Superintendent’s Office of the Wisconsin Department of Public Instruction.
 - a. Unresolved disputes should be sent to:
State Superintendent of Public Instruction
P.O. Box 7841
Madison, WI 53707

Legal Ref: Section 118.13 Wisconsin Statutes
 McKinney-Vento Act 42 US Code §§11431-11435
 McKinney-Vento Act 42 U.S.C. 11432(g)(3)(E)

Cross Ref: 347, Pupil Records
 411, Equal Educational Opportunities
 420, School Admissions
 422, School Attendance Areas
 433, Assignment of Students to Classes
 751, Student Transportation Services

Adopted: 2021

Policies of the Board of Education

Series 400: Students

Student Mental Health and Wellness

457

The Waunakee Community School District (WCSD) Board of Education recognizes that offering mental health and wellness supports and services provide significant benefits to the social and emotional well-being of students.

The district shall utilize a framework that includes universal exposure to practices that promote high levels of wellness to include:

Universal Practices: Relationship building, resiliency, and rich social-emotional learning, trauma sensitive practices, conflict resolution, and mental health and wellness education.

Selected Services: Early identification, screening, progress monitoring, effective individual and group interventions, and co-planning strategies with students, families and community providers.

Intensive Services: Individualized plans/strategies for students which may include school-based mental health services and a coordinated system of care.

In addition to prevention and intervention services, the district has established a process to intervene when students exhibit warning signs of suicide. The role of the school is not to treat students, but to assist and refer.

Any person employed by WCSD who has reason to believe, either by direct knowledge or a report from another person, that a student is in danger of harming oneself through an attempted suicide is to report the situation immediately to a member of student services or administration.

The district and any district employee who in good faith attempts to prevent suicide by a student is immune from civil liability for their acts or omissions in respect to the suicide or attempted suicide as per state law

Legal Ref.: Section 115.365 Wisconsin Statutes
118.01(2)(d)(7)
118.295
121.02(1)(e)

Cross Ref.: 457-Rule, Suicide Prevention Procedures

Adopted: 10/13/87

Revised: March 1994
March 2002

Policies of the Board of Education

Series 400: Students

Student Mental Health Crisis Response

457-Rule

When any person employed by the District shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming themselves through an attempted suicide, or has attempted suicide, that employee is to report the situation immediately. The procedure to report this situation is as follows:

1. Contact the building principal and/or a member of Student Services. Do not leave the suicidal student without adult supervision for any amount of time while making this contact.
 - a. If the student's life is in imminent danger, the nearest law enforcement agency shall be summoned to transport the student to the nearest hospital emergency room. In the case of an active suicide attempt, call 911 and remain with the student. Have another staff member notify an administrator who will activate the appropriate crisis emergency response protocol. In the case of an in school suicide attempt, the health and safety of the student is paramount.
2. The building principal and/or student services team member shall initiate a suicide risk assessment whenever a student talks about harming oneself, or if there is a concern that a student has thoughts about hurting oneself.
3. After the suicide risk assessment is complete, determine the level of risk and the course of action based upon the level of risk. In all situations, contacting the parent/guardian is the first step. The parent/guardian shall be informed of the concern that led to the assessment and the assessment results.
4. Student Services staff will initiate a safety plan and work collaboratively with school staff as well as the student and family to ensure the safety plan aligns with the level of risk.
5. After the immediate crisis has been resolved, the safety planning team shall meet to evaluate the situation and decide on an appropriate role for the school to assist the student and family. Next steps may involve facilitating a "warm handoff" to a caregiver and/or outside provider, facilitating and securing a Release of Information (ROI) form so school staff are able to communicate and plan with any outside providers, additional school supports and check-ins.
6. Student Services staff should remain in contact with the student and family and review the student's safety plan on a regular basis to ensure continuity of care.
7. For students returning to school after a mental health crisis, the school will coordinate a re-entry meeting with the student (if appropriate), parent/guardian and other relevant personnel. As a team, they will determine appropriate measures to assist the student in being safe and successful while at school.

Staff will receive professional development regarding suicide prevention. Additional professional development in risk assessment and crisis intervention will be provided to student services staff members. Staff will also be offered additional staff development opportunities in Positive Behavior Interventions and Supports, Trauma Sensitive Schools, and Non-Violent Crisis Intervention.

Adopted: 10/13/87

Revised: March 1994
March 2002

POSITIVE EMOTIONAL DEVELOPMENT OF STUDENTS

The Waunakee Board of Education recognizes stress, depression and suicide as critical problems for learners, the education system, and the community. The District will be actively involved in positive emotional development of students because children, youth and adults are at risk when they are under stress, depressed or suicidal. The Board is aware of its responsibility to promote the positive emotional development of students in the District. Therefore, the District shall provide the following services to students:

- a) An instructional program designed to help prevent suicides by students. The program will provide students with the skills needed to make sound decisions, the knowledge of the conditions which may cause and the signs of suicidal tendencies, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances, and knowledge of the available community youth suicide prevention and intervention services.
- b) Guidance and school psychological services which offer assistance to students with emotional problems or concerns through counseling or referral to appropriate community agencies.
- c) A coordinated school/community plan for awareness and action in time of crisis.

Persons suspecting a student of having emotional problems which may result in suicidal tendencies shall be encouraged to report such suspicion to an administrator or guidance counselor.

Any Board member, District employee or school volunteer who in good faith attempts to prevent suicide by a student shall be immune from civil liability for his/her acts or omissions with respect to the suicide or attempted suicide as provided by state law.

Legal Ref.: Section 115.365 Wisconsin Statutes
118.01(2)(d)(7)
118.295
121.02(1)(e)

Cross Ref.: 451-Rule, Suicide Prevention Procedures

Adopted: 10/13/87

Revised: March 1994
March 2002

SUICIDE PREVENTION PROCEDURES

457-Rule

When any person employed by the District shall have reason to believe, either by virtue of direct knowledge or a report from another person, that a student is in any danger of harming themselves through an attempted suicide, or has attempted suicide, that person is to report the situation immediately. The procedure to report this situation is as follows:

- 1) Contact the building principal and/or a member of the District intervention team. Do not leave the suicidal student without adult supervision for any amount of time while making this contact. If the student's life is in imminent danger, the nearest law enforcement emergency agency shall be summoned to transport the student to the nearest hospital emergency room.
- 2) The building principal and/or the intervention team members shall immediately contact the student's parent(s)/guardian and request that he/she meet with the school staff. The parent(s)/guardian shall be informed that their student has attempted or is planning an attempt at suicide. This meeting may take place at school, at the county department of family services agency, or at the hospital, depending on the danger to the student's life.
- 3) If the danger is not imminent, the principal and/or the intervention team member shall determine if it is appropriate to involve the county department of family services, crisis intervention, or the 51.42 Board at this time or to urge the parent(s)/guardian to involve these agencies. In determining the immanency of the danger, the contact person should consult with another team member.
- 4) When any outside agency is to be utilized, have a release of information form signed which will allow a two-way flow of information between the school and the community agency.
- 5) After the immediate crisis has been resolved, the intervention team shall meet to evaluate the situation and decide on an appropriate role for the school to take in assisting the student. A counselor or student services staff member will keep close contact with the student and the community agencies treating the student to insure a coordinated school-agency approach.
- 6) When appropriate, all teachers involved with the student shall be invited to an informal staffing to assist them in appropriately dealing with the student.
- 7) A member of the intervention team shall meet with the student's parent(s)/guardian to inform them of the decision of the school staff on District follow-up and to obtain their reaction.

Adopted: 10/13/87

Revised: March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 600: Fiscal Management

EXPENSE REIMBURSEMENT

671.2

District personnel and officials who incur expenses in carrying out their authorized duties shall be reimbursed by the District upon submission of a properly filled out and approved purchase order/**check request**. Such expenses must be approved in advance by the building/department administrator and incurred in line with budgetary allocations for the specific type of expense outlined in District guidelines. **Grant funds may receive expense reimbursements following this policy or the amount approved by their grant if that amount is higher. Fund 21 expenditures are exempt from maximums in this policy, but may use amounts as a general guideline.**

Expense Guidelines:

Mileage:

Shall be at the rate established by the IRS for school business and conference related travel. Mileage log/**map** must be submitted with the purchase order showing travel details. Inter-district travel as part of job duties is reimbursable through the District mileage account.

Housing:

Shall be paid at the rate no higher than that established for the hotel hosting the conference or convention but shall only cover the actual costs up to that amount. Housing for school business not related to a conference or convention with a headquarter hotel shall be reimbursed at the actual costs if the hotel reservations have been made through the school district. The district shall reimburse or pay for the costs of school personnel. If additional costs are incurred by a spouse or family member sharing the room that will be at the employee's expense.

No reimbursement shall be paid for housing/hotels or events within 60 miles of the District. Reimbursement for housing/hotels within 60 miles may be considered on a case-by-case basis, with pre-approval of the District Administrator or Designee.

Commercial Travel:

Travel by commercial carrier shall be arranged by the employee and costs reimbursed by the district if it is not paid for by the district. The travel of spouses or other family members can be arranged at the same time; however, the employee must pay for the cost of family members at the time arrangements are made.

General Transportation:

The costs for ground transportation (taxi, bus, rental car) necessary for the employee to participate in school related business or attendance at a conference or workshop shall be reimbursed. Approval of a rental car at school district expenses must be given in advance by the superintendent. Reasonable charges for taxi service (including standard tip not to exceed more than a range of 15% to 20%) are reimbursable. Receipts are required for reimbursement of transportation

Parking:

Receipts from parking facilities must be provided.

Meals:

The cost of meals for employees and Board members only shall be reimbursed at the full cost of the meal, including tip, up to a maximum amount based on the U.S. General Services Administration guidelines. This maximum will be reviewed annually and provided to all district personnel. The maximum can be evenly divided between employees for groups of four (4) or more.

Separate meal maximums for travel outside of the U.S. may be approved by the ~~Business Manager~~ **Director of Business Services**.

Employees are to submit ~~purchase orders~~ **check request** for the above costs to include receipts. Employees must provide itemized receipts to support claims for reimbursement for meals purchased. Receipts submitted for meals purchased for other individuals while conducting District business must note the name of the individual(s) and the reason for paying the meal cost. For meetings over the meal period, the reason for the meeting must also be indicated. Tips are limited to no more than a range of 15% to 20% of the total bill.

District funds shall not be used for the purchase of alcoholic beverages.

Other Activities

Social activities such as golf outings, non-educational related tours, etc. that may or may not be part of a professional conference, are the responsibility of the individual and are not reimbursable.

Reimbursements for Administrators, Administrative Support Staff, and Administrative Assistants:

Reimbursements for Administrators, Administrative Support and Administrative Assistants must be submitted through the 775 (Administrative Reimbursements) Budget Group and approved by the Business Office. This ensures independent review and approval of any reimbursement requests.

Cross Ref.: Current Employee Agreements
163, Board Member Development Opportunities
223, Administrator Development Opportunities
537, Staff Development

Adopted: October 1982

Revised: March 1994
August 2000
April 2002
November 2005
October 2015
February 2019

Waukegan Community School District

PROOF OF RESIDENCE

Each new family enrolling students in the Waunakee Community School District must provide proof of residence within the school district's boundaries. Existing families who change residences must provide proof of residence within the school district's boundaries. Existing families enrolling students may be required to provide proof of residence within the school district's boundaries upon request of the Superintendent or designee. The proof of residence shall list an address within the Waunakee Community School District and shall name the parent(s) or guardian(s).

The following list constitutes acceptable proof of residence:

- A real estate tax bill or receipt for the current year
- A signed residential lease which is effective for a period that includes the school year
- A signed closing statement for an existing home which is effective for a period that includes the school year
- An occupancy permit for a new home
- A current (within 45 days) utility bill (gas, electric, ~~telephone, cable, cell service, etc.~~)
- A current (within 45 days) financial document (bank statement, payroll deposit, tax return for current year, etc.)
- A check or other document issued by a unit of government (including an occupancy permit)
- Any other document approved by the Superintendent as proof of residence

Legal Reference: Wisconsin Supreme Court Stat. ex rel. School Dist v. Thayer (1889) 74 Wis. 48

Adopted: February 2008

Revised: July 2011
February 2012

Waunakee Community School District

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.

1. 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” refers to any flag other than the U.S. Flag or the Wisconsin Flag. To constitute a Commemorative Flag, the flag must have previously been approved for display and must actually have been displayed by being flown at the United States Capitol or the State of Wisconsin Capitol within the previous ten (10) years before it can be eligible for display 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.

2. General Rule. Every school within the Waunakee Community School District shall fly the Flag of the United States of America and the Flag of 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-mast.

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

- The flag of The United States of America will always take a position of prominence when displayed with other flags. The way that the National Flag shall be 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 there are multiple flag poles, The Flag of the United States of America shall be displayed in the center of three flag poles, where the other secondary 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 displayed on the flagpole to the right.

4. Display At Half-Mast. Displaying flags at half-mast: Flags will be flown at half-mast as directed by the Governor of Wisconsin or at the direction of the President of the United States.

5. Commemorative Flags:

These procedures address the display of commemorative flags at WCSD schools.

All flags that are secondary to the Flag of the United States of America and the Wisconsin State Flag, and that are considered for display by the WCSD shall support and align with WCSD policies and shall support and be consistent with safe and inclusive learning and working environments for all students, staff, and community members. The District and the Board of Education shall have the sole discretion to determine whether a flag being considered for display meets this standard and its decision concerning display of the flag shall be final.

Consideration of Commemorative Flags:

- The WCSD may choose to display a Commemorative flag at WCSD sites when approved by the School Board and in accordance with 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 requested for display of the flag.
- 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 can be displayed is at a flagpole in front of the school buildings. Display of Commemorative Flags in other places is not permitted
- 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 no more than 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 an approved 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 the District has approved for display. Such communications must include an explanation of the meaning and purpose for displaying the flag on the school website, including the time period that the flag will be displayed, 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, or for any other purpose deemed appropriate by the WCSD Board, including disruption caused by the flag impacting the school's educational environment, cultural or popular changes in the flag's originally reported meaning or message, or discovery of other meanings or messages that are not consistent with District policy, or state or federal law, any moratorium on or break in displaying Commemorative Flags declared by the Administration and subsequently approved by the Board, and/or any other non-discriminatory reason for removing a Commemorative Flag.
- The Board of Education may also order the flying of a flag in support of community awareness initiatives that align with the Board's values and supports the District's initiatives and are consistent with the mission of the Waunakee Community School District.

