

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

Thursday, March 16, 2023

9:30 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. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION **3**

Attached please find the policy summary grid that will be the working document for the policy committee meeting.

- A. 352 Field Trips and Excursions 9
- B. 352 Rule 1 Field Trip Guidelines 11
- C. 352 Rule 2 Extended Field Trip or Foreign Study Tour Procedures 13
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VI. <u>FUTURE MEETINGS</u>	
Upcoming meetings:	
March 16 @ 9:30am	
April 6 @ 7:30am	
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VII. <u>ADJOURN</u>	

“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.”

Proposed Code	Title	Current policy code	WASB recommendation	WASB Comment (if any)	First Review Ed Serv./Admin	2nd Review
352	Field Trips and Excursions	352	Replace with PRG 352 Sample Policy 1	<p>Your current policy is acceptable and is replaced by the PRG sample to align your policies with the PRG. I edited the sample to remove exclusions of scheduled extracurricular and sports trips and overnight trips. This policy requires administrative rules and exhibits and your current administrative rules and exhibits are acceptable - those should be reviewed and edited to align with current practice if needed.</p> <p>Note that the PRG has a sample (352.1) covering long distance and overnight travel. I chose not to use that sample to avoid multiple policies covering field trips - your current rules along with PRG 352 sample policy 1 cover most of the relevant policy questions. One matter not covered is ethical consideration with regard to staff personally benefiting from promotion of a field trip. See WASB PRG 352.11 Sample Policy 1 at the bottom of page 3 for sample language covering that policy question.</p>	<p>Agree with WASB. On Page 2 Paragraph after #10 communicate to all students and parents. Take out non payment. Bldg principal for highlight area.</p> <p>X</p>	Agree with First review
352 Rule 1	Field Trip Guidelines	352 Rule 1	Keep current rule		Keep as is X	Agree with First review

352 Rule 2	Extended Field Trip or Foreign Study Tour Procedures	352 Rule 2	Keep current rule		Add the 2 part approval process for long distance trips Need to work on language for 2 part process	Agree with First review
352 Rule 3	Overnight Accommodations on Field Trips	352 Rule 3	Keep current rule		Keep as is X	Agree with First review Discuss #4
352 Exhibit	Overnight and Extended Trip - Parental Permission Waiver	352 Exhibit	Keep current exhibit		Keep as exhibit but rewrite a form. Ask AP to Update	Agree with First review
353	Community Resource Person	353	Keep current policy	The PRG does not have a sample policy on guest speakers. You might consider renumbering this policy 353.2 to align with WASB Policy Coding.	Repeal X	Repeal

353.1	School Volunteers	353.1	Replace with PRG 353.1 Sample Policy 1	<p>Your current policy is acceptable and is replaced by the PRG sample to align your policies with the PRG.</p> <p>Note that your current policy cross-references policies and exhibits that do not appear on your website - I imagine those were repealed and your current policy was not updated to reflect that change.</p> <p>Note that the PRG includes 3 sample exhibits under policy 353.1 relating with volunteer consent for background checks, sample letters of appointment as volunteer coach and sample letters of appointment for a board member being appointed volunteer coach.</p>	<p>Agree with WASB. Review to make sure Volunteers Driving students are the same as far as having a paid person transporting students. Make sure the steps to qualify as an alternate driver is accurate. Para 4</p> <p>Yellow part reimburse - mileage and meals pre approved.</p> <p>No exhibits needed because of HR process</p> <p>Business office reviewing the policy for alignment with current transporting student practice and expense reimbursement practice.X</p>	Agree with first review
353.1 rule	Volunteer Coaches and Activity Advisors/Supervisors	353.1 rule	Replace with PRG 353.1 Sample Rule 2		<p>Agree with WASB. #1 is Athletic Director - & make sure it includes going through the hiring process delete #2</p> <p>Made edits per HR Dir Suggestion</p>	Agree with First review

361.1	Selection of Textbooks and other Classroom Instructional Materials and Resources	361	Replace and recode WCSD 361, 871, 871 Rule and 871 Exhibit with PRG 361.1, 361.1 Rule and 361.1 Exhibit	<p>The PRG includes complaint procedures regarding both instructional and library resource materials into PRG 361.1 and 361.2. Updates to the complaint procedure will be coded 361.1 and 361.2.</p> <p>Note this policy and rule and the 361.2 Library Material Selection policy and rule include similar material complaint procedures - the local choices made for each policy should be aligned.</p> <p>Note 361.1 Exhibit is a complaint form for complaints about textbooks and instructional materials - it can also be used as an exhibit for 361.2 for complaints about library materials.</p>	<p>Agree with WASB - End after personnel in highlighted sentence. Do not use the rule . C&I Will create admin process for material selection and will present annually during text book selection. Keep the exhibit</p> <p>X</p>	Agree with First review
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361.2	Library Material Selection	362	Replace and recode WCSD 362 and 362 Rule with PRG 361.2 and 361.2 Rule.	See comment for 361.1 above.	<p>Will receive language to add to first paragraph from Am. Library Assoc. From the C& I Department</p> <p>Make sure all references are to the LMTC</p> <p>Rule - concerns see notes remove #2 from Paragraph A. #4. How much documentation is required. NO CHG</p> <p>Director of Technology in highlighted area</p> <p>Combine 2 & 3 with new language From C&I</p> <p>Section F - see notes get rid of 1 and rewrite #2</p> <p>Add and review Library note from C&I.</p> <p>Forward to Tim S. for edits</p>	Agree with First review
361.3	Use of Rated Films and A-V Materials	362.1	Keep current policy and recode to 361.1	This policy is acceptable as written. Recode the policy to avoid confusion with PRG policy 362.1 Interlibrary Loans. School districts are not required to have an interlibrary loan policy - if your board chose to have such a policy, the PRG code for it is 362.1.	<p>Agree with WASB</p> <p>Renumber to 361.1</p>	Agree with First review

361.4	Special Interest Materials	363	Keep current policy and recode to 361.4	This policy is acceptable as written. Note that this policy cross references other policies (WCSD 362.1, 871) that I have recommended be recoded to match WASB coding system.	Agree with WASB Renumber 361.4	Agree with First review
362	Library Media Services	None	Adopt PRG 362	I considered replacing your current 364 with PRG 362, but your current policy has content regarding parental rights not included in the PRG sample.	Agree with WASB Highlighted area should be Directors of C&I no H, no #8 adopt X	Agree with First review
362.2	LMTC Access	364	Keep current policy and recode to 362.2		Agree with WASB 1st sentence as indicated LMTC X	Agree with First review
362.2 Rule	Departmental Guidelines to Ensure Access to IMC	364 Rule	Keep current rule and recode to 362.2	This rule addresses interlibrary loans being available to students. I do not see a policy addressing the districts participation in the interlibrary loan program. Note there is a PRG sample 362.1.	Agree with WASB Update IMC to LMTC X	Agree with First review

Student field trips can enhance student learning, help to develop new interests and more excitement for learning, and provide useful opportunities for students to engage with people, environments, activities, and resources outside of the confines of the school campus. At the same time, field trips require substantial advance planning, can sometimes be costly, and introduce certain safety risks.

District employees and other agents of the District are always responsible for ensuring that they have been sufficiently authorized to allow students to participate in any off-premises, District-supervised trip, event, or activity.¹

The School Board may establish limited funding for fields trips within the District's annual budget. The administration is responsible for monitoring the allocation of any such funding and for developing and implementing guidelines and procedures that address:

1. The number and type(s) of field trips that are planned for specific schools, classes/grade levels within schools, and, if applicable, among District-sponsored co-curricular groups/activities. Such guidelines shall be developed, implemented, and monitored with sensitivity to equity considerations (such as possible perceptions that students in different schools or classes are not offered comparable opportunities) and avoiding undue repetition in destinations/activities for the same group of students.
2. Requirements for field trip requests/proposals.
3. Field trip approval authority.
4. Requirements for obtaining permission for participation from a parent or guardian.
5. Fees that may be assessed to students who participate in a field trip and the District's approval of such fees.
6. Health and safety considerations, such as:
 - a. Adequate and appropriately-authorized supervision;
 - b. Medication administration and other individual health needs; and
 - c. Emergency preparedness, including possible medical emergencies.
7. Planning for student transportation.
8. Planning for meals/food (if applicable).
9. Accessibility of field trips for students with disabilities.
10. Planning for the supervision of and alternative educational activities for students who do not participate in the field trip but who are in the relevant class, activity, or group and attend school on the day of the field trip.

Field trips under this policy are normally offered to students as a privilege that enhances or supplements the District's core instructional activities and curriculum. With the approval of an administrator, the District may deny a student the opportunity to participate in a field trip as a

¹ I removed the definitions of student trips excluded from coverage by this policy. The current WCSD policy and rules cover sports and extracurricular trips and allows for overnight trips.

consequence for misconduct, including for violations of school rules or violations of other District expectations that were communicated to the student **and the parents/guardians**. ~~Nonpayment of trip related fees or~~ the lack of required permission or other necessary information are examples of other reasons that a student may not be permitted to participate in a field trip.

The ***[insert appropriate position(s) – e.g., District Administrator, the Director of Curriculum and Instruction, or the appropriate school principal or assistant principal]*** may approve a student field trip that otherwise complies with this policy and any related administrative guidelines and procedures. The District Administrator, at his/her discretion, may also elect to refer a particular field trip proposal to the Board for review and possible approval.

Legal References:

Wisconsin Statutes

- [Section 118.13](#) [student nondiscrimination]
- [Section 121.54\(7\)](#) [transportation for extracurricular activities, including field trips]

Wisconsin Administrative Code

- [PI 9](#) [student nondiscrimination]

Cross References:

- 110, Educational Mission Statement
- 352-Rule (1), Field Trip Guidelines
- 352-Rule (2), Extend Field Trip for Foreign Study Tour Procedures
- 352-Rule (3), Overnight Accommodations on Field Trips
- 352-Exhibit, Overnight and Extended Trip – Parental Permission Waiver
- WASB PRG 352 Sample Policy 1

Adoption Date: 1/15/1990

Revised: March 1994
January 2002
XX/XX2023

FIELD TRIPS GUIDELINES

352-Rule (1)

The following guidelines are set to implement the planning of field trips:

1. Written parental permission is required for each student on any trip which requires transportation.
2. Trips must be taken in conveyances properly covered by a comprehensive general liability policy.
3. Adequate supervision must be provided at all times while on a field trip.
4. All local or co-curricular trips taken during normal school hours must be within the budgetary allotments for such purpose and be approved by the principal.
5. The arrangements for trips must be approved by the principal.
6. For co-curricular trips scheduled outside normal school hours and outside the normal school program, a fee covering the actual cost of the trip will be charged.
7. School buses or commercial buses will be used for field trips. Students will not be permitted to use their own cars or to provide transportation for other students for a field trip.

Field Trip Permission:

1. Field trips, other than local or co-curricular trips, must be approved by the superintendent.
2. Field trips and co-curricular trips requiring travel outside the State of Wisconsin shall require the Board's authorization.
3. Field trips and co-curricular trips requiring in State overnight accommodations shall require the district administrator's authorization.

Other Points of Consideration:

The Board recognizes that not all educational opportunities can be provided within the boundaries of our school district and field trips are a vital part of our educational program. However, the Board also believes that measures need to be taken to minimize time missed from school and instruction.

The following parameters will guide decisions regarding student travel, but unique and unanticipated opportunities that do not particularly fit these parameters can be reviewed for consideration by the superintendent and the Board of Education on a case by case basis.

- Students who qualify for a regional/national competition through co-curricular programs will be allowed the opportunity to travel and compete in these events.
- The band/choir/orchestra trips to cultural centers (ie. New York City, etc.) will be considered in an effort to provide a cultural and arts related experience that is an extension of the school music program that cannot be easily replicated by staying local. Attendance on these trips must be voluntary.
- Trips planned during a break from school are acceptable as long as they do not consume the majority of a spring or holiday break.
- The Board places a preference for all athletic activities to remain in Wisconsin and to seek competition within our own borders.
- Athletic teams or co-curricular groups shall be allowed to travel to states that border Wisconsin as part of higher levels of competition or unique opportunities such as high level invitation only activities.
- Athletic teams may stay overnight to alleviate early morning or late night travel.

Legal Ref.: Section 121.54(7) Wisconsin Statutes

Adopted: 11/8/82

Revised: 1/15/90
March 1994
January 2002
September 2010
December 2012

Reviewed XX/2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

EXTENDED FIELD TRIP OR FOREIGN STUDY TOUR PROCEDURES

352-Rule (2)

The Board of Education may approve extended field trips or foreign study tours within the following guidelines:

1. All requests for extended field trips or foreign study tours shall be made to the superintendent through the building principal. The request must contain a concise statement of the educational purpose and value of said trip.
2. Any individual or group requesting an extended field trip or foreign study tour shall follow a two-step process to get pre-approval and the final approval for the requested field trip . Each step shall be submitted a submit a detailed plan to the building principal, who shall review it with present it, with a supporting memo, to the superintendent and the Board of Education. The plan shall include at least the following information:
 - a. ~~An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.~~
 - ~~b. The cost of the trip per participant and what is NOT included in the price.~~
 - ~~c. The length of time for travel including departure and return times, dates, distances and modes of travel.~~
 - ~~1) Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the Board may approve faculty and student absences provided that the school time missed is within acceptable limits. An accurate count of the time to be lost should be given.~~
 - ~~2) All transportation must be by bonded carrier. Assurances shall be required.~~
 - ~~3) All accommodations shall be obtained through an approved travel service or agent.~~
 - ~~d. A count of the number of free transports, if they are furnished, and to whom they will be granted.~~
 - ~~e. A list of names and numbers of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.~~

f. ~~The instructional purposes of each trip or tour.~~

~~—Rule (2) continued~~

g. ~~Evidences of insurance coverage.~~

3. The two step process for trip approval includes Pre approval and Final Approval
Pre Approval includes:

- Location
- Draft Itinerary
- The length of time for travel including departure and return times, dates, distances and modes of travel.
 - Every attempt should be made to schedule trips during vacation periods. If travel arrangements necessitate that school days are missed, the Board may approve faculty and student absences provided that the school time missed is within acceptable limits. An accurate count of the time to be lost should be given.
 - All transportation must be by bonded carrier. Assurances shall be required.
 - All accommodations shall be obtained through an approved travel service or agent
- An explanation of all financial arrangements, including any financial aid information that may be available to students with financial need.
- The cost of the trip per participant and what is NOT included in the price
- Number of anticipated students
- The numbers of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.
- The instructional purposes of each trip or tour.

The principal, if in support of the trip, will send a memo and the above information to the Superintendent, who will bring to the Board of Education for approval.

Final Approval includes:

- Final location including lodging location
- Final Itinerary
- Travel information
- The final cost of the trip per participant and what is NOT included in the price
- Actual number of students attending
- A list of names of chaperons who will accompany the students. The trip organizer and traveling supervisor(s) are to be employees of the District.

The board will consider the final details and give their final approval for the trip.

- 3 4. The Board shall use discretion when considering details for a specific trip. However, it is expected that:
 - a. There will be no cost incurred by the District for such trips beyond that of hiring qualified substitute teachers.
 - b. The number of students per chaperon on the extended field trip or foreign study tour shall not, without approval, exceed 10 to 1.
- 4 5. A preliminary list of participants should be provided to the building principal 30 days before departure, along with any changes which may have occurred in the information above. All later changes must be reported as they are received.
- 5 6. Parents/guardians must submit signed permission to the building principal's office in order for a student to be excused from school to participate in an extended field trip or foreign study tour.
- 6 7. All students participating in extended field trips or foreign study tours shall be expected to abide by trip conduct rules and regulations as outlined by the trip supervisors, and the rules of the school as outlined in the student handbook and activity handbook. Any student violating such rules shall be subject to disciplinary action.
- 7 8. The district shall not permit use of facilities, time or staff involvement in advertising or promotion of unauthorized trips or tours.

Approved: March 1994

Revised: January 2002
XXXX, 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

OVERNIGHT ACCOMODATIONS ON FIELD TRIPS

352-Rule (3)

The Board of Education establishes the following guidelines for school field trips that require overnight accommodations:

1. Reasonable times will be established by staff for lights to be out and for there to be quiet to provide students with appropriate sleep time.
2. Staff will periodically check rooms/tents to assure that student behavior is within established guidelines.
3. Students will not share rooms/tents with staff or chaperones.
4. Students will share rooms/tents with students of the same gender.
5. Students will not share beds with other students unless the student and his/her parents/guardians agree to do so to reduce the individual cost of the accommodations.
6. All rules and regulations established by Board policy, school handbooks, and administrative procedures and guidelines shall be adhered to by students/staff/chaperones at all times, including time spent in individual rooms/tents on school sponsored trips.

Adopted: 8/10/98

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

OVERNIGHT AND EXTENDED TRIP - PARENTAL PERMISSION WAIVER

352-Exhibit

1. If emergency medical attention is necessary, I agree to have my son/daughter taken to the nearest medical facility and to have medical attention rendered as deemed necessary by the attending physician.

INSURANCE GROUP AND SUBSCRIBER NUMBERS

2. If your son/daughter has any medical disability, allergies, medication requirements, etc., please list them below. PLEASE BE COMPLETE AND SPECIFIC

3. My son/daughter does ____, does not ____ have my permission to swim on this trip.
NOTE: Supervision of the pool area may not be provided.

4. I have read the financial arrangements, the itinerary, and guidelines for rules of conduct for this trip and to hereby give my consent for the student named to participate on this trip.

GROUP TAKING TRIP

DATE(S) OF TRIP

5. I, therefore, understand that I may be held financially responsible for any additional expense as a result of early termination or any infraction of the rules.

STUDENT SIGNATURE

PARENT/GUARDIAN SIGNATURE

ADDRESS

(Street)

(City)

(State)

(Zip)

FIELD TRIP - STUDENT AGREEMENT

I have read and fully understand the rules and regulations for this trip. I agree to adhere to all of them. I understand that failure to abide by any of these rules could result in expulsion from the tour and the organization.

STUDENT'S SIGNATURE:

THIS FORM IS TO BE RETURNED TO THE INSTRUCTOR

Adopted: March 1994

Revised:

Waunakee Community School District

COMMUNITY RESOURCE PERSONS

353

The Board of Education recognizes that one of the greatest resources of the school is to be found in the people of the community who have special knowledge and particular talents to contribute to the school program. The Board, therefore, encourages the use of community resources and citizens to assist in furthering the educational program. Each principal should study the needs of his/her individual school, survey the resources available in the school community, weight their probable usefulness, and then present to the superintendent for approval, any plans that the principal may develop for using those community resources.

The superintendent should consider all such plans, both on their merit and their implications as if they were to be carried out throughout the District. Use of outside personnel and resources would be under regulations approved by the superintendent.

Staff members utilizing the services of resource persons shall insure that these people are properly thanked for their contribution, either by means of student's letters or a note from the teacher.

Cross Ref: 353.1, School Volunteers

Adopted: 11/8/82

Revised: March 1994
October 2001
January 2002

Waunakee Community School District

The School Board encourages and recognizes the value of parents, guardians, and other community members who are willing to volunteer their time and service to enhance and make special contributions to student learning, District programs and activities, and District operations. The Board also encourages District efforts to highlight and express appreciation for the many important contributions made by volunteers.

The District Administrator and his/her administrative-level and supervisory-level designees are authorized to establish practices and procedures related to (1) the creation of volunteer roles; (2) the definition of a volunteer's responsibilities and scope of authority; (3) the authorization of individual volunteers for particular roles; and (4) the oversight of authorized volunteers by District staff. Such practices and procedures shall be consistent with the following:

1. The degree to which the District examines a potential volunteer's background and qualifications shall take into account the nature of the proposed volunteer role. For example, if an individual seeks authorization to serve as a volunteer head coach, that proposed role involves the substantial and generally independent supervision of students; significant responsibilities related to student health and safety, student learning, and student conduct; and the application of many important District policies (e.g., student record confidentiality and the student and co-curricular codes of conduct). In such a situation, the Board's expectation is that the District will examine the potential volunteer's background and qualifications in a manner that is similar to the process that would apply to an applicant for employment in a similar role.
2. Both the authorized volunteer and the District staff member(s) who oversee the volunteer's work and the relevant program or activity are expected to take reasonable steps to ensure that the volunteer is aware of the scope of his/her role, any particularly relevant policies and procedures, and any role-specific expectations. District staff members are expected to provide volunteers with reasonable guidance on these matters, and the volunteer is expected to seek clarification from appropriate District staff when needed.
3. As basic expectations, authorized volunteers are expected to adhere to applicable District policies and procedures, to exhibit professionalism and observe appropriate boundaries in all communications and interactions with students, and to reasonably adhere to directives and expectations provided by the District and its authorized representatives.
4. A school volunteer is not authorized to provide student transportation on behalf of the District via an alternative vehicle (e.g., driving students in a private vehicle) **or a district vehicle** unless the individual has taken the steps to qualify as an alternative vehicle driver ~~and an appropriate District official has expressly authorized the individual to provide such student transportation in writing.~~
5. A school volunteer is not authorized to administer prescription or non-prescription medication to a student (other than the volunteer's own child) unless an appropriate District official has expressly authorized the individual to administer medication to students under applicable District policies. Such authorization shall be documented in writing. This paragraph shall not be interpreted to affect or diminish any immunity from liability that a school volunteer may have in connection with rendering emergency care to a student in good faith.

6. The District reserves the right, in its sole discretion and at any time, to rescind, limit, or modify the scope of an authorized volunteer's approved role, up to and including relieving the individual of his/her duties as a District-authorized volunteer.
7. A School Board member will not be approved to serve as a volunteer coach or volunteer activity advisor except by approval of the Board and in compliance with applicable state statutes that regulate such a volunteer role for Board members.
8. Any individual who wishes to provide volunteer service to the district excluding current district employees will need to complete a volunteer application form, and a criminal background check will be completed on them. This includes all individuals who volunteer in the schools on a regular basis, and all volunteers who chaperone school sponsored field trips. Criminal background checks will be repeated every 3 school years.¹

At its discretion, the District may reimburse an authorized volunteer for all or a portion of his/her reasonable and necessary expenses that are actually incurred in the course of performing his/her volunteer role. Any such expense reimbursement shall normally be arranged and authorized in advance of incurring the expense and shall follow appropriate ~~substantiation~~ **reimbursement** procedures. Any reimbursement for a volunteer's mileage shall be ~~[insert if desired: "limited to mileage related to approved out-of-district travel and"]~~ paid at the federal rate applicable to deductible miles driven in the service of charitable organizations.² **Any reimbursement shall reference policy 671.2.**

Relative to any personal injury, illness, or damage to or loss of personal property that a volunteer may sustain while volunteering, the District has assumed no additional liability beyond any liability that would already be imposed under applicable law in a specific situation. Therefore, an individual who chooses to serve as a volunteer generally does so at his/her own risk in regard to such injury, illness, damage, or other loss. An authorized school volunteer is not a District employee unless he/she is separately employed in a different and non-volunteer capacity. Authorized volunteers are not covered by worker's compensation insurance or by the District's group medical insurance plans that are offered to eligible employees.

This policy does not apply to individuals who choose to volunteer time and service to and under the direction of a school support organization that is separate and independent of the District (e.g., an athletics booster organization that is organized as a non-profit entity). However, this policy and other District policies may apply to certain activities that may be jointly conducted by the District and by any such school support organization.

Legal References:

Wisconsin Statutes

[Section 118.29](#)

[administration of medication to students; written designation required]

[Section 118.29\(3\)](#)

[limited immunity for school volunteers who render emergency care in good faith to a student]

[Section 118.295](#)

[suicide intervention; limited civil liability exemption]

¹ This paragraph is from the current WCSSD 353.1.

² Your current policy does not address expense reimbursement. That is a local policy decision and this paragraph may be deleted.

SCHOOL VOLUNTEERS

Policy 353.1

Waunakee Community School District

Page 3 of 3

Section 120.20	[school board members serving as a volunteer coach or activity supervisor]
Section 121.555	[providing student transportation via alternative vehicles; driver and vehicle requirements]
Section 893.80	[claims against governmental bodies or officers, agents or employees; limitations on damages and suits]
Section 895.46	[judgments against political subdivisions; indemnification of agents]
Section 895.48(1m)	[limited immunity for certain health care providers and emergency responders who render voluntary health care to a participant in an athletic event sponsored by a school]

Federal Law

42 U.S.C. §14501 et seq.	[the federal Volunteer Protection Act; limited immunity from certain negligence claims for qualified volunteers]
29 C.F.R. Part 553, Subpart B	[volunteers under the Fair Labor Standards Act]

Cross References:

WASB PRG Sample Policy 1

Adoption Date: June 2000

Revised: July 2002
August 2004
August 2009
August 2010
XXXX, 2023

VOLUNTEER COACHES AND ACTIVITY ADVISORS/SUPERVISORS

Waunakee Community School District

353.1-Rule

Page 1 of 2

The following guidelines apply to the creation, selection, and implementation of volunteer roles where a community volunteer may serve as a volunteer coach or volunteer activity or club advisor/supervisor (including assistants).

1. Teachers, coaches, and activity advisors are not permitted to unilaterally create volunteer coaching or volunteer advisor positions (including assistants). Teachers, coaches, and activity advisors are also not permitted to unilaterally select, offer, or approve individuals to fill such volunteer positions. Instead, the creation of the role and the evaluation and selection of a volunteer to potentially fill the role shall be coordinated with the insert position(s), such as- Athletic Director and/or Building Principal and an administrator who is authorized to direct follows the hiring process for coaching and advising positions as per the Human Resources practice".
2. ~~The District Administrator or his/her administrative-level designee shall be involved in the decision to potentially fill a coaching or advising position with a volunteer if there is a certified staff member who has expressed interest in the position and the position is normally funded with a monetary stipend.~~
3. Individuals interested in serving as a volunteer coach or volunteer activity advisor must submit any application materials that the District may require.
4. The District will conduct a personal interview of candidate(s) for a volunteer coaching or advising role.
5. The District will conduct a criminal background and personal reference check that is substantially similar to the background checks that the District conducts for applicants for employment.¹
6. Volunteer coaches and volunteer advisors may be required to complete specific orientation, training, or certification-related activities to the extent required by the Wisconsin Interscholastic Athletic Association (WIAA), or other applicable activity organization, and/or by the District.
7. The Athletic Director or an administrative-level designee will notify the individual, and, if applicable, the head coach or lead advisor of the applicable activity, when such individual has been approved as a District-authorized volunteer. The District may require the individual to satisfy other contingencies (such as returning a signed letter of appointment or other signed acknowledgements). The individual shall not commence service in the proposed volunteer role until such approval has been issued and any such contingencies have been satisfied.
8. An authorized volunteer coach or activity advisor/supervisor must adhere to all applicable District policies and procedures, exhibit professionalism and observe appropriate boundaries in all communications and interactions with students, and reasonably adhere to directives and expectations provided by the District and its authorized representatives.

¹ The personal reference check is a local policy decision and can be deleted.

VOLUNTEER COACHES AND ACTIVITY ADVISORS/SUPERVISORS

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9. The District's general policy regarding school volunteers applies in full force to a volunteer coach or volunteer activity advisor/supervisor.
10. *[Insert any other guidelines or expectations that may be applicable. For example, some district procedures address matters similar to the following:*

"If a volunteer is authorized to serve in an assistant role, the head coach or lead advisor and the Activities Director will meet to discuss and further define the boundaries of the assistant role. Issues that may be covered include authority to access the facilities, authority to conduct activities with students in the absence of the head coach/lead advisor, issuance and use of a District email account (if applicable), the appropriate process to use for addressing student conduct concerns, etc.]

Adoption Date:

Cross References:

WASB PRG Sample Rule 2

SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES

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Textbooks and other classroom instructional materials and resources, including audio-visual and digital resources, shall be carefully selected using the general criteria outlined in this policy and in accordance with established District procedures. All textbooks and other instructional materials and resources selected for use in the classroom shall support the District's mission, goals, curriculum plans, and academic standards.

The School Board delegates the general review and selection of textbooks and other instructional materials and resources to the District's administrative and instructional staff. The process shall involve obtaining input from at least one or more members of the instructional staff who will be using the materials, and may involve consultation with other personnel, such as a school library media specialist and/or the District's Technology Coordinator.¹ As a general rule, the Board's expectation is that the selection of core materials intended for use throughout a grade span and/or regardless of the individual instructor (e.g., textbooks) should be subject to a more extensive and participatory evaluation process and should involve more District-level oversight and coordination than the selection of class-specific or teacher-specific supplemental materials that are less likely to serve as key elements of the District's course-to-course and grade-to-grade curricular sequences.

Textbook selection recommendations shall be submitted to the Board for review and adoption as required by law. The purchase of instructional materials using District funds shall follow established purchasing procedures.

When selecting textbooks and other instructional materials and resources for use in the classroom, consideration shall be given to each of the following factors, allowing for the possibility that, in some cases, staff may determine that a particular factor is not especially relevant:

- the extent to which the materials are judged to support and enhance student learning of the subject area(s) being taught, as identified with the input of instructional staff and based on relevant research;
- the extent to which the materials (and particularly textbooks) facilitate the District's ability to provide students with an appropriately sequential curriculum, both within a grade/course and from one grade/course level to the next;
- the extent to which the materials facilitate an appropriate assessment of student learning;
- the overall appropriateness of the materials relative to the intended student audience (i.e., relative to the anticipated range of age, skills, cognition, and maturity of the students who are most likely to use the materials);
- the effect of the selection decision on the District's legal obligation under state law to provide adequate instructional materials, texts and library services which reflect the

¹ Edit as needed if you use different position titles.

SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES

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cultural diversity and pluralistic nature of American society, including an evaluation of the materials for any improper or discriminatory bias, misinformation, or stereotyping;

- the extent to which the materials are likely to actively engage students and encourage their interest in learning;
- the extent to which the materials facilitate differentiated instruction and the pursuit of personalized learning objectives, including the extent to which the materials can help members of the instructional staff accommodate different learning targets and learning styles;
- the current capacity of staff members to make productive use of the resource, or planning for the staff development that would be needed to build that capacity;
- the accessibility of the item to individuals who require special formats (e.g., certain students with disabilities and English language learners), recognizing that the District has certain legal obligations to provide instructional materials and resources that will enable students with special needs to obtain applicable educational opportunities and benefits in a manner that is as timely, effective, and integrated as it is for other District students; and
- budgetary considerations, including but not limited to the extent to which the materials being evaluated would address a current priority area among possible alternative acquisitions.

The Board recognizes that occasional objections to textbooks and other instructional materials and resources used in the classroom may occur. When parents or guardians or other individuals have concerns about particular instructional materials or resources, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

The District shall not unlawfully discriminate in the selection and evaluation of instructional materials or resources on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

Legal References:

Wisconsin Statutes

Section 115.77	[local education agency duties related to students with disabilities]
Section 115.787(3)	[development of individualized education programs for students with disabilities; duty to consider need for assistive technology]
Section 118.03	[textbook adoption]
Section 118.13	[student nondiscrimination]

SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES

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[Section 120.13\(5\)](#) [school board power to purchase necessary books, equipment and materials for use in the schools]

[Section 121.02\(1\)\(h\)](#) [school district standard; selection of instructional and library media materials]

Wisconsin Administrative Code

[PI 8.01\(2\)\(h\)](#) [school district standard; selection and reconsideration of instructional and library media materials]

[PI 9.03\(1\)\(e\)](#) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

Federal Laws and Regulations

[20 U.S.C. §1400 et seq.](#) [The Individuals with Disabilities Education Act, providing for programs, services, and other rights for students with disabilities, including the National Instructional Materials Accessibility Standard and the provision of assistive technology devices and services for students with disabilities; implementing regulations at [34 C.F.R. Part 300](#)]

[29 U.S.C. §794 et seq.](#) [Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination based on a qualifying disability by recipients of federal funds; implementing regulations at [34 C.F.R. Part 104](#), [28 C.F.R. Part 42, Subpart G](#), and [29 C.F.R. Part 1640](#)]

[Assistive Technology Act of 1998](#) [assistive technology devices and services]

Cross References:

110, Educational Materials Selection

310, Instructional Goals

361.2 Library Materials Selection

WASB PRG 361.1 Sample Policy 1

Adoption Date: 11/8/82

Revised: 9/14/87
March 1994
October 2001
January 2002
XXXX, 2023

REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL/LIBRARY MEDIA MATERIALS

361.1-Exhibit

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~~(This sample form is intended to be used for filing a written complaint about any instructional or library media material used in the schools. It can be used in conjunction with 361.1 Sample Policy 1 or 361.2 Sample Policy in the PRG.)~~

To prevent misunderstanding of your complaint, please fill in the following information.

Request initiated by:

NAME _____

ADDRESS _____

PHONE NUMBER _____

EMAIL ADDRESS _____

Representing:

STUDENT'S NAME _____

ORGANIZATION'S NAME _____

OTHER _____

Type of Instructional or Library Media Material: _____

Title: _____

Author/Publisher/Producer: _____

Library Media Technology Center _____ Class Name _____ Other _____

What action would you like to see taken:

- Send back to originating department/school for re-evaluation
- Substitute alternate material or media
- Deny the use of the material or media by my child
- Deny use of the material or media by all students
- Other _____

Due to limited space, please feel free to extend comments on the reverse side of this form.

1. Have you either read, heard or seen the material or media in its entirety? If not, what part did you see, read or hear? _____

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2. To what in the instructional or library material or media do you object? (Please be specific. For example, cite page or section) _____

3. What do you feel may result from the use of this material or media? _____

4. What do you believe is the theme of this material or media? _____

5. For what age group would you recommend this material or media? _____
6. What do you find valuable about this material or media? _____

7. Are you aware of the judgments of this work by literary or other critics? _____

8. In view of the action you would like taken, do you have any suggestions about material or media that could be substituted that would convey as valuable a picture and perspective of the subject treated and would meet the educational needs of your child and/or other students?

Signed _____ Date _____

Thank you for your time and concern. Please return this completed form to the building principal and school library media specialist, who will review its contents and will notify you of the next step in the complaint process.

Cross References:

WASB PRG 361.1 Sample Rule 1

**REQUEST FOR RECONSIDERATION OF
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Adoption Date:

PROCEDURES FOR THE SELECTION, MANAGEMENT AND RECONSIDERATION OF LIBRARY MEDIA TECHNOLOGY CENTER MATERIALS

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{This sample rule is intended to coordinate with 361.2 Sample Policy 1 in the PRG. This rule outlines procedures for (1) the selection of library media center (LMC) materials; (2) the renewal of subscription-based materials and services; (3) gifts of LMC materials; (4) the relocation of LMC materials; (5) the reconsideration of LMC materials; and (6) the removal of LMC materials. If desired, a district could separate the reconsideration/complaint procedure (section "E") from the remainder of this sample and adopt the reconsideration/complaint procedure as a separate rule. It is also possible to substitute a different reconsideration/complaint procedure for the procedure provided in this sample.}

A. Selection of Library Media Technology Center Materials

No single standard can be applied to all library media technology center (LMTC) materials selection and acquisition decisions. As guidelines for such decisions:

1. The District staff members who are involved in a specific review and selection decision will refer to and consider the selection criteria and factors expressly identified in Board policy.
2. A recommendation to acquire a particular LMTC item or resource shall be supported by at least one of the following:
 - a. as a preferred benchmark, a direct and substantive review of the item/resource by a member of the District's LMTC or instructional staff;
 - b. a recommendation or review found in a professional journal or in a reputable education-industry publication; or
 - c. a recommendation or review from another reputable source that is reflective of the concerns and interests of a public school library.
3. It is the District's goal, and in some situations it is the District's legal obligation, to make LMTC acquisition and service decisions that will enable students with special needs to obtain the educational opportunities and benefits of the LMTC in a manner that is as timely, effective, and integrated as it is for other District students and patrons who utilize the school LMTC. Accordingly, when selecting LMTC materials and resources for use in the schools, including digital materials, consideration shall be given to the accessibility of the materials or resources for students with disabilities and other students who may require special formats (e.g., English language learners). Every effort, including consideration of state and national resource centers, will be made to acquire a variety of materials that provide access for all students. Accessibility considerations are likely to be particularly relevant when the District is purchasing multiple copies of an item or resource, in connection with the selection/acquisition of

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digital resources, when multiple comparable resources are under consideration, or when multiple formats of the same resource are available.

4. *Editor's Note: While technology coordination is a significant issue for many districts, the consultation and approval required by this paragraph are NOT requirements of state or federal law. Ensure that the stated requirements are consistent with intended district practices. A district that chooses to include this paragraph may modify the list of reasons/criteria that trigger the consultation requirement.* Library media specialists and other District personnel involved in evaluating and selecting LMC resources shall consult with the Director of Technology **and** obtain an administrator's approval prior to selecting, recommending the purchase of, or purposefully making available to staff or students any computer-based media or other digital resource (including any Internet-based application) that requires one or more of the following:

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- a. Active acceptance by an agent of the District or by student users of specific licensing terms, contractual terms of service, or a subscription agreement (including via a "click-through" agreement).
- b. The installation of any new software or plug-in application on a District network or on District devices.
- c. The creation/use of individual student accounts or logins for the resource.
- d. The submission of any personally-identifiable information of any student(s) (e.g., for purposes of assessment or tracking individual progress).

B. Renewal/Nonrenewal of Subscription-Based Materials and Services

The decision to continue or terminate a subscription-based item or service upon its renewal date should generally be viewed as a standard selection and acquisition decision relative to all other acquisition priorities, subject to the following:

1. The District employee(s) responsible for making a recommendation or decision regarding the discretionary renewal of a library/media subscription:
 - a. May rely on a previous evaluation of the item/service to support a renewal recommendation/decision.

¹ I highlighted significant editor's notes in green to point out local policy choices.

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- b. Shall additionally evaluate and consider (1) the extent to which the item or service is in active instructional use, and (2) any instructional consequences of allowing the subscription to expire.
- c. Shall follow standard District procurement procedures to process a renewal.
2. If a decision is made to allow a subscription to expire and the decision affects only one school, then notice of the decision shall be given, at a minimum, to the relevant school principal. If desired, the principal may initiate a further review of the decision.
3. If a recommendation is formulated to allow a subscription to expire and the resource has been available on a District-wide basis or the recommendation would affect multiple schools, then notice of the recommendation shall be given, at a minimum, to the Director of Technology, the level Director(s) of Curriculum and Instruction, and to the principals of the affected schools. The Director of Technology and the level Director(s) of Curriculum and Instruction are authorized to make the decision to approve, reject, or modify the recommendation.

C. Gifts of Library Media Materials

The District welcomes gifts of LMC materials/resources and any monetary donations that are intended to benefit the school LMCs, with the understanding that they are subject to the District's general public gifts to the school's policy and that donated materials/resources will be evaluated using the same review and selection criteria (aside from budgetary considerations) that are applied to purchased materials. If the gifts do not meet these criteria and the items are not recommended for acquisition, the District generally reserves the right to reject the gift or, if impractical to return the gift to the donor, to dispose of the gifted materials in a manner consistent with established procedures.

D. Relocation of Library Media Technology Center Materials

Relocation means changing the LMTC in which a District LMTC item or resource is maintained, or converting a LMTC item/resource into a classroom or program resource (or vice versa) within the District. Provided that the decision is appropriately reflected in inventory records, the library media specialist for the building in which a resource is presently located may approve the relocation of a District LMTC resource based on a determination that the proposed new location for the resource would be an appropriate and at least equally effective use of the resource.

{Editor's Note: Section "E" of this sample rule could be separated and adopted as a stand-alone procedure to govern the reconsideration process. It is also possible to replace the sample reconsideration/complaint procedure offered below with a different reconsideration procedure.}

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E. Reconsideration of Library Media Technology Center Materials

Reconsideration is a process for reevaluating an acquisition, access/use, or placement decision of a LMTC item or resource in response to a written complaint. Prior to filing a written complaint, a concerned person is encouraged to discuss and attempt to resolve their concerns with the relevant school principal and the library media specialist.

District personnel who evaluate materials during the reconsideration process shall, at a minimum, assess the materials and the basis for the complaint relative to any applicable content-focused criteria that the District would apply to the selection of the specific challenged materials. The overriding question the reconsideration process is intended to answer is whether retaining the challenged item/resource as part of the District's LMTC materials (either with or without changes to location, access, or other usage) continues to be lawful, reasonable, and sufficiently consistent with the District's curricular standards and instructional and programmatic goals.

The reconsideration process established in these procedures is intended to normally be concluded within 90 days of receipt of a written complaint, with each main decision-making stage of the process (the initial administrative determination, the Materials Review Committee process, and any final appeal) normally occurring within 30 days. The District shall communicate with the complainant regarding any material delays and the reason(s) for any such delay.

1. Submitting a Written Complaint.

- a. A complaint may be filed by the parent/guardian of a student, a student, a District employee, or a District resident. Other persons seeking to file a complaint must demonstrate that they have a sufficient connection to the District to qualify as an aggrieved person, and the District reserves discretion to decline to process and dismiss the complaint of a person who the District determines lacks such a connection.
- b. The written complaint must (1) identify the complainant, the specific resource being challenged, and the basis for the challenge, and (2) request removal of the item or some other school-wide or District-wide relief other than an individualized accommodation or modification. (See below regarding separate processing of any such individualized requests.)
- c. A written complaint seeking reconsideration of LMTC materials shall be submitted to one or more of the following:
 - i. The principal of the school at which the challenged materials are located or being used.

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- ii. The Director of Curriculum and Instruction for that level.
 - iii. The Director of Student Services when a complainant intends to allege that materials may constitute a form of unlawful discrimination (including unlawful harassment) based on a legally-protected status (such as race, national origin, sex, disability, religion, etc.).
 - iv. *[Insert any other applicable position(s)].*
 2. Initial Processing of a Complaint.
 - a. The District official who initially receives a written complaint shall promptly:
 - i. Provide the complainant with documented acknowledgement that the complaint has been received. An electronic mail message is sufficient.
 - ii. Notify, at a minimum, the District Administrator and all individuals identified in E.1.c of this policy that a formal LMC reconsideration complaint has been filed.
 - b. If a written complaint requests an individualized accommodation or modification for one or more specific students, that aspect of the complaint shall be processed separately (i.e., outside of these procedures) as a request for a program or curriculum modification or other type of accommodation under applicable District policies.
 - c. The use/circulation of LMC materials will not be restricted during the reconsideration. However, a program or curriculum modification or other accommodation may be approved for one or more individual students separate from the reconsideration decision.
 - d. If required or permitted by law due to the specific basis of a particular complaint (e.g., for a complaint that alleges unlawful sex discrimination under Title IX), the District may redirect a complaint seeking reconsideration of LMTC materials to a different District process for resolution.
 - e. Duplicative or otherwise redundant requests to reconsider the same resource or to reconsider a different resource with substantially similar content for substantially similar reasons may be restricted. In the event that the District concludes that a reconsideration request is redundant to a previous request in which a relevant resource was thoroughly reviewed and evaluated, the District will inform the complainant that the District is choosing to rely on the previous evaluation and that the complainant may immediately appeal the decision under the final intra-District appeal step, as identified below.
 3. Materials Review Committee.

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- a. Upon receipt and initial processing of the complaint a Materials Review Committee will be convened. The Committee will normally be comprised of the following:
 - i. The Director of Curriculum and Instruction for that level, or both if the material is present in LMTC's at both levels.
 - ii. a Library Media Specialist from a different school
 - iii. two educators from the school with the complaint.
 - iv. a principal from the school.
 - v. a school district resident
 - vi. a student representative (if high school)
 - vii. a parent of a student attending the school using the challenged material
- b. However, the membership of the Committee is subject to the following:
 - i. The District Administrator will select members based on the above criteria.
 - ii. The District Administrator may include additional personnel as he/she deems appropriate (e.g., including a technology director/coordinator in connection with the review of an electronic resource).
 - iii. The District Administrator shall designate one person as the chairperson and presiding officer of the Committee.
- c. As scheduled by the chairperson, the meeting(s) of the Materials Review Committee will be conducted in compliance with the Open Meetings Law, including ensuring appropriate public notice of the committee's meetings. Minutes will be kept of the Committee's proceedings.
- d. The members of the Committee shall assess the challenged materials and the basis for the complaint and formulate and provide a recommendation regarding the resolution of the complaint. Committee members must read the entire work before voting.
- e. The committee will make its decision determined by the simple majority to retain, move the resources to a different level, or remove the resource. This will be a secret ballot vote.

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- f. The complainant will be given an opportunity to present a brief statement in support of the complaint to the Committee, which statement may be made in person at a meeting of the Committee or submitted in writing.
 - g. The chairperson of the Committee or his/her designee shall communicate the recommendation and any supporting rationale that was approved by the Committee (which may include identification of any dissenting position) to the District Administrator and to the complainant.
 - h. If the resolution at this stage includes the permanent removal of a resource from the District, the District Administrator shall notify the Board of the removal decision.
4. Final Intra-District Appeal.
- a. If the complainant is dissatisfied with the decision reached at the previous step, then within 14 calendar days of the date the District sends notice of the decision to the complainant, the complainant may submit a written request to the Office of the District Administrator for a final review of the decision by the Board of Education. The request shall identify the reasons the complainant disagrees with the decision.
 - b. Upon an appeal, the School Board shall review the Committee's decision and other information relevant to the complaint and the appeal at a Board meeting. The Board may decide the appeal with or without requesting additional information and with or without requesting/permitting appearances by the complainant or by District personnel. The Board's decision is the final District decision.
 - c. The District Administrator shall ensure that the complainant and relevant District personnel are notified of the final District decision. To the extent the complaint had alleged that the challenged LMTC materials violate the state student nondiscrimination laws, this reconsideration process may serve as the applicable District complaint procedure, and the notice of the final District decision shall also inform the complainant of the right to appeal an adverse determination of the complaint to the State Superintendent within 30 days and of the Chapter PI 1 procedures for making the appeal.

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F. Removal of Library Media Center Materials from the Collection (Weeding)

The following may be removed in connection with routine maintenance of the District's LMTC collections under the direction and supervision of school library media specialist:

- Materials that are excessively worn/damaged;
- Materials that are obsolete (such as any outdated or superseded editions);

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- Materials that are unnecessarily duplicative of other resources (such as excess copies of a book no longer in significant demand);
- Materials that are unused for lengthy periods of time and that have minimal current educational value; and
- Materials that are negatively affecting either the usability of the LMTC or the efficiency of LMTC operations.

To the extent space availability is an issue within any facility, items may be removed giving priority to items that would be subject to removal through routine maintenance of the District's collections and, if space remains constrained, to any items identified through a District-initiated evaluation process under the direction of the Director of Curriculum and Instruction for that level.

Decisions to remove or relocate LMTC materials are to be based on the District's policies, standards, and instructional/program goals. District personnel shall **not** remove/relocate or recommend the removal or relocation of any LMTC resource based upon their personal disagreement with or personal objection to the ideas, opinions, or perspectives presented in the resource or due to any preferences of non-District persons or groups.

To alleviate concerns that removal decisions could reflect a form of censorship:

1. Prior to the final removal and disposal of LMTC resources and materials under this section of these procedures, the library media staff making such evaluations shall provide a list of items that have been identified for removal that briefly identifies each item and the basis for the decision to another library media specialist in the district for consideration and feedback.
2. Items in usable condition that are removed from a LMTC (and not relocated) should be donated to charitable organization in an effort to preserve public access to the materials to the extent such a procedure is otherwise consistent with established District procedures for disposal of property that will no longer be used by the District for school purposes.

Cross References:

WASB PRG 361.2 Sample Policy 1

**PROCEDURES FOR THE SELECTION,
MANAGEMENT AND
RECONSIDERATION OF LIBRARY
MEDIA TECHNOLOGY CENTER
MATERIALS**

361.2-RULE

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Adoption Date: 11/8/82

Revised: March 1994
November 2003

LIBRARY MEDIA CENTER MATERIAL SELECTION AND RECONSIDERATION

Policy 361.2

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(This sample policy provides general guidance on the selection of library media center materials and the review and reconsideration of challenged materials. It is intended to coordinate with 361.2 Sample Rule 1 in the PRG.)

The primary purpose of the District's library media program is to enrich and support the educational program of the District and student learning. In our free society, individuals must be sufficiently knowledgeable to make informed decisions. Libraries provide their users with necessary information through a wide selection of materials from varying points of view. It is essential that library resources remain free to use for all.

The School Board delegates the review and selection of library media center (LMC) materials and resources to the District's library media staff. The District also welcomes purchase and acquisition suggestions from school staff, parents, students, and others. Within Board-approved budgetary allocations of the district's annual Common School Fund distribution from the state of Wisconsin for acquisitions and subscriptions, and other funds as available, specific acquisitions/subscriptions may be submitted as purchases using the established District purchasing procedures for items that meet the selection criteria listed below.

Offers to donate LMTC materials (not including donated equipment that includes no content elements) shall go through the selection and approval process prior to acceptance. Administrative procedures shall be established to further guide staff in the selection and management of LMTC materials in accordance with this policy.

LMTC materials and resources of varying types and formats shall be selected and maintained primarily to help students:

- pursue the District's curriculum, academic standards and educational goals
- engage in self-directed learning
- obtain needed information
- become more informed and responsible members of the community
- understand and appreciate the cultural diversity and pluralistic nature of society in the United States and around the globe
- develop their creative capacities
- use discretionary time constructively and enjoyably

When selecting LMTC materials to serve one or more of the goals identified above, consideration shall be given to a variety of factors, including but not limited to the following:

- enrich and support the curriculum, taking into consideration classroom and course needs and the varied interests, abilities, and maturity levels of the students served with the input of instructional staff;
- stimulate growth in factual knowledge, literary appreciation, and ethical standards;
- enable students to make intelligent judgments in their daily life;

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- include opposing sides of controversial issues so that young citizens may develop under guidance the practice of critical analysis of all media;
- represent the diverse backgrounds present in our community and also in the global society that students will encounter beyond our community;
- budgetary and facilities considerations;
- an item's relationship to the existing collection, including especially the need for added materials in particular subject areas or within particular categories of literature, or the need to replace a resource that was damaged, destroyed, lost or stolen;
- the extent to which an item is judged to be of contemporary significance and/or of likely lasting value within the District's collection;
- an evaluation of the item in relation to the intended audience for the item;
- the accessibility of the materials to individuals requiring special formats (e.g., certain students with disabilities and English language learners);
- the extent to which an item is judged to meet present and anticipated user needs and interests;
- an evaluation of the item/material, especially reference materials and non-fiction works, for improper bias, misinformation, or stereotyping;
- the availability of the material or substantially similar material through other in-District sources, through area libraries, through interlibrary loan, or through other reasonably accessible sources, including electronic sources.

The Board recognizes that occasional objections to LMTC materials may occur despite the quality of the selection process. When parents or guardians or other individuals have concerns about particular LMC materials, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel. Libraries serve the school community as a whole and no parent has the right to determine the reading material for students other than their own.

The District shall not unlawfully discriminate in the selection and evaluation of library media materials or resources on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established District procedures.

Legal References:

Wisconsin Statutes

Section 115.77	[local education agency duties related to students with disabilities]
Section 118.13	[student nondiscrimination]
Section 121.02(1)(h)	[school district standard; selection of instructional and library media materials]

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Wisconsin Administrative Code

[PI 8.01\(2\)\(h\)](#) [school district standard; selection and reconsideration of instructional and library media materials]

[PI 9.03\(1\)\(e\)](#) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

Federal Laws and Regulations

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities; includes National Instructional Materials Accessibility Standard and provision of assistive technology devices and services for students with disabilities]

[Assistive Technology Act of 1998](#) [assistive technology devices and services]

Cross References:

[110. Educational Mission Statement](#)

[310. Instructional Goals](#)

[353. Special Interest Materials](#)

[361.1 Selection of Textbooks and Other Classroom Instructional Materials and Resources](#)

[361.2-Rule. Criteria for Selection of Instructional Materials](#)

[362.1. Use of Rated Films and A-V Materials](#)

[364. IMC Access](#)

[381. Teaching About Controversial Issues](#)

[411-Rule \(1\). Student Discrimination/Harassment Complaint Procedures](#)

[741. Maintenance and Control of Instructional Materials](#)

WASB PRG 361.2 Sample Policy 1

Adoption Date: 11/8/82

Revised: March 1994

January 2002

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USE OF RATED FILMS AND A-V MATERIALS

361.3-362.1

Generally, commercial films produced for entertainment are not to be shown in schools during instructional time. Films or videotapes having obvious educational value may be shown when appropriate for the content, district curriculum, and level of the subject being taught. Commercial films may be shown for entertainment as part of co-curricular or after school event or as a reward for a class achieving a major goal.

In addition to a film’s content being appropriate for the subject taught, films will have to meet certain rating requirements or have prior administrative or parent/guardian approval for a student to view the film. These are as follows:

- “G” Rating These films may be shown at any grade level with the principal’s approval.

- “PG” Rating These films may be shown at any grade level with parent/guardian and principal approval.

- “PG 13” Rating These films may be shown at grades 7-12 with parent/guardian and principal approval.

- “R” Rating These films may be shown at grades 11-12 after a review and approval of the Superintendent. Parent/guardian approval will also be necessary. The film’s content and message must be integral to the subject taught and no other material would provide students with the information, knowledge or understanding that the film provides.

- “Unrated”,
“NC17” and
“X” Rating Under no circumstances will “NC 17” or “X” rated films be shown in the school setting. “Unrated” films may be shown if approved by the principal after a preview of the film. Parent/guardian permission will be necessary.

Staff members requesting a film approval are responsible to give the principal an accurate description of the film's content.

Staff members making film or video selections for classroom use should determine that the material is part of face-to-face teaching as part of an organized curriculum to meet provisions of copyright law (PL 94-553, Section 110(1)). Staff members are encouraged not to show students videotapes of network or cable television performances which the students have probably already seen at home.

Legal Ref.: Section 120.13 Wisconsin Statutes

Cross Ref.: 110, Educational Mission Statement
310, Instructional Goals
362, Selection of Instructional Materials
771, Printing and Duplicating Services (Copyright)
851, Advertising in the Schools

Adopted: 1/10/96

Revised: January 2002
November 2003
May 2008

Reviewed: March, 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

SPECIAL INTEREST MATERIALS

361.4-363

Commercial organizations offer many materials for use by teachers in the classroom. Some of these materials are of high educational value with little or no advertising emphasis. Other materials are primarily advertising and have only limited educational value.

In general, supplementary printed materials from commercial, political, religious, or other non-school sources, should have the approval of the principals in the schools. This approval may be given to materials which are of obvious educational quality, which supplement and enrich text and reference book materials for definite school courses, which are timely and up to date, and which promote American democratic ideals and moral values.

Teachers may use special aids (non-printed materials) such as models, cuts, films, slides, pictures, charts, and exhibits for educational purposes with the approval of the principal although such materials may bear the name of a commercial business firm which may have provided the aid.

The District shall not discriminate in the selection and evaluation of instructional materials or media on the basis of sex, race, national origin, religion, ancestry, creed, color, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established complaint procedures.

Legal Ref.: Sections 118.13 Wisconsin Statutes
120.13
121.02(1)(h)
PI 8.01(2)(h), Wisconsin Administrative Code

Cross Ref.: 110, Educational Mission Statement
362.1, Use of Rated Films and AV Materials
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
840, Public Gifts to the Schools
851, Advertising in the Schools
381, Teaching About controversial Issues
381.1, Teaching About Religion
871, Public Complaints About Instructional Materials

Adopted: 11/8/82

Revised: March 1994
January 2002

Reviewed: **March, 2023**

Waunakee Community School District

The District Administrator shall ensure that the District's staffing plan, whether via employment or via contracted services, includes a licensed library media person who is designated to direct and coordinate the District's library media program. Under the administrative direction and supervision of the insert relevant position title(s)—e.g., "District Administrator and Directors of Curriculum and Instruction," the licensed individual shall:

1. Coordinate the formulation and periodic review and updating of the District's written, long-range plan for library services.
2. Work with supervising administrators to ensure that any proposed substantive revisions to the long-range plan are presented to the School Board for approval. Data documented in the plan may be updated without any additional Board approval.

At a minimum, the District's long-range plan for library services development shall:

*{Editor's Note: The following list provides examples of some minimum requirements that a school board might wish to establish for the district's long-range library services plan. The examples in the list should be modified to reflect the district's overall strategic plan and other local goals, expectations, and preferences. The district's existing plan may also include content that the board wishes to ensure is included in future revisions. Additionally, the Department of Public Instruction has several available resources that identify potentially useful content ideas for inclusion in a library services plan. For more information, refer to the DPI's "[Future Ready Librarians](#)" web page and the WISELearn Resources [School Library Planning Group](#), which includes several different samples of school district library program plans. Finally, if the board does not wish to establish any minimum expectations for the content of the plan, this entire list and its introductory sentence could be deleted from this sample policy.}*¹

1. Align with applicable District-level goals and priorities and draw on the results of any applicable needs assessment related to library services.
2. Incorporate goals and related action steps to guide the future direction of the District's library and media services, including goals that address at least one or more of the following priority areas:

{Editor's Note: Again, all of these examples of areas in which goals might be developed are discretionary and may be modified by the district.}

- a. Developing and implementing the District's student curriculum through instruction relating to areas such as literacy, research and inquiry, critical thinking, and effective and responsible use of technology.
- b. Providing effective and equitable access to resources, including technology resources that facilitate successful learning.
- c. Developing and maintaining the District's collection of library media resources, across multiple formats and different types of content, in a manner that facilitates the District's compliance with its statutory and regulatory obligations to make available

¹ Review editors notes in green and edit to align with district long-range library services plan.

- to students a current, balanced collection of resources which, in an unbiased manner, reflects the cultural diversity and pluralistic nature of American society.
- d. Strengthening instructional partnerships and collaboration among the District's classroom teachers and the District's licensed library staff, including leveraging the contributions of non-licensed paraprofessionals.
 - e. The role of the library media specialist(s) in planning, providing, or otherwise facilitating staff professional development.
 - f. Creating and improving the physical and virtual spaces that promote inquiry, creativity, collaboration, and community.
 - g. Cultivating community connections to promote engagement, access, and lifelong learning.
 - h. *Insert any other priority areas which may be covered by a goal and related action steps within the plan.*
3. Incorporate the District's library media materials selection policies and procedures, including the procedures for submitting and addressing complaints that request reconsideration of any such materials.
 4. Document examples of policies, procedures, services, or resources that reflect efforts directed at legal compliance, including at least in the areas of copyright, student data privacy, and Internet safety.
 5. Include data, or a summary analysis of data, that is deemed relevant to assessing progress on goals and to performing an ongoing needs analysis related to library services.
 6. Include a statement of any relevant budgetary information, such as any future-oriented budget projections or budget requests, with respect to the District budget components that support the services and goals of the library program.
 7. Establish a procedure and timeline for the periodic evaluation and future development and revision of the plan.
 8. *Insert any other minimum requirements that the board deems significant enough to establish as a locally required element of the district's library services plan.*

Legal References:

Wisconsin Statutes

Section 43.72	[library exchanges]
Section 120.12(1)	[board duty; care, control and management of school property]
Section 121.02(1)(h)	[school district standard; requirement to provide adequate library services]

Wisconsin Administrative Code

LIBRARY MEDIA SERVICES

Policy 362

Waunakee Community School District

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[PI 8.01\(2\)\(h\)](#)

[detail of the state library media services standard; includes the mandate to maintain a written and board-approved long-range plan for library services]

Cross References:

WASB PRG Sample Policy 1

Adoption Date:

March, 2023

Policies of the Board of Education

Series 300: Instruction

LMTC ACCESS

362.2-364

The Waunakee Board of Education recognizes the right of students, teachers, staff and administration to reasonable access to school **LMTC (Learning Materials and Technology Center)**, equipment, time, facilities and staff to achieve optimum benefits whether for academic or nonacademic purposes. To that end, it directs its media professionals to plan and implement methods by which greatest access is ensured.

Upon the request of the custodial parent or guardian of a child under the age of 16 the district will disclose to the custodial parent or guardian all library records relating to the use of the library's documents or other materials, resources, or services by the child.

Legal Ref.: Sections 120.13 Wisconsin Statutes
121.02 (1)(h)
PI8.01(2)(h), Wisconsin Administrative Code

Cross Ref.: 364-Rule, Departmental Guidelines to Ensure Access to IMC
362, Selection of Instructional Materials
741, Control and Management of Instructional Materials
871, Public Complaints About Instructional Materials

Adopted: 4/1/88

Revised: March, 1994
January 2002
August 2004
March 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

DEPARTMENTAL GUIDELINES TO ENSURE ACCESS TO IMC-LMTC

362.2-364 - Rule

To ensure easy access to the IMC-LMTC, these district-wide guidelines shall be followed:

- 1) Collections of print and non-print materials to support the Waunakee Community School District (“District”) curriculum and to provide for District student recreational interests shall be provided in sufficient amounts, subject to the discretion of the District.
- 2) Duplicate copies of titles may be made available if patron demand requires it, and titles will be placed on reserve.
- 3) Interlibrary loans shall be provided for all students and staff members.
 - a. District media centers will participate in inter-library loan and other resource-sharing operations with other school districts and public libraries (via DPI's Wisconsin Reference & Loan Library) to the extent feasible.
 - b. The decision to loan material is at the discretion of the lending library media center. Prior to deciding to loan materials, the lending library media center shall first consider the interests of its primary clientele.
 - c. The lending media center retains the privilege of deciding in each case whether a particular item is available for loan, and ordinarily will not loan licensed software, equipment, reference materials, and materials for which there is a recurring high demand.
 - d. In cases where the District is the borrowing media center, the District shall make every effort to exhaust its own resources before requesting an inter-library loan; maintain accurate records of those using borrowed materials; and make every effort to return borrowed materials promptly.
- 4) Basic reference materials, such as dictionaries, shall be provided for District classrooms on a permanent loan basis.
- 5) Classroom collections to support units of study and reserve books may be furnished to District classrooms upon request.
- 6) Special collections such as professional materials for teachers and high interest/low vocabulary materials for students with reading problems may be supplied upon request.
- 7) Equipment necessary to utilize non-print materials shall be furnished in sufficient amounts to allow reasonable access to such materials in District facilities.
- 8) Circulation regulations shall allow District students and staff to readily obtain materials for use throughout the District and at home.

- 9) Loan regulations shall allow designated materials to circulate for reasonable periods of time with provision for easy material renewal, and District students shall be permitted to exchange materials.
- 10) Subject to copyright guidelines, single photocopies of information shall be provided to District students for purposes of study or research at no cost.
- 11) The quantity of materials borrowed shall not be limited for District students in grades 6 through 12. Reasonable quantity restrictions may be placed on District students in grades K through 5.
- 12) Subject to reasonable limitations established by the District, the District media centers shall be open during the entire school day, as well as before school, after school, and during the noon hour.
- 13) The District media centers shall not be used for activities which interfere with their use by District students, unless approved by the Board of Education.
- 14) District students shall have access to a District media center through study halls as well as scheduled class visits. In addition, an open and flexible schedule for all media centers shall be administered to provide an opportunity for use by District classes and by individual District students when that use is appropriate, timely, and educationally significant.
- 15) Subject to reasonable limitations established by the District, the District media center staff shall be available whenever needed by District students and teachers.
- 16) Subject to reasonable limitations established by the District, the District media centers shall be accessible and usable by all District students.

Cross Ref.: 771, Printing and Duplicating Services (Copyright)

Adopted: 4/11/88

Revised: March 1994
January 2002
July 2005
March 2023

Waunakee Community School District