

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

Thursday, April 6, 2023

7:30 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.

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VI. FUTURE MEETINGS

Upcoming meetings:

May 18 @ 7:30am

VII. 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.”

Proposed Code	Title	Current policy code	WASB recommendation	WASB Comment (if any)	First Review Ed Serv./Admin	2nd Review
363.2	Internet Safety and Acceptable Use	365	Recode and replace with PRG 363.2 Sample Policy 1	I replaced and recoded your current policy with PRG 363.2 Sample policy 1 to align your policy with the PRG. I opted to keep your current rules rather than using the PRG rule. Your current rules were updated in 2018. There are separate rules for staff and for students and both cover significant local policy choices. You should review both to make sure these continue to align with practices in the district.	Agree with WASB use Dir of IT for contact second one Bldg Principal OR Dir of IT as is X	Agree with revisions
363.2 Rule 1	Staff Internet Safety and Acceptable Use Policy	365 Rule 1	Keep current rule, recode	Review and align with current practice if needed.	Agree with WASB IT Dir. will share updates based on practice	Agree with revisions
363.2 Rule 2	Student Internet Safety and Acceptable Use Policy	365 Rule 1	Keep current rule, recode	Review and align with current practice if needed.	Agree with WASB IT Dir. will share updates based on practice	Agree with revisions
363.2 Exhibit	Objection to the Use of the Internet	365	Review and keep, amend or repeal	The exhibit is a form allowing parents to object to their child's use of the internet for any purpose. Review and amend or repeal to align with current practice in the district.	Repeal	Agree with revisions

365.1	District website	365.1	Keep current policy, consider recoding	WASB would code this policy 821.4. The PRG does not have a sample. This policy is acceptable as written.	Agree with WASB #1 change to communications dir. 35 stop after accomplishment	Agree with revisions
363.3	Technology for Students with Special Needs	365.2	Replace and recode with PRG 363.3 Sample Policy 1		Agree with WASB	Agree with revisions
364	School Counseling Program	366	Replace and recode with PRG 364 Sample Policy 1		Agree. Do not Add Highlighted portions. 2nd Paragraph. Take out Involve X	Agree with revisions
370	Extracurricular Activities and Programs	370	Replace with PRG 370 Sample 1	Some of the material covered by WCS D current 377 is covered by the 370 PRG sample 1. You might choose to incorporate some of the local policy decisions you made in your current 377 and related rules into the proposed 370 - WASB PRG updates relating to extracurricular policies will be made to 370.	Agree with WASB but Keep 1&2 from our current 377 policy On # 2 period after Schools Discuss Edits with Randy	Agree with revisions

370 Rule 1	Co-curricular Activity Size Limitations Coach/Player Ratios	370 Rule 1	Keep current rule.		Ck written language on policy Checking with RG and May regarding edits	Agree with revisions
370 Rule 2	Co-curricular Activity Program Eligibility	370 Rule 2	Amend rule to address resident home school students, see my proposed draft.	Your current rule 2 addresses eligibility to participate in extracurricular activities in a manner that suggests that resident home school students are not allowed to participate. Wis. Stat. 118.133 requires school districts to allow resident home school students to participate in extracurricular activities if they are otherwise eligible. The PRG does not have a sample directly addressing this. Note you are not required to have a policy or rule addressing this, but since your rule addresses eligibility to participate in a manner that arguably excludes resident home school students, you should amend the policy. I added a statement to the policy that minimally addresses the right of resident home school students to participate in extracurricular activities.	Agree with WASB add red language on WASB draft X	Agree with revisions

370 Rule 3	Co-curricular Offerings	370 Rule 3	Keep current rule.		Agree with WASB X	Agree with revisions
370 Rule 4	Co-curricular Reduction /Addition Guidelines	370 Rule 4	Keep current rule.		Agree with WASB and add 2 categories Discuss language of categories with Randy	Agree with revisions Add language regarding request for salaried position
370.1	State/National (Non-athletic) Competitions	370.1	Keep current policy.	The PRG does not include a sample on this topic.	Agree with WASB National only competitions and ck field trip and Excursions policy for compatability. X	Agree with revisions
371.1	Noncurricular Student Organizations	371	Recode and replace with PRG 371.1 Sample Policy 1	Note that your current policy includes several criteria not directly addressed in the policy sample that you might choose to incorporate into the policy or into a separate rule.	Agree but make sure it says Secondary instead of High School X	Agree with revisions

372	Student Publications	372	Keep current policy.	The PRG has two sample policies addressing student publications. Sample policy 1 is written to avoid creating a forum for student expression. Sample policy 2 allows students more freedom of expression but is more restrictive than current WCSD policy which grants students a limited forum to express views in student publications. The PRG samples are designed to not create a forum or to create a more limited forum than is suggested by your current policy. To use either would be a substantial change from your current policy, so I chose to recommend that you keep your current policy.	Keep Current Policy X	Agree with revisions
373	Student Social Events	373	Keep current policy.	The PRG does not include a sample on this topic.	Keep Current Policy X	Agree with revisions
374	Student Fund-Raising Activities	374	Amend current policy	The PRG has a sample 374, but that sample makes different policy choices than your current sample (which was recently revised) and it is easier to incorporate 2 paragraphs from the PRG sample into your policy. I added a paragraph addressing minimum nutrition standards for funding-raising involving the sale of food during the school day. The other added paragraph addresses management of funds raised by student groups.	Agree with WASB but No Food service see notes X	Agree with revisions

662.1	Student Activities Fund Management	375	Recode and replace with PRG 662.1	Note there are significant policy choices that should be made locally.	375/662.1 keep old version X	Keep Current version
none	Interscholastic Athletics	377	Repeal	This content covered by proposed PRG 370. Consider incorporating local policy choices from this policy into 370 and related rules.	Repeal X	Repeal or renumber as 370 Rule 5

370 Rule	Waunakee High School Co-Curricular code and Policies (Use of Alcohol, Tobacco or Controlled Substances)	377 Rule 1	Recode to rule under proposed 370, review and update as needed.	<p>WCSD current 377 incorporated into proposed 370. Note comments from QC:</p> <p>DATE FLAG: In April 2019 the WIAA adopted a new rule governing participation by students who are charged with or convicted of a felony. Some districts' Codes of Conduct would not be consistent with this new WIAA rule, although WCSD existing language appears to be at least generally aligned to the new WIAA position.</p> <p>More generally, codes should be reviewed annually for consistency with the WIAA high school athletic eligibility rules: https://www.wiaawi.org/Portals/0/PDF/Eligibility/eligibilityinfoform.pdf</p> <p>NOTE: At least at a quick glance, some of the code provisions for middle school participation, particularly academic related provisions, appear to be more extensive than the high school code--which would be unusual. Often, the high school code is more extensive than the middle school code.</p>	Hold for WASB X	Repeal or renumber as 370 Rule 6
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370 Rule	Waunakee Middle School Co-Curricular Code and Policies	377 Rule 2	Recode to rule under proposed 370, review and update as needed.	See comments for WCSD current 377 Rule 1 above.	Hold for WASB X	Repeal or renumber as 370 Rule 7
377.1	State Tournament Attendance	377.1	Keep current policy	The PRG does not include a sample on this topic.	Agree with WASB X	Keep Current version
377.2	Random Drug Tests and Co-curricular Participation		Keep current policy	The PRG does not include a sample on this topic.	Agree with WASB X	Keep Current version
377.2 Rule	Random Drug Tests	377.2 Rule	Keep current rule	The PRG does not include a sample on this topic.	Agree with WASB - AD to send added language X	Keep Current version
378	Student Performances	378	Keep current policy	The PRG does not include a sample on this topic.	Agree with WASB X	Keep Current version

379/831	Out-of-season Athletic Clinics/Leagues	379/831	Keep current policy	The PRG does not include a sample on this topic.	Agree with WASB and Change #3 from 8 to 9:00 & 9:30 - 10 #5 off X	Keep Current version
381	Teaching about Controversial Issues	381	Either keep current policy or replace with PRG 381	Your current policy 381 is acceptable. Teaching about controversial issues is a curriculum question and primarily a local policy decision. There is a PRG sample that I included in the proposed policies, but that sample makes some different policy choices than those reflected in your current policy 381. You and your board will need to decide if you wish to keep your current policy or edit the PRG policy sample. Note there is also a PRG 381 Rule 1 that you might wish to consider.	Keep Current Policy X	Keep Current version
381.1	Teaching about Religion	381.1	Keep current policy	The PRG does not include a sample on this topic.	Keep Current Policy X	Keep Current version
382	Class Interruptions	382	Keep current policy	The PRG does not include a sample on this topic.	Repeal X	Repeal
383.1	Service Animals in the School	383.1	Keep current policy	While the PRG has a sample 383.1, your current policy covers the same material and is closely tied to the ADA Title II regulations. You adopted the policy in February 2022 and it appears to be up to date. Conversion to a PRG sample is a low priority given the other policy work your board needs to do.	Keep Current Policy X	Keep Current version

383.1 Exhibit	Service Animal Request and Agreemen t	383.1 Exhibit	Keep current exhibit		Keep Current Policy X	Keep Current version
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SAFE AND RESPONSIBLE USE OF THE INTERNET & OTHER TECHNOLOGY RESOURCES

Policy 363.2

Waunakee Community School District

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Consistent with applicable federal laws, the School Board believes that the best approach to student safety as it relates to use of the Internet and other electronic resources involves a combination of technology protection measures, monitoring and instruction. The District's comprehensive approach to student Internet/technology safety shall take into account the differing ages and instructional levels of the students in the District.

It shall be the responsibility of the [insert appropriate administrative/staff positions Director of Information Technology] to:

1. Ensure that the District's systems and equipment that provide access to the Internet make active use of technology protection measures designed to block or filter Internet access to visual depictions that are:
 - a. obscene;
 - b. pornographic; or
 - c. as to computers and other devices that may be accessed by students or other minors, otherwise harmful to minors.

Filtering, blocking or other protective technologies will also be used to decrease the likelihood that student users of the District systems and equipment might access other materials or communications, other than visual depictions, that are inappropriate for students. Recognizing that there will always be room for possible improvement in connection with the District's efforts at prevention, all employees, parents and guardians, and students are encouraged to report to [identify the appropriate administrative/staff position(s) – e.g., District technology director, building principal] any complaints or concerns regarding student access or exposure to any content, activities or communications that may be harmful, deceptive, or otherwise inappropriate or objectionable.

2. Develop and implement procedures that provide for the monitoring of students' and other authorized users' activities when using District-provided equipment or District-provided network access or Internet access. Such monitoring may sometimes take the form of direct supervision of students' and minors' online activity by school personnel, but the Board recognizes that constant, direct supervision is not a practical expectation.
3. Develop and implement an instructional program that is designed to educate students about acceptable and responsible use of technology and safe and appropriate online behavior, including (a) safety and security issues that arise in connection with various forms of electronic communication (such as e-mail, instant messaging, and similar technologies); (b) interacting with other individuals on social networking sites and in chat rooms; and (c) cyberbullying awareness and response. Such educational activities shall include (but shall not consist exclusively of) reinforcement of the provisions of the District's rules regarding students' acceptable and responsible use of technology while at school.
4. Maintain, revise and enforce rules and procedures concerning the acceptable, safe, and responsible use of the District's Internet access infrastructure and other technology-related

SAFE AND RESPONSIBLE USE OF THE INTERNET & OTHER TECHNOLOGY RESOURCES

Policy 363.2

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District resources by any person who is authorized to use the District's systems and equipment, including any student, District employee, District official, or other authorized user. These rules and procedures shall complement structural and systemic supports that are implemented to further encourage and facilitate the acceptable, safe, and responsible use of the District's technology-related resources. To the extent appropriate to various groups of users, and with all such additions as the administration deems necessary or appropriate, those rules and procedures shall:

- a. Address and prohibit the unauthorized collection, disclosure, use and dissemination of personal and personally-identifiable information regarding students and minors, as particularly applicable to technology-based resources;
- b. Address employees' obligations regarding the proper retention of District records, maintaining the confidentiality of student records, and avoiding inappropriate disclosures of District records;
- c. Prohibit unauthorized user access to systems, networks and data;
- d. Prohibit the use of District resources to access and/or transmit inappropriate material via the Internet, electronic mail, or other forms of electronic communications;
- e. Provide notice to users that there is no District-created expectation of privacy in their use of District technology resources. Accordingly, except where prohibited by state or federal law: (1) the District reserves the ability to track, monitor, and access all data, files, communications, or other material that users create, store, send, delete, receive, or display on or over the District's Internet connection, network resources, file servers, computers or other equipment; and (2) all aspects of any individual's use of the District's technology-related equipment and resources, including any online activities that make use of District-provided Internet access, may be monitored and tracked by District officials; and
- f. Provide notice to users regarding possible consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the District's technology-related resources.

~~[Identify the appropriate staff position(s) – e.g., Building principals and their designees]~~ shall have responsibility, within their respective schools, for overseeing the day-to-day implementation of the District's policies, rules and guidelines regarding the acceptable, safe, and responsible use of technology resources. ~~[A building principal or his/her designee]~~, in consultation with ~~[the District's technology director]~~ as needed, may approve modified levels of Internet filtering/blocking for an individual user account provided that there is a legitimate educational purpose and any changes in access will not compromise the overall adequacy of protections that are in place for student users.

Legal References:

SAFE AND RESPONSIBLE USE OF THE INTERNET & OTHER TECHNOLOGY RESOURCES

Policy 363.2

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Wisconsin Statutes

Section 120.12(1)	[school board duty; care, control and management of school property and affairs of district]
Section 120.13(1)	[school board power to adopt conduct rules and discipline students]
Section 120.18(1)(i)	[report on technology used in the district]
Section 943.70	[computer crimes]
Section 947.0125	[unlawful use of computerized communication systems]
Section 995.55	[access to personal Internet accounts]

Wisconsin Administrative Code

PI 8.01(2)(k)	[integration of technology literacy and skills in curriculum]
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Federal Laws and Regulations

Children's Internet Protection Act	(CIPA) and Neighborhood Children's Internet Protection Act (NCIPA) [policy and other requirements related to Internet safety]
Protecting Children in the 21st Century Act	[Internet safety policy requirement; education of students regarding appropriate online behavior]
Children's Online Privacy Protection Act	(COPPA) [parent control over personal information collected by websites from their children]
E-rate funding requirements	[technology plan and other requirements]

Cross References:

WASB PRG 363.2 Sample Policy 1

Adoption Date: 1/10/96

Revised: August 2004
XXXX, 2023

Policies of the Board of Education

Series 300: Instruction

STAFF INTERNET SAFETY AND ACCEPTABLE USE POLICY

for Network Access

in the Waunakee Community School District

~~365 - Rule 1~~
363.2 Rule 1

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Intent

The Waunakee Community School District will provide ~~teachers~~ all staff access to technology resources including mobile devices and the Internet to support educational excellence in all our schools. The concept of internet safety and technology use has fundamentally changed and will continue to change in the future. It has become clear that safety is not just an exercise in protecting staff from online dangers or reducing risk for the district population; internet safety also means our staff are good digital citizens.

Staff should use the district’s computer network in a way that is consistent with applicable district policies. Whoever uses the Waunakee Community School District computer network and other instructional technology is expected to behave ethically and to comply with District policy and administrative guidelines. Each employee is expected to understand and comply with the following rules and guidelines. Violation of the rules and guidelines in this policy will result in disciplinary action up to and including termination and legal action, if warranted.

Available Resources

~~Below is a list of the resources that will be made available to all staff. This list serves as base level of resources for our technology related work.~~

- ~~• Internet access~~
- ~~• News and library databases~~
- ~~• Software and other sources for school use~~
- ~~• Electronic file storage~~
- ~~• Network account~~
- ~~• Depending upon grade level: desktop computer, ipad, and/or chromebook~~

Digital Citizenship

The Waunakee School District expects all users to demonstrate good digital citizenship. They are expected to:

1. Use digital tools, the network, and the internet appropriately for their position’s needs.
2. Use only their own accounts.
3. Follow international copyright laws.
- ~~4. Use digital tools in a manner that does not distract others.~~

- ~~5-4~~ Be ~~polite and productive~~ professional and courteous in their online communications as a representative of the district.
- ~~6-5~~ Treat all equipment with care.
- ~~7-6~~ Respect the work and privacy of others.
- ~~8-7~~ Keep passwords and login information private.
- ~~9-8~~ Alert ~~a staff member~~ an administrator if they receive or learn of threatening or inappropriate online communication, or activity.
- ~~10-~~ ~~Tell an administrator or IT staff member if they read something on the internet that makes them feel uncomfortable.~~
- ~~11-9~~ Use only district authorized software and browsers.
- ~~12-10~~ Refrain from sharing personal information on the internet.
- ~~13-11~~ Record or take pictures of others only after obtaining their permission.
- ~~14-12~~ Remember that all your network activities are monitored and retained, ~~cyberbullying will not be tolerated.~~

Responsibility

Because the Internet is a network with global reach, individuals may encounter materials that are not considered appropriate or suitable by parents and other members of the learning community. Therefore, acceptable use behaviors and safety policies are outlined below. The District staff and parents and guardians are responsible for conveying and discussing responsible technology use with their students and children. In accordance with federal law, the staff is also responsible for monitoring student use of the Internet while in their classrooms. Although it is unlikely, individual users might gain access to inappropriate materials despite supervision and technology protection measures. Any observed intended, or unintended access to inappropriate material should be immediately reported to an administrator.

The individual user, student and staff alike, is ultimately accountable for all activities conducted while using the Internet, network, or other district instructional technology resources. The smooth operation of the computer network and Internet depends upon the proper conduct of the users. These guidelines are provided so that students and staff are aware of their responsibilities. ~~If anyone violates any of these provisions, his/her account could be terminated, future access could be denied, and additional consequences imposed consistent with district policy, relevant codes, and agreements.~~

Terms and Conditions of Use

The following guidelines were written to correspond with federal and state law governing computerized communication systems (1995 Wisconsin Act 353, effective June 7, 1996, Children’s Internet Protection Act, 2000).

1. Acceptable Use

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- a. The Waunakee Community School District has established the computer network and other instructional technologies for a “limited educational purpose,” which includes classroom activities, career development and teacher-approved self-discovery activities.
- b. The use of these resources must be in support of education and research and consistent with the educational objectives of the Waunakee Community School District.
- c. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening, or obscene material. Pirating, which is the illegal copying or selling of software or copyrighted material, is prohibited.
- d. Use any social media application with caution, please be aware that all social media related to staff may be subject to district policies regarding public records. Refrain from communication with students using social media.
- e. Staff may analyze legislative proceedings and matters of public concern and communicate with elected officials via the computer network. However, fund-raising for political activities may not be conducted using the network.
- f. The computer network is not for commercial purposes.

~~g.-f.~~ Staff may not use the network to offer or provide products and services of a commercial nature.

~~h. g.~~ The District will comply with Wisconsin statutory requirements and administrative rules related to technology.

3. Technology Protection Measure

The term “technology protection measure” means a specific technology that blocks or filters Internet access to visual depictions that are:

- ~~• obscene, as defined by the Miller test. Any material that satisfies this test may be found obscene.~~
- child pornography, as defined in Section 2256 of Title 18, United States Code; or
- harmful to minors.

a.- The Waunakee Community School District employs technology protection measures to protect students and other individual users from seeing inappropriate materials and prevent unauthorized individuals from gaining access to our network.

b. One of these technology protection measures shall be an Internet management application, or filter.

- The District shall filter websites that contain obscenity, child pornography, materials harmful to minors, and may filter sites that interfere with the educational objectives of the school or make excessive demands on network resources.

- The filter’s database shall automatically download updates frequently to keep the protection as current as possible. The technical staff shall be able to open and close sites as needed for instructional purposes.

- Filtering shall be effective throughout the entire network.

c The District shall utilize firewall technologies to assist in preventing unauthorized access.

d The District has the capability to monitor Internet access and may check an individual’s record of access.

5. E-mail and other electronic communication

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a. All network users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

- Be polite. Do not write messages that will harass, offend, or insult anyone.
- Use appropriate language. Do not use profanity, sexual connotations, or other inappropriate language. Illegal activities are strictly forbidden.
- Users may not knowingly receive e-mail containing pornographic material or other inappropriate information and data. Please report all inappropriate materials to administration.
- Do not use the network in such a way that you would disrupt the use of the network by other users.
- Exercise caution if you receive an unexpected attachment. Contact the system administrator, a technician, or a lab assistant if you suspect a virus.
- E-mail attachments that you create or forward should be consistent with the educational mission of the school district.

b For your personal protection, do not give out your address or phone number.

c Note that e-mail and other electronic communication is not private, privileged, or confidential. People who operate the system have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities.

d E-mail may be subject to district policies regarding public records.

6. Security

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a. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator, technician, or lab assistant

b. Do not use another individual’s account or password.

c. Attempts to logon to the network as a system administrator will result in cancellation of user privileges.

d. Any user identified as a security risk or having a history of problems with other computer systems may be restricted or denied network access.

7. Network Resources

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a. Network resources, including but not limited to storage and connectivity, are limited. Avoid excessive demands on network resources.

b. Excessive demands on network resources are subject to restriction by the system administrator. Repeated excess demand on network resources will result in termination of access and possible administrative action.

8. **Vandalism**

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a. Vandalism is defined as any malicious attempt to modify, damage or destroy data, software, operating systems, or equipment, or intentionally disrupt the system.

b. This includes, but is not limited to, the loading or creation of computer viruses and any attempt to bypass network security.

9. **Consequences for Violations of the Acceptable Use Policy**

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a. Violation of any provision of the Acceptable Use Policy may lead to termination of access. School administrators will determine consequences for inappropriate use.

b. An administrator of the school may request the system manager to suspend specific staff user accounts until the incident is reviewed. The district may temporarily deny access to maintain network function or prevent a criminal act pending the disciplinary process.

c. Staff will receive notice of an alleged violation and an opportunity to respond before an extended termination of access.

d. First time violations of a minor nature may be addressed through administrative counseling.

e. Individuals may be subject to action under existing Board of Education Policies, school rules, and contractual agreements.

f. Termination of access does not prohibit the district from pursuing or implementing other disciplinary measures.

▲ Acceptable Use Violations that are severe or repeated may result in additional sanctions beyond termination of access up to, and including, staff dismissal.

▲ The district will contact appropriate local, state, or federal authorities if there is any suspicion of illegal activity. The District will lawfully cooperate with local, state, or federal officials in any investigation concerning illegal activities conducted through the District's network.

10. **Privacy**

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a. Files in individual, unshared, staff folders should not be viewed by other staff, with the exception of the system administrator, technical personnel, and supervisors.

b. Files in shared folders are not private.

c. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited. Communication with commercial website operators will be governed by the Children’s Online Privacy Protection Act.

d. The system administrator and technical personnel have the ability to access personal files, including e-mail.

e. Regular network maintenance and monitoring may detect violations of the acceptable use policy.

f. The system administrator and technical personnel will investigate unusual activity on the network and may access personal files in the course of such investigations.

g. The district retains control of all data stored on all district-owned servers and devices and may exercise this control to monitor compliance with this policy.

11. **Warranties of Service**

a. The Waunakee Community School District (WCSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing.

b. The WCSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

c. The WCSD is not responsible for any costs, liabilities or damages caused by the way you use the computer network.

d. Use of any information obtained via the Internet is at your own risk.

e. The WCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

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Adopted: 1/10/96

Revised: 6/8/98

February 2002

February 2009

August 2018

March 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

STUDENT INTERNET SAFETY AND ACCEPTABLE USE POLICY

for Network Access

in the Waunakee Community School District

~~363.2 Rule 2 365 Rule 2 – Students~~

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Intent

The Waunakee Community School District will provide students access to technology resources including mobile devices and the Internet to support educational excellence in all our schools. The concept of internet safety and technology use has fundamentally changed and will continue to change in the future. It has become clear that safety is not just an exercise in protecting students from online dangers or reducing risk for the district population; internet safety also means our students are good digital citizens.

The purpose of public education is to prepare students for life and work. In the world of work, students will encounter many different situations and technologies. As part of the educational process, students will learn that with access to technology comes responsibility. Whoever uses the Waunakee Community School District computer network and other instructional technology is expected to behave ethically and to comply with District policy and administrative guidelines.

The Waunakee Community School District has revised this policy in accordance with the Children’s Internet Protection Act to comply with all federal requirements. This includes an Internet safety policy and a description of the technology protection measure in place. The district’s student safety program will educate students about appropriate behavior, on social media and chat rooms and generate awareness regarding cyberbullying and how to respond to it. In addition, the policy addresses general network acceptable use.

Available Resources

~~Below is a list of the resources that will be made available to all students. This list serves as base level of resources for our technology related work.~~

- ~~• Internet access~~
- ~~• News and library databases~~
- ~~• Software and other sources for school use~~
- ~~• Electronic file storage~~
- ~~• Network account~~
- ~~• Depending on educational project and grade level each student will have a desktop computer, ipad, or chromebook available.~~

Digital Citizenship

The Waunakee School District expects all users to demonstrate good digital citizenship. They are expected to:

1. Use digital tools, the network, and the internet for class assignments as directed by teachers.
2. Use only their own accounts.
3. Follow international copyright laws.
4. Use digital tools in a manner that does not distract others.
5. Be polite and productive in their online communications.
6. Treat all equipment with care.
7. Respect the work and privacy of others.
8. Keep passwords and login information private.
9. Alert a staff member if they receive or learn of threatening or inappropriate online communication, or activity.
10. Tell an adult if they read something on the internet that makes them feel uncomfortable.
11. Use only district authorized software and browsers.
12. Refrain from sharing personal information on the internet.
13. Record or take pictures of others only after obtaining their permission.
14. Remember that all your activities are monitored and retained; cyberbullying will not be tolerated.

Responsibility

Because the Internet is a network with global reach, individuals may encounter materials that are not considered appropriate or suitable by parents and other members of the learning community. Therefore, acceptable use behaviors and safety policies are outlined below. The District staff and parents and guardians are responsible for conveying and discussing responsible technology use with their students and children. In accordance with federal law, the staff is also responsible for monitoring student use of the Internet while in their classrooms. Although it is unlikely, individual users might gain access to inappropriate materials despite supervision and technology protection measures. Any access to inappropriate materials (intended or unintended) should be immediately reported to a staff member.

The individual user, student and staff alike, is ultimately accountable for all activities conducted while using the Internet, network, or other district instructional technology resources. The smooth operation of the computer network and Internet depends upon the proper conduct of the users. These guidelines are provided so that students and staff are aware of their responsibilities. If anyone violates any of these provisions, his/her account could be terminated, future access could be denied, and additional consequences imposed consistent with district policy, relevant codes, and agreements.

Terms and Conditions of Use

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The following guidelines were written to correspond with federal and state law governing computerized communication systems (1995 Wisconsin Act 353, effective June 7, 1996, Children's Internet Protection Act, 2000).

1. **Acceptable Use**

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- a. The Waunakee Community School District has established the computer network and other instructional technologies for a "limited educational purpose," which includes classroom activities, career development and teacher-approved self-discovery activities.
- b. The use of these resources must be in support of education and research and consistent with the educational objectives of the Waunakee Community School District.
- c. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to, copyrighted, harassing, threatening, or obscene material. Pirating, which is the illegal copying or selling of software or copyrighted material, is prohibited.
- d. Use any social media application with caution, please be aware that all social media related to student may be subject to district policies regarding public records. Refrain from communication with students using social media.
- e. Students may analyze legislative proceedings and matters of public concern and communicate with elected officials via the computer network. However, fund-raising for political activities may not be conducted using the network.
- f. The computer network is not for commercial purposes.
- g. Students may not purchase products or services via the network without the permission of their principal.
- h. The District will comply with Wisconsin statutory requirements and administrative rules related to technology.

2. Student Use of Mobile Devices

~~For~~ Students who are supplied a district issued mobile device (iPad or Chromebook), this device is for the students use for their education. Students should treat devices as if it is their own. Students are responsible for the care of their district device. The district has provided these devices for educational use, instruction, research, and the facilitation of communication, collaboration, and other district-related purposes. Users are subject to the same standards expected in a classroom and/or professional workplace. The district reserves the right to prioritize who uses the network resources and can access all other computers systems. The ultimate responsibility for acceptable use is the sole responsibility of the individual user.

- a. Devices may be used in class only with permission of the teacher.
- b. During unscheduled time, devices may be used in the hallways, computer labs, study halls, and LMTC's unless otherwise directed by the classroom teacher or area supervisor.

- c. Devices should not be heard at any time. They must always be in silent mode, or used with headphones.
- d. Due to the camera capabilities, devices are never allowed to be in sight or in use in bathrooms or locker rooms.
- e. Inappropriate content may not reside on the device. This includes, but is not limited to, obscene material, material that depicts illegal or violent actions, material that may be used to threaten the safety and wellbeing of others, and software that is used to facilitate breaking security systems.
- f. Students should have no expectation of privacy in regard to device use.
- g. WCSO reserves the right to examine files and materials stored on a student's device as needed to monitor acceptable use under the Districts Internet Safety and Acceptable Use Policy.

3. Technology Protection Measure

The term "technology protection measure" means a specific technology that blocks or filters Internet access to visual depictions that are:

- ~~obscene, as defined by the Miller test. Any material that satisfies this test may be found obscene.~~
- child pornography, as defined in Section 2256 of Title 18, United States Code; or
- harmful to minors.

a.- The Waunakee Community School District employs technology protection measures to protect students and other individual users from seeing inappropriate materials and prevent unauthorized individuals from gaining access to our network.

b. One of these technology protection measures shall be an Internet management application, or filter.

- The District shall filter websites that contain obscenity, child pornography, materials harmful to minors, and may filter sites that interfere with the educational objectives of the school or make excessive demands on network resources.

- The filter's database shall automatically download updates frequently to keep the protection as current as possible. The technical staff shall be able to open and close sites as needed for instructional purposes.

- Filtering shall be effective throughout the entire network.

c. The District shall utilize firewall technologies to assist in preventing unauthorized access.

d The District has the capability to monitor Internet access and may check an individual's record of access.

4. Privileges

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- a. The use of the Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges.
- b. The district provides information and training in proper use of the network. That instruction may include additional guidelines not mentioned in this policy.
- c. Students may bring personal laptop and handheld computers or other devices to school under certain conditions, ~~and, in some instances, formal agreements.~~ Personal devices will only be allowed to connect to the Guest WiFi.
 - The District may examine computers and other electronic devices and search their contents, if there is a reason to believe that school policies, rules, or regulations have been violated. Individuals should have no expectation of privacy in the use of the district network.
 - While the student's laptop, handheld computer, or other electronic device is at school, it is an instructional tool and must be used for school curriculum only. It may not be used as an entertainment system.
 - Student-owned digital tools at school are to be used in compliance with the policies, rules, and regulations of the District. The Parent/Guardian and the Student will be bound by all policies and regulations of the District applicable to the use of instructional technology and access to the Internet. Any violation of such policies, rules and regulations may result in the exclusion of the device from school.

5. **E-mail and other electronic communication**

- a. All network users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - Be polite. Do not write messages that will harass, offend, or insult anyone.
 - Use appropriate language. Do not use profanity, sexual connotations, or other inappropriate language. Illegal activities are strictly forbidden.
 - Users may not knowingly receive e-mail containing pornographic material or other inappropriate information and data. Please report all inappropriate materials to administration.
 - Do not use the network in such a way that you would disrupt the use of the network by other users.
 - Exercise caution if you receive an unexpected attachment. Contact the system administrator, a technician, or a lab assistant if you suspect a virus.
 - E-mail attachments that you create or forward should be consistent with the educational mission of the school district.
- b. ~~Electronic mail (e-mail) privileges or accounts may be given to students for specific assignments.~~ Any e-mail, chat, or other direct electronic communication for instructional purposes will be closely supervised.
- c. E-mail, chat, or instant messaging via the Waunakee School District Network is not to be used for the personal use of the student.

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- d. For your personal protection, do not give out your address or phone number.
- e. Note that e-mail and other electronic communication is not private, privileged, or confidential. People who operate the system have access to all mail. Messages relating to, or in support of illegal activities may be reported to the authorities.
- f. E-mail may be subject to district policies regarding public records.

6. **Security**

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- a. Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the network, you must notify a system administrator, technician, or lab assistant. Students should report security issues to a building administrator, teacher, or lab assistant. Do not demonstrate the problem to other users.
- b. Do not use another individual's account or password.
- c. Attempts to logon to the network as a system administrator, or with another user's account will result in cancellation of user privileges.
- d. Any user identified as a security risk or having a history of problems with other computer systems may be restricted or denied network access.

7. **Network Resources**

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- a. Network resources, including but not limited to storage and connectivity, are limited. Avoid excessive demands on network resources.
- b. Excessive demands on network resources are subject to restriction by the system administrator. Repeated excess demand on network resources will result in termination of access and possible administrative action.

8. **Vandalism**

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- a. Vandalism is defined as any malicious attempt to modify, damage or destroy data, software, operating systems, or equipment, or intentionally disrupt the system.
- b. This includes, but is not limited to, the loading or creation of computer viruses.

9. **Consequences for Violations of the Acceptable Use Policy**

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- a. Violation of any provision of the Acceptable Use Policy may lead to termination of access. School administrators will determine consequences for inappropriate use.
- b. An administrator, teacher, or other staff member of the school may request the system manager to suspend specific student user accounts until the incident is reviewed. The district may temporarily deny access to maintain network function or prevent a criminal act pending the disciplinary process.
- c. Students will receive notice of an alleged violation and an opportunity to respond before an extended termination of access.

d. First time violations of a minor nature may be addressed through teacher or administrative counseling.

e. Individuals may be subject to action under existing Board of Education Policies, school rules, and contractual agreements.

f. Termination of access does not prohibit the district from pursuing or implementing other disciplinary measures.

- Acceptable Use Violations that are severe or repeated may result in additional sanctions beyond termination of access up to, and including, student expulsion

- The district will contact appropriate local, state, or federal authorities if there is any suspicion of illegal activity. The District will lawfully cooperate with local, state, or federal officials in any investigation concerning illegal activities conducted through the District's network.

10. **Privacy**

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a. Files in individual, unshared, student folders should not be viewed by other students.

b. Files in shared folders are not private.

c. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors are prohibited. Communication with commercial website operators will be governed by the Children's Online Privacy Protection Act.

d. The system administrator and technical personnel have the ability to access personal files, including e-mail.

e. Regular network maintenance and monitoring may detect violations of the acceptable use policy.

f. The system administrator and technical personnel will investigate unusual activity on the network and may access personal files in the course of such investigations.

g. The district retains control of all data stored on all district-owned servers and devices and may exercise this control to monitor compliance with this policy.

11. **Warranties of Service**

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a. The Waunakee Community School District (WCSD) makes no warranties of any kind, whether expressed or implied, for the service it is providing.

b. The WCSD will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

c. The WCSD is not responsible for any costs, liabilities or damages caused by the way you use the computer network.

d. Use of any information obtained via the Internet is at your own risk.

e. The WCSD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Adopted: 1/10/96

Revised: 6/8/98

February 2002

February 2009

August 2018

March 2023

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

OBJECTION TO THE USE OF INTERNET

365-Exhibit

This objection applies to the _____ school year, and must be specifically renewed at the beginning of each school year.

Student's Name (please print):

Student's Grade:

I object to my child/student, _____, using the Internet during the _____ school year.

Parent's (or Guardian's Signature:

Date Signed:

RETURN MAIL OR BRING THIS FORM TO CHILD'S SCHOOL:

Waunakee High School LMTC
Attn: Director
100 School Drive
Waunakee, WI 53597

Waunakee Middle School LMTC
Attn: Director
1001 South Street
Waunakee, WI 53597

Waunakee Intermediate School LMTC
Attn: Director
303 South Street
Waunakee, WI 53597

Prairie Elementary School LMTC
Attn: Director
700 N. Madison Street
Waunakee, WI 53597

Heritage Elementary School LMTC
Attn: Director
501 South Street
Waunakee, WI 53597

Adopted: 1/10/96

Revised:

Waunakee Community School District

DISTRICT WEBSITE

365.1

The Waunakee Community School District provides the public, staff, and student information through web sites on the internet. Web pages are also used for instructional purposes.

1. The district web page shall be developed and controlled under the supervision of designated staff. No one else is authorized to add, change, or alter district web pages. Building principals shall appoint and supervise the building site coordinator. ~~The central office coordinator shall be the Assistant Director of Instruction.~~
2. District web pages will meet the same criteria established under district acceptable use policies and rules for content (i.e., no information that is inappropriate, obscene, racist, sexist, contains obscenities or inflammatory/abusive language). District sites shall not be linked to sites that do not meet the same criteria.
3. District web pages provide identification consistent with the District policies and rules on student directory data.
4. District web pages shall be maintained and updated on a regular basis.
5. Staff members are encouraged to utilize district web pages to provide information to the public on school events, curriculum, programs, staff vacancies, budget, policies, and staff/student accomplishments. ~~Teachers are encouraged to develop their own pages to support their instructional program subject to these guidelines. However, district web sites are not to be used as “personal web space” as the sites are seen as official publications of the District.~~

Legal Ref.: Section 118.125 Wisconsin Statutes
Children’s Internet Protection Act
Neighborhood Children’s Internet Protection Act
Children’s Online Privacy Act

Cross Ref.: 365-Rule, Internet Acceptable Use Rules
347, Pupil Records
347-Rule (1), Student Record Procedures
823, Access to Public Records

Adopted: 6/8/98
Revised: January 2002
July 2005
XXX, 2023

Waunakee Community School District

TECHNOLOGY FOR STUDENTS WITH SPECIAL NEEDS (Assistive Technology)

Policy 363.3

Waunakee Community School District

Page 1 of 2

The District recognizes that students with disabilities and other students with special needs may require assistive technology devices and/or services to help them access and benefit from their educational program and achieve related standards and goals.

The District shall provide students with disabilities under the Individuals with Disabilities Education Act (IDEA) with special education and related services, based on their individualized education programs (IEP), as required by law. A student's need for assistive technology shall be determined on a case-by-case basis. If the student's IEP team determines that a particular assistive technology device and/or service is needed in order for the student to benefit from his/her education program, it will be included in the student's IEP.

For purposes of this policy and its implementation with respect to students with disabilities under the IDEA, an "assistive technology device" means any item, piece of equipment or product system, whether acquired commercially off the shelf, modified or customized, that is used to increase, maintain or improve functional capabilities of students with disabilities. "Assistive technology service" means any service that directly assists a student with a disability in the selection, acquisition or use of an assistive technology device.

Those students with disabilities or other special needs but not requiring a formal IEP under the IDEA (for example, students with disabilities under Section 504 or under the Americans with Disabilities Act, migrant students, homeless students, students living with poverty and English language learners), will also be considered for assistive technology devices and/or services on a case-by-case basis. In situations where the potential use of such a device or the provision of such a service is unrelated to a disability, the District will consider the device and/or service in relation to the student's identified special need(s).

Legal References:

Wisconsin Statutes

[Section 115.787\(3\)\(b\)5](#) [IEP development; required to consider assistive technology needs]

Federal Laws

[Individuals with Disabilities Education Act](#) [programs and services for students with disabilities]

[Enhancing Education Through Technology Act of 2001](#) (Title II, Part D) [educational technology plans, including state-required policies addressing technology concerns for students with special needs]

[Section 504 of the Rehabilitation Act of 1973](#) [disability discrimination; reasonable accommodations]

[Americans with Disabilities Act](#) [disability discrimination; reasonable accommodations]

Cross References:

342.1 Programs for Students with Exceptional Educational Needs

TECHNOLOGY FOR STUDENTS WITH SPECIAL NEEDS (Assistive Technology)

Policy 363.3

Waunakee Community School District

Page 2 of 2

365 Access to Internet and Other Computer Networks
365-Rule Acceptable Use Policy
411 Equal Educational Opportunities
WASB PRG Sample Policy 1

Adoption Date: July 2005

SCHOOL COUNSELING PROGRAM

Policy 364

Wauwaukee Community School District

Page 1 of 3

~~(This sample policy is intended primarily to (1) satisfy the requirement that each district develop a policy on guidance and counseling services that includes an express student nondiscrimination statement, and (2) connect the school counseling program to a district's academic and career planning services as outlined in PI 26 of the Wisconsin Administrative Code. Much of the remainder of the sample is intended to reflect the state standards for guidance and counseling as found in PI 8.01(2)(e) of the Wisconsin Administrative Code and the general structure of the Wisconsin Comprehensive School Counseling Model (WCSCM).)~~

A comprehensive and sequential program of developmentally-based school counseling services shall be maintained in grades kindergarten through 12 in the District. The broad program components shall include a school counseling curriculum, individual student planning services, responsive services, and system support services (e.g., planned opportunities for professional development, consultation, and collaboration).

School counseling services shall be planned and provided by District school counselors in conjunction with supervising administrators and other licensed staff. Staff members involved in planning these services shall ~~involve and seek~~ the input of students, parents and guardians, and other community members or entities, as appropriate, whose perspectives and insights will help to improve the District's programs and services.

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The school counseling program and services shall be integrated with the District's Academic and Career Planning services at all appropriate grade levels. School counselors shall have an integral role in delivering Academic and Career Planning services and be represented on District-level and building level Academic and Career Planning leadership teams.

The general goals and functions of the District's school counseling program, which shall be reflected in a Board-approved plan for such services, shall be:

~~(Editor's Note: The lists of general goals and functions found below can be adapted to more closely align the sample with local points of emphasis in relation to PI 8.01(2)(e) and the WCSCM.)~~

1. Personal and social development, including the following:
 - a. Assist students in developing a better understanding and acceptance of themselves, including knowledge of their strengths and weaknesses, aptitudes, needs, interests and worth as unique individuals.
 - b. Assist students in developing skills needed to initiate and maintain positive interpersonal relationships.
 - c. Assist students in developing problem-solving and decision-making skills.
 - d. Assist students and their parents and guardians with individual concerns, problems, or situations that, even if not directly related to the curriculum and a student's academic progress, affect the student's readiness to learn and his/her ability to be successful in school.

SCHOOL COUNSELING PROGRAM

Policy 364

Waukegan Community School District

Page 2 of 3

~~e. Insert any additional local goals/functions, such as "Assist students in incorporating personal and social self-knowledge into exploration and establishment of personal academic and career goals."~~

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2. Academic development and planning, including the following:

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- a. Assist students in understanding educational requirements and options.
- b. Assist students in understanding and resolving educational difficulties.
- c. Assist students in accepting increased responsibility for their educational and life-planning goals.

~~d. Insert any additional local goals/functions, such as "Assist students in understanding the connections between the exploration and establishment of personal academic goals and various career options."~~

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3. Career development and planning, including the following:

- a. Assist students by helping them develop positive work traits.
- b. Assist students in exploring various career options.
- c. Assist students in identifying and developing career interests.
- d. Assist students in learning career decision-making and goal-setting skills.

~~e. Insert any additional local goals/functions, such as "Assist students in understanding the connections among the exploration and establishment of personal career goals, academic planning and personal/social skills."~~

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Staff members who provide school counseling services and other staff who work collaboratively with school counselors are expected to appropriately maintain the confidentiality of information they receive from students and from student record information in accordance with applicable legal requirements and the District's student records policy and procedures. However, such staff are also expected to avoid making express commitments to students regarding the degree and extent to which ongoing and complete confidentiality can be assured if applicable laws, regulations, District policies, or professional responsibilities could reasonably prevent the staff member from meeting the commitment.

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The District shall not unlawfully discriminate in the methods, practices and materials used for guidance and counseling services for students 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. This does not, however, prohibit the use of special counseling materials or techniques to meet the individualized needs of students. Discrimination complaints shall be processed in accordance with established procedures.

SCHOOL COUNSELING PROGRAM

Policy 364

Waukegan Community School District

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Legal References:

Wisconsin Statutes

- [Section 115.28\(59\)](#) [academic and career planning]
- [Section 118.01\(2\)\(d\)](#) [educational program goals related to personal development]
- [Section 118.125](#) [maintenance and confidentiality of student records]
- [Section 118.126](#) [privileged communication about student alcohol and other drug problems]
- [Section 118.295](#) [liability exemption for suicide intervention]
- [Section 121.02\(1\)\(e\)](#) [school district standard; guidance and counseling services]

Wisconsin Administrative Code

- [PI 8.01\(2\)\(e\)](#) [school district standard; guidance and counseling program requirements]
- [PI 9.03\(1\)\(f\)](#) [requirement to address nondiscrimination in policy on guidance and counseling program]
- [PI 26](#) [education for employment regulations, including academic and career planning requirements]

Federal Laws and Regulations

- [20 U.S.C. §1232\(g\)](#) [Family Educational Rights and Privacy Act; the federal student records law]
- [34 C.F.R. part 99](#) [U.S. Department of Education FERPA Regulations]
- [34 C.F.R. part 300](#) [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]

Cross References:

- [411-Rule \(1\), Student Discrimination Complaint/Harassment Procedures](#)
 - [346, Student Assessment Program](#)
 - [457, Positive Emotional Development of Students](#)
- WASB PRG Sample Policy 1

Adoption Date: 11/8/82

Revised: 9/14/87

March 1994

January 2002

XXXX, 2023

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EXTRACURRICULAR ACTIVITIES (including Athletics)

Waukeek Community School District

Policy 370

Page 1 of 3

(This sample policy outlines the general requirements applicable to district-sponsored extracurricular activities, including interscholastic athletics, and to student participation in such activities.)

Extracurricular activities are recognized as an integral part of the educational program. Students are strongly encouraged to participate in such activities, while giving their academic work the priority it deserves.

All extracurricular activities sponsored by the District, including organized interscholastic and intra-District athletics and fitness opportunities, shall:

1. Be designed to be an extension of the curriculum or provide experiences for students that enhance student learning and/or personal, social, and physical growth and development.
2. Be approved by the School Board when the activity involves a new or substantially modified funding and/or staffing obligation, or by the District Administrator or building principal when the activity does not involve such additional budgetary or staffing obligations.
3. Have an adult advisor/supervisor appointed by the District Administrator or his/her designee.
4. Be funded in a manner that is consistent with applicable District policies and procedures.
5. Be scheduled in such a way so as to minimize infringement upon the regular school day and the daily schedule of classes. Any activity or event scheduled during the school day must have approval of the building principal.

Students shall be expected to abide by all rules and regulations established for participation in District-sponsored extracurricular activities, including interscholastic athletics. Where applicable, these rules and regulations shall be consistent with any rules of eligibility and conduct required by state or other associations to which the activities are affiliated (for example, the Wisconsin Interscholastic Athletic Association (WIAA) for interscholastic activities offered in the District). Students who violate such rules and regulations shall be subject to disciplinary or other action. All students participating in activities or events as representatives of the Waukeek Schools shall receive a copy of the code of conduct and shall sign a statement indicating that he/she understands the code and its conditions. The building principal or his or her administrative designee shall be responsible for the enforcement of the provisions of the student code of conduct.

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No student or other youth shall be permitted to participate in any District-operated youth athletic activities unless he/she has provided the school with a properly-signed concussion and head injury information sheet as required by state law insert if the district applies the requirement to additional activities that are not covered by the state law: "or under a District rule or policy". If required by state law insert if the district applies the requirement to additional activities that are not covered by the state law: "or under a District rule or policy", the information sheet distributed by the District shall also include information about the nature and risk of sudden cardiac arrest during youth athletic activities. ***(Editor's Note: Districts that maintain a separate policy or rule addressing these medical information sheets might choose to strike this***

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¹ The last 2 sentences are from the current WCSD 370.

EXTRACURRICULAR ACTIVITIES (including Athletics)

Waukegan Community School District

Policy 370

Page 2 of 3

paragraph from this policy. The minimum requirements of sections 118.293 and 118.2935 of the state statutes apply regardless of whether they are expressly mentioned in local policy.

The Board encourages the full participation of elementary and middle school (K-8) students in available co-curricular and recreational programs and activities that are offered by and through the District. For purposes of this Board policy, "full participation" means fair and equitable participation opportunities (1) in a manner consistent with applicable nondiscrimination requirements, and (2) to the extent that the budget, facilities, or type of activity allows. The building principals and their designees in the District's K-8 buildings are responsible for informing students and parents and guardians of the co-curricular and recreational activities that are available at the relevant grade levels and for implementing registration and scheduling processes in a manner that gives due regard for the goal of full participation.

The District shall not unlawfully discriminate in admission to or participation in any program or activity, standards and rules of behavior, disciplinary actions or facilities usage on the basis of the person's 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. This policy does not, however, prohibit the District from placing a student in a program or activity based on standards of individual performance, or from providing separate programs and facilities in interscholastic athletics for males and females if such programs and facilities are sufficiently comparable in type, scope, and support from the District. Discrimination complaints shall be processed in accordance with established District procedures.

Legal References:

Wisconsin Statutes

- [Section 118.13](#) [student discrimination prohibited]
- [Section 118.133](#) [home-based private educational program student participation in interscholastic athletics and extracurricular activities]
- [Section 118.293](#) [requirements for addressing concussions and head injuries in youth athletic activities]
- [Section 118.2935](#) [requirements for providing information about sudden cardiac arrest in connection with youth athletic activities]
- [Section 120.12\(23\)](#) [policy requirement; access to extracurricular and recreational activities by K-8 students]
- [Section 120.13\(1\)](#) [school board power to adopt student conduct rules and discipline students]

Wisconsin Administrative Code

- [PI 9.03\(1\)](#) [student nondiscrimination in student extracurricular activity and interscholastic athletics policies]

Cross References:

- District Extracurricular/Athletic Code(s)
- [411-Rule \(1\) Student Discrimination Complaint Procedures](#)

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EXTRACURRICULAR ACTIVITIES (including Athletics)

Waukeke Community School District

Policy 370

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[370-Rule \(2\), Co-Curricular Program Eligibility](#)
[370-Rule \(1\), Co-Curricular Activity Size Limitations](#)
[447.31 In-School Suspension](#)
[881, Relations with Community \(Wednesday Activities\)](#)

WASB PRG 370 Sample Policy 1

Adoption Date: 11/8/82

Revised: 10/9/89

March 1994

January 2002

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**CO-CURRICULAR ACTIVITY SIZE LIMITATIONS
COACH/PLAYER RATIOS**

370-Rule (1)

Size Limitations

It will be the responsibility of the principal, athletic director, and assistant principal involved with non-athletic activities, to meet prior to the school year to review the number of students that are expected to engage in an activity and to meet after the activity has begun if the numbers are below the minimum recommended number.

The status of an athletic team is to be reviewed when the number of participants drops below one and one-half times a team's regulation size. After review, the committee's recommendation will be presented to the Waunakee Community Board of Education for review and action.

Coach/Player Ratio

Approximate ratios subject to annual review by the athletic director and principal with a final decision by the Board of Education.

A. Middle School

20 to 1 for football, basketball, volleyball, track, cross country ~~and softball~~
15 to 1 for wrestling

B. High School

13 to 1 for football - all levels
15 to 1 for volleyball, wrestling, basketball, softball, lacrosse, baseball, track at varsity and JV level, 20 to 1 at freshman level
18 to 1 for soccer - all levels
20 to 1 for cross country, swim, golf - all levels
10 to 1 for hockey, gymnastics
20 to 1 for tennis
25/1 for Dance Team

Cutting

The middle school shall have a no-cut policy for its interscholastic program. Students shall receive the opportunity to play through a rotation system in basketball and volleyball if necessary.

Cutting is allowed at the high school. It is to be done tactfully and personally by coaches (no list posted, etc.). Cuts may be reviewed by the athletic director and principal.

Other Co-Curricular Activities – Director/Student Ratio

A. Middle School

25/1 for Future Problem Solving, and Middle School Drama/Musical Productions and Junior Science Olympiad, or any like performance competition activities
20/1 for Forensics
20 entries/1 coach for Solo/Ensemble*

B. High School

30/1 for Spring Plays/Musical with Director Assistant
20/1 for Forensics
25/1 for Dance Team
20 entries/1 coach for Solo Ensemble*

*Exclusions in definition of entries include:

1. Large group ensembles that are primarily coached during the school day.
2. Ensembles that are listed as another co-curricular (HS and MS jazz ensembles, HS vocal jazz, MS vocal ensemble)
3. Entries that are coached by private instructors.
4. Any solos or other small groups that can be accommodated during the day.

Cross Ref.: 535.21, Coaches/Volunteer Coaches

Adopted: 2/13/84

Revised: 4/22/91
March 1994
6/8/98
December 2002
July 2004
January 2007
October 2008

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

CO-CURRICULAR PROGRAM ELIGIBILITY

370-Rule (2)

Activities governed by eligibility are:

1. Forensics
2. Drama (1-Act, All School Play)
3. Musical
4. Athletics
5. All Music Groups
6. Dance Team
7. Cheerleaders

Academic Eligibility - High School

Students participating in the co-curricular programs are responsible for maintaining scholastic eligibility. Students in all co-curricular activities must take a minimum of six courses each semester. Eligibility is computed each nine-week grading period. In order to maintain scholastic eligibility, a student taking six academic courses must receive a minimum of five passing marks. If a student has one failing mark, he/she must have a "C" or above in one of the remaining five courses. If a student receives two failing marks, he/she will be ruled ineligible. Incompletes are considered failing marks until all work is completed and a grade has been issued.

A student declared scholastically ineligible may regain probationary eligibility after a period of 15 school days and is doing passing work in all classes. The student must have each teacher fill out the "Student Weekly Eligibility Report", which can be obtained in the school office, and turn it in each school week for the remainder of the nine week grading period.

During the 15 school days of the ineligibility period, he/she may practice but is not allowed to participate in any extra-curricular game or activity. During all succeeding weeks, he/she can participate in all games and activities provided ALL grades received are passing and the form has been returned to the office.

Eligibility is determined by the 1st and 3rd nine-week progress grades and the 1st and 2nd semester grades. INELIGIBILITY may be made up during the summer. Students ineligible at the end of the 2nd semester grading period will follow the procedure outlined above for the first nine weeks of the following school year.

Academic Eligibility - Middle School

Students participating in co-curricular programs are to maintain a passing grade in all classes. A student receiving an "F" shall continue to practice with his group or team but cannot participate in games, concerts, or meets. Eligibility is determined at the end of four weeks into each progress grading period, and at the end of each nine weeks grading period. This eligibility provision carries over to the beginning of the first quarter of a student's freshman year (fall activities). Students can regain eligibility at the end of their first three weeks of classes in the high school under the provisions in the second paragraph in the high school eligibility section. A student can regain eligibility during an activity season by raising his/her level of work above failing in the affected classes.

Tuition Student Participation in Interscholastic Athletics

Tuition paying students who are paying their own tuition to attend Waunakee Community School District and are residing full-time with their parents in their primary residence are eligible to participate on interscholastic athletic teams in the school in which they are paying tuition to attend.

Attendance Requirement

The district requires students participating in or attending the co-curricular program to be in attendance at school on the days that specific activities will be practicing or participating in a concert, game, etc. A student must be in attendance at school by 11:30 a.m. on a day in which he/she participates in an after school activity. If a participant cannot be in school for reasons other than illness, the absence must be pre-planned and pre-approved by the principal, activities director, or assistant principal for the student to practice or participate that day.

Foreign Exchange Student Participation in Interscholastic Athletics

All foreign exchange students must apply for admission to Waunakee Community High School. Applications for admittance must be received by July 15th if the applications are to be considered for the start of the fall semester of the upcoming year. All applications must be from exchange programs approved by the Board of Education and that have received a "Full" listing status by the Council on Standards for International Education Travel (CSIET). The individual applicants are subject to acceptance or rejection as determined by the high school principal. Subsequent to approval for attendance the district will waive, for one year, upon request, the residence requirement for eligibility and participation in interscholastic athletic competition.

Resident Students Participating in Home-based Educational Programs

Students who resides in the school district and are enrolled in a home-based private educational programs may participate in interscholastic athletics and other extracurricular programs on the same basis and to the same extent that it permits pupils enrolled in the school district to participate.

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Adopted: 11/8/82

Revised: 4/22/91
March 1994
April 1997
June 8, 1998
July 2001
May 2005
August 2013
September 2015
December 2021

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

CO-CURRICULAR OFFERINGS

370-Rule (3)

Co-curricular activity participation plays a significant role in the total educational development of our young men and women. The Waunakee Community School District offers a wide range of co-curricular activities for students.

Reduction in Offerings

Annually ~~in May~~ the Activities Director/Principal shall ~~certify~~ **provide** to the Board of Education the actual number of participants in each activity. The ~~certified~~ number of participants shall constitute the basis of reviewing and establishing coaching/advisor staff for succeeding seasons in each district activity. In assessing the need to reduce the number of co-curricular offerings the “priority criteria”, as established in Policy 370-Rule (4) will be utilized.

New Offerings

In order to best provide for the needs and interest of our students, a change in the activities offered must take place from time to time. Consideration will be given to the addition of activities, including the resumption of inactive organizations, based upon criteria as outlined in Policy 370-Rule (4).

Adopted: July 2004
District

Waunakee Community School

Policies of the Board of Education

Series 300: Instruction

CO-CURRICULAR REDUCTION/ADDITION GUIDELINES

370-Rule (4)

Reduction/Addition of Program Offerings Guidelines

Reduction in Offerings:

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

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

Other considerations may include:

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

New Offerings: (Initial Requests due by October 31st to Co-Curricular Committee)

In assessing the need to add a new co-curricular activity, including the resumption of an inactive activity, the following criteria will be use to evaluate the request:

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

Co-Curricular request for Paid Advisors

After a Co-Curricular has been active for 3 consecutive years the advisor may submit a request for consideration as a paid advisor. To make this request the advisor must submit to their principal by the end of February the school year prior to be considered as a paid advisor for the next school year. The request submitted to the principal must include the following:

1. Club rosters from the last 3 years
2. A list of activities the club has done
3. A list of activities the club has scheduled for the future

Once received, the principal should draft a statement of support for the request which includes the proposed pay schedule for the activity. Completed packages should be sent to the Superintendent's Administrative Assistant no later than the first week in March. After that date requests will not be considered for the upcoming school year.

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

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

Name of Organization: _____

Contact Person: _____ Phone: _____

Date of Request: _____

I.) Students & Staffing

a. Demonstration of interest by student body.

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

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

c. Description of Group Activities:

II.) Budget Implications

a. Are district funds being requested? Yes No

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

c. Are you requesting a paid advisor position after a three-year review period?

Yes No

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

III.) Facilities

a. What District Facilities are needed for this program?

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

If Yes, please explain:

Principal/Activities Director

Signature: _____ Date: _____

District Administrator

Signature: _____ Date: _____

Approval by BOE:

Signature: _____ Date: _____

Adopted: July 2004
District

Waunakee Community School

Revised: August 2009

STATE/NATIONAL (NON-ATHLETIC) COMPETITIONS

370.1

The Waunakee Community School District believes that participation of students in ~~state~~/national competition as part of their co-curricular participation can promote participation, develop self-esteem, expand social/performance skills and provide recognition for the individual, the program and the school district.

The district supports opportunities of this nature however participation in any national competition that requires out of state travel and/or for any extended periods of time is restricted to those students and programs that compete at the grade 9-12 (high school) levels only. Participation in local/state competition will be supported and approved for fifth through eighth grade levels students providing there are an adequate number of chaperones (staff/parents). Participation in local/state or national competition will not be approved for any PreK through fourth grade student/program.

Costs for recognized/approved ~~state~~/national competition participation at the 9-12 level will be provided through a combination of fundraising/parent support and district support. The district will provide funding support for in-state travel only. Competition costs for district recognized and approved local/state competition for students at fifth through eighth grade will be funded by the district. Local/state competition funding will includes necessary entry fees, transportation to/from the competition and any competition costs directly associated with the event. Chaperones/advisors will also be reimbursed for their meal costs. Parents will be responsible for any extraneous costs beyond those identified above including hotel/overnight accommodations and meal costs.

Requests for participation in ~~local, state or~~ national competition shall be submitted for Board approval per the appropriate guidelines as outlined in Policy 352 – Field Trips and Excursions – Rules 1-3 ~~and Exhibit~~.

The District shall not discriminate in admission to or participation in, rules of behavior for or disciplinary action in any co-curricular program or activity or facilities usage because of the person’s sex, race, national origin, religion, color, ancestry, creed, 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
120.12 (23)
120.13 (1) (a)
PI9

Cross Ref.: 352-Field Trips and Excursions Rule 1-3/Exhibit
370 – Student Co-Curricular Activities Rule 1-4
411 – Equal Educational Opportunities Rule 1-2/Exhibit
447.31 – In School Suspension
881 – Relations with Community (Wednesday Activities)

STUDENT-INITIATED CLUBS AND SIMILAR ORGANIZATIONS

Waukeek Community School District

Policy 371.1

Page 1 of 2

(This sample policy presents an approach to the recognition and general oversight of student-initiated, noncurricular clubs and similar groups/organizations. The sample is intended to be consistent with requirements of the federal Equal Access Act, as it applies to public schools that provide secondary education. As written, this sample assumes that the district has at least one high school~~Secondary~~.)

The District permits the formation of voluntary, noncurricular student organizations at the ~~high school~~~~Secondary~~ level. ~~insert, adjust, or remove, as applicable: "and, unless no such organizations are permitted in the applicable school, in grades 6, 7, and 8".~~ **~~(Editor's Note: Districts should consider seeking legal advice regarding the application of the federal Equal Access Act below the high school~~Secondary~~ level. Grades 6, 7, and 8 are listed in the sample text because some schools have middle schools or junior high school~~Secondaries~~ that combine those grades, that offer at least some secondary education opportunities, and that permit the creation of student clubs/organizations.)~~** Such organizations are generally interest-based groups whose meetings and activities are planned and run by current students whose primary school of enrollment and attendance is a District school. While noncurricular student organizations are subject to regulation by the District, they are not District-sponsored and are not District-directed co-curricular or extracurricular activities. A District staff member or other agent of the District may be assigned to qualified noncurricular student organizations for general custodial purposes, including serving as an initial point-of-contact for the group's operational questions.

Third-party individuals or organizations who are not affiliated with the District may not create, be members of, regularly attend, or direct or control the activities of a noncurricular student organization. ~~insert if desired or if necessary to accommodate current practices: "However, students who are residents of the District but who are currently enrolled in and attending a private school, homeschool, or tribal school may be permitted to join a noncurricular student organization if the student meets the organization's membership criteria (insert if desired: ", if the student attends at least one class in the District during the relevant school year,") and if the administration determines that such membership is feasible in light of the meetings and activities of the organization."~~ **~~(Editor's Note: Many districts do not extend the privilege of participation to resident students whose primary school program is not within the public schools of the district.)~~**

To take advantage of access to school facilities (e.g., for meeting time/space) and any other benefits that may be offered to noncurricular student organizations at a particular school, such an organization must be registered through a process that shall be administratively defined.

1. The administration is authorized to establish lawful criteria and procedures for the registration, recognition, operation, and possible discontinuation of noncurricular student organizations, which may include, for example, a requirement for a showing of interest and/or a requirement to hold regular meetings or other activities at school. Such criteria and other rules may vary by school, subject to final oversight by the District Administrator or his/her administrative-level designee.¹

¹ You might choose to incorporate some of the conditions specified for non-curriculum related groups in your current policy 371 here. Note that some of those conditions are addressed in other parts of this policy sample.

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STUDENT-INITIATED CLUBS AND SIMILAR ORGANIZATIONS

Policy 371.1

Waukegan Community School District

Page 2 of 2

- The registration and operation of a noncurricular student organization may be denied for lawful reasons, such as that the group intends to engage in or advocate criminal conduct or engage in or advocate activities that pose an unreasonable risk to health and safety.
- Noncurricular student organizations may not discriminate in their membership or in their activities in a manner that would violate the District's student nondiscrimination policies. However, the District also acknowledges its obligation to avoid engaging in any unlawful discrimination against any proposed or active student organization, or participating student, on the basis of, for example, the religious, political, or philosophical content or viewpoint of such an organization or its activities or speech.
- ~~4. Insert if desired: "A noncurricular student organization must be able to identify its regular/official members to the District. No secret society/organization is eligible to be recognized as a noncurricular student organization."~~

The District reserves all lawful power and authority to maintain order and discipline on District premises, to prevent disruption of instructional time and activities, and to protect the well-being of students and staff. If the District determines that a student's conduct inappropriately disrupts the meetings or activities of a noncurricular student group, or that any student's conduct violates other District policies, rules, or directives, the District may deny the student permission to continue to participate in the group and the student may be subject to other District-imposed disciplinary consequences.

Legal References:

Wisconsin Statutes
[Section 118.13](#) [student nondiscrimination]

Wisconsin Administrative Code
[PL 9](#) [student nondiscrimination]

Federal Laws
[20 U.S.C. §§4071-4074](#) [Equal Access Act; denial of equal access prohibited]

Cross References:

[411-Rule \(1\), Student Discrimination/Harassment Complaint Procedures](#)
[830, Public Use of School Facilities](#)
[WASB PRG 371.1 Sample Policy 1](#)

Adoption Date: 4/22/91

Revised: March 1994
January 2002

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Policies of the Board of Education

Series 300: Instruction

STUDENT PUBLICATIONS

372

The Board of Education encourages the use of school-sponsored publications to express students' points of view. They shall be free from all policy restrictions except those identified in the district's policy on student expression activities (the avoidance of libel, obscenity, defamation, false statements, or material advocating racial or religious prejudice). Student publications shall provide as much opportunity as possible for the sincere expression of student opinion. The student editorial staff and faculty advisor shall establish editorial policy which promotes responsible journalism. Continuation of student publications is subject to budget considerations and student interest.

Legal Ref.: Sections 120.12(2) Wisconsin Statutes
120.13
Hazelwood School District v. Kuhlmeier 56 U.S.L.W. 4079 (1988)

Cross Ref.: 440 Student Expressions-Activities
851, Advertising in the Schools

Adopted: 11/8/82

Revised: March 1994

Waukegan Community School District

STUDENT SOCIAL EVENTS

373

The Board of Education believes that social activities in school life assist students in learning how to enjoy worthwhile group events, how to conduct them, and how to contribute to the enjoyment of others. Therefore, school groups and classes may use school facilities to hold social events for their membership.

Well-conceived and well-managed social events are vital to the healthy growth of young people. Parties, dances, banquets, and comparable social events have an important place in a well-rounded school program. The staff is encouraged to use such events intelligently and in the best interests of students, parents/guardians, and the school.

The building principal shall have the authority to regulate all student social events.

Proper chaperoning shall be provided under direction of the principal.

Legal Ref.: Section 120.12(2) Wisconsin Statutes

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

STUDENT FUNDRAISING ACTIVITIES

374

The Board of Education will allow student fund-raising activities for school-related projects only on a limited basis and only if each case can be defended on the merit of the program. The activity must be approved by the faculty advisor and the building principal through the District’s fundraising procedures.

No material shall be used which advertises any particular brand of goods and the students will not solicit business going door-to-door without Board approval. Competition between District businesses and the Waunakee Community School District shall be avoided whenever possible.

The Board prohibits any door-to-door fundraising activities by students below grade nine (9) for any school activities or school-related activities. (PTO, Booster Clubs, etc.) Door to door sales must be done by a minimum of two or more students together. Safety rules shall be reviewed by the supervising director with all students going door to door.

Booster Clubs shall consult with the district’s Activities Director on specific fundraising activities as-well-as the use of students in these activities. PTO’s shall consult with the building principals on specific fundraising activities as-well-as the use of students in these activities. Questions of the appropriateness of Booster Clubs or PTO fundraising activities shall be brought to the attention of the superintendent.

The Board discourages fundraising by students age twelve (12) or younger and will approve this activity only for special or unique reasons.

Individual and/or family incentives shall not be utilized at the elementary or middle school level. Group rewards (party or program) to celebrate a successful sale are allowable at the elementary and/or middle school level. Participation in fundraising activities is to be voluntary on the part of students and families.

Student groups and booster groups are encouraged to raise funds through service projects and by using local vendors for resale of products. However, should a fundraising company or fundraising organization be considered for involvement in a project, they must provide a disclosure statement to the school principal that outlines the per unit cost of the product to the company, other per unit costs for the fundraising company, the per unit “profit” for the school group sponsoring the fundraising, and the per unit profit for the company. Any outside fund raising companies or organizations shall not utilize individual/family incentives or prizes for students at the elementary or middle school level.

374 continued

~~Any fundraising activity involving the sale of food before or during the school day shall be limited to food items that (1) meet the minimum nutrition standards for foods sold outside of the school meal programs before and during the school day as established by the U.S. Department of Agriculture (USDA) and (2) meet other applicable District-established nutrition guidelines. The building principal may allow a limited number of fundraisers by student groups involving the sale~~

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~~of food items that do not meet the required nutrition standards, consistent with the limits established by the Department of Public Instruction (DPI).~~

Student fundraising activities shall be approved, through the District’s fundraising procedures, as follows:

FUNDRAISING GOAL	REVIEW & APPROVAL REQUIREMENTS
Up to \$9,999	Building Principal* – Review & Approve
\$10,000 to \$24,999	Building Principal* – Review & Recommend Approval to District Administrator District Administrator – Final Approval
\$25,000 +	District Administrator – Review and Recommend Approval to Board of Education Board of Education – Final Approval

*The Activities Director shall follow the review/approval process for any/all booster club fundraising activities.

~~Funds raised by student groups under this policy will be held by the District on behalf of the applicable organization, club, or other student group and shall be managed in accordance with sound business practices and applicable District policies and procedures, including the District’s policy on student activity funds management.~~

Administration will provide an annual report to the Board of Education in July.

Wisconsin Statutes

~~Section 103.23(2) [minors under 12 participating in fundraising activities]~~

~~Section 118.12 [sale of goods and services at schools]~~

~~Section 120.16(2) [board treasurer duty; account for extracurricular activities funds]~~

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Federal Laws and Regulations

~~Healthy, Hunger Free Kids Act of 2010 [school wellness policy requirements, including requirements related to food sold during the school day]~~

~~“Smart Snacks” Rule [minimum nutrition standards for all foods sold outside of the school meal program during the school day]~~

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~~Legal Ref.: Section 103.23 Wisconsin Statutes~~
~~103.67~~
~~118.12~~

Cross Ref.: 375, Student Activity Funds Management
850, Public Sales and Solicitations on School Property
851, Advertising in the Schools
881.1-Exhibit Parent Organization/Booster Club Relations and Information
Guidelines
[WASB PRG 374 Sample Policy 1](#)

Adopted: November 1982

Revised: April 1991
March 1994
December 1996
January 1998
October 1998
March 2000
May 2000
January 2002
March 2006
July 2010
August 2018
Xxxx, 2023

Waunakee Community School District

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STUDENT ACTIVITIES FUNDS MANAGEMENT

The Board of Education encourages fund-raising activities to support student clubs, organizations, class functions, and other activities. However, funds raised for school-sponsored activities must be turned over to the District treasurer, as required by law, and accounted for by the Board.

To help the Board fulfill this obligation, the principal will:

1. Assign a faculty advisor to each student group that wishes to raise funds for its activities.
2. Inform the advisor that each fund-raising activity and each disbursement of funds must be approved in advance by the building principal.
3. Inform the advisor of his/her responsibility to document the collection and disbursement of all funds.

Funds raised by students and deposited in the District’s accounts may earn interest which will be credited to the student group which raised the funds. No account shall be allowed to operate with a negative balance. Exceptions may be made by the Principal if there is reasonable expectation that a negative balance is temporary and will be corrected with the collection or raising of funds. Any funds left in the account at the end of a school year may be carried over to support activities in the next school year, with the exception of funds raised by the senior class. Senior class officers, after covering the expenses and activities of their class, may designate, with principal approval, how remaining funds will be spent. However, the funds unspent or undesignated for certain expenditures when the class graduates will become part of the District’s general fund or transferred to other activity accounts. Periodically the Principal shall take action to assign funds from inactive accounts to designated active accounts.

Annually, the Board of Education shall review and approve all student activity accounts based off a report generated from the district’s financial accounting software.

Legal Ref.: Sections 120.12(1) Wisconsin Statutes
120.16(2)(5)
66.042
21 OP Atty. Gen. 376.1932

Cross Ref.: 652, Revenues from Investments
661, Depository of Funds
680, Fiscal Accounting and Reporting
684, Audits

Adopted: 11/8/82
Revised: March 1994
January 2002
March 2011
XXXX, 2023

INTERSCHOLASTIC ATHLETICS

377

The Waunakee Community School District Board of Education believes individual students will benefit through opportunities to grow physically and intellectually through their experience in self-discipline and their contribution to team effort made possible through competitive interschool and/or intramural team and individual sports activities.

The Board shall provide grade 7-12 students with interscholastic athletic competition in a variety of sports. Qualified personnel will be provided for coaching and supervising individual sports.

POLICY CONDITIONS

- 1) Participation in interscholastic athletics is limited to students in grades 9-12 with participation of properly supervised teams from grades 7 and 8 also permitted in a limited program within their own grade levels with other schools.
- 2) Students in grades 8 and/or below are prohibited from competing with or against 9-12 grade students in member schools without a waiver from the W.I.A.A.
- 3) The athletic program is an integral part of the school curriculum and comes under the authority of the principal to the same degree as do all other phases of the curriculum.
- 4) Those teachers/Coaches having direct responsibility for the conduct of the athletic program of the school are required to conform in all ways to the general education program as laid down by the Board and administration, including such matters as schedules, financial expenditures, relationships with other schools, and health and safety regulations.
- 5) The Waunakee High School is a member of the Wisconsin Interscholastic Athletic Association (W.I.A.A.), and in all athletic matters will adhere firmly to the rules and regulations of that body and to the philosophy of sports which WIAA encourages. The eligibility of students to participate in athletic programs is determined in accordance with WIAA regulations and WCSD Board of Education policies.
- 6) No student may start practice for any athletic team until he/she has obtained written consent from the parent or legal guardian which includes Knowledge of Risk and Informed consent, Consent for Emergency Medical Treatment, Co-curricular consent form, and Parent & Athlete Concussion form.
- 7) No student may start practice for any athletic team until he/she has a physical every other year.

- 8) Expenditures for the athletic program are incorporated as part of the general budget of the Board. Coaches of each sport will submit their budgetary needs to the athletic director for the next school year, and the latter will present the total athletic budget request to the Business Manager for approval and inclusion in the general budget. No expenditures for athletic purposes may be made in excess of those listed in the budget without approval of the Business Manager.
- 9) District participation in interscholastic athletics will be subject to approval by the Board.
- 10) Arrangements shall be made by school administration for the provision of emergency services at all extra-curricular events. This provision may be letting the coach/advisor know whom to contact in case of emergency. The designated person shall be knowledgeable of the school's emergency nursing policy and procedures as well as the After School Event Emergency Plan. Other school personnel may handle routine first aid procedures and first aid kits must be on hand at every athletic event.

The District shall not discriminate in participation in interscholastic athletic programs or activities, rules, behavior, disciplinary actions or facilities usage because of the person's sex, race, religion, national origin, ancestry, color, creed, 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 Sections: 118.13 Wisconsin Statutes
 120.13(1)
 252.14

Cross Ref.: 370-Rule (1), Co-Curricular Activity Size Limitations
 370-Rule (2), Co-Curricular Eligibility
 377-Rule (1), Athletic Code Regulations
 377-Rule (2), Athletic Program Rules
 411-Rule (1), Student Discrimination Complaint Procedures

Adopted: 11/8/82

Revised: 9/14/87
 March 1994
 January 2002
 May 2005
 August 2013

Waunakee Community School District

WAUNAKEE HIGH SCHOOL CO-CURRICULAR CODE AND POLICIES

370 Rule 1~~377 Rule (1)~~

Use of Alcohol, Tobacco or Controlled Substances

Any student using or possessing alcohol or tobacco or using, possessing, buying or selling illegal controlled substances (street drugs and/or performance enhancing substances) shall be suspended from participation in co-curricular activities. This rule is to be in effect and enforced for twelve months of the year.

Any student who provides, buys or sells either alcohol, non-alcohol "look alike" or malt beverages, and/or any illegal controlled substance including "look alike" drugs or performance enhancing substances will be subject to the sanction stipulated in the violation sections of the co-curricular code.

First Violation:

Restriction from co-curricular participation (competition) for a period of 33.3% of the participating students co-curricular contests which the violating student would choose to participate in for one season (fall, winter, or spring). Any remaining percentage of the suspension not served shall be applied toward the next sport or activity in which the student participates. A student disciplined for the first violation will be encouraged to practice with his/her team/organization. All training rules and requirements of the team/organization must be followed by the suspended student.

1. If a student is found to be in violation and agrees to go through a student assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. Refusal or failure to take the assessment or to follow its recommendation and he/she shall serve the balance of the 33.3% as outlined above.

Second Violation:

Restriction from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action.

2. If a student is found in violation for the second time and agrees to an assessment and to follow through with its recommendations, the period of suspension shall be 33.3% of the contests for each activity the student participates in for one full calendar year. Refusal or failure to take the assessment or to follow its recommendations and he/she shall serve the balance of the full calendar year as outlined above.

Third Violation:

Indefinite suspension from participation in Waunakee High School co-curricular activities for his/her high school career. After one calendar year from the date of infraction, the student may appeal to the Principal for a review for reinstatement. If reinstated, any additional violation would be treated as a third violation.

NOTES:

1. Restriction from participation shall be effective from the date determined by administrative action
 2. Any student, unsupervised by their parent or legal guardian, present where alcohol is being served to underage individuals, that does not leave in a reasonable amount of time (10-15 minutes), will be subject to the penalties stated under Co-curricular Code violations.
 3. During the period of suspension for a first or second violation, the student is allowed to practice with the team or group, but they may not participate in a game, contest or performance. However, the student must be with the team or group during the event and travel to the event with the team or group. They may not participate or be in uniform.
- A. Look Alikes:
Any student, who provides, buys or sells either alcohol, non-alcohol “look alike” or malt beverages, and/or any illegal controlled substance including “look alike” drugs and performance enhancing substances will be subject to the sanction stipulated in the violation sections of the co-curricular code.
- B. Expulsions:
Any student expelled from school is ineligible to practice or compete in co-curricular activities during the period of expulsion.
- C. Suspensions:
Any student suspended in or out of school is ineligible to participate during the suspended time. All students suspended out of school during a season of activity will be ineligible to participate in practices, performances, competitions, or activities during the period of suspension. In addition, if the student does not miss a game, performance, event or activity during the suspension the student will miss the next scheduled competition, performance, event or activity.
- D. Incarceration and Legal Sanction:
1. A student who is charged/cited for serious unlawful activities (felonies) will be suspended indefinitely until such time that the outcome of the case is decided.
 2. A student who is released from incarceration (under the Huber Law or through an electronic monitoring program or any other legally related program that releases a student from incarceration to attend school) to attend school may not participate in co-curricular activities.

3. When a student is released from his/her incarceration, he/she will not be eligible to participate in co-curricular activity for a full calendar year from the date of their conviction.
 4. A student who is charged/cited for unlawful activities of less serious nature (misdemeanors) (excluding traffic violations) will be in each individual case, subject to the sanctions stipulated in the violation sections of the co-curricular code. If a student participates in an educational program with a police liaison officer, the penalty will be reduced according to the appropriate violation section.
- E. Waunakee Community School District reserves the right to random drug test.

APPEAL PROCEDURE

If a student and/or parent(s) or guardian(s) wishes to appeal a decision regarding a Co-Curricular code violation sanction, the following appeal procedure must be followed:

1. After a ruling resulting in a suspension from co-curricular eligibility, the student and/or his/her parents(s) or guardian(s) may formally appeal the decision by submitting a written request for a hearing and state the reasons why they believe a hearing is warranted. This request must be received by the Principal within seven calendar days of the date on the suspension letter.
2. After the appeal has been received, a hearing date will be set by the Principal within seven calendar days of receipt of the appeal letter.
 - First violation penalties may be appealed to the Superintendent for review.
 - The Superintendent will hear the Principal's rationale for imposing the Co-Curricular Code penalty.
 - The Superintendent will also hear the student and/or parent's or guardian's rationale as to why the Co-Curricular Code penalty should not be imposed.
 - The Superintendent's decision is final.
3. Appeals of second and third violations will be heard by the Principal's Council. Present at the hearing with the council will be the student and his/her parent(s) or guardian(s).
 - A. The student will be provided with an opportunity to testify and present other evidence on his/her behalf.
 - B. The Principal's Council members will have an opportunity to question the student before the student and parents/guardians leave the meeting. The council will discuss the situation and end with a ballot vote to sustain or reverse the decision being appealed. Penalties may not be modified or reduced upon appeal.

- C. The decision will be put in writing and mailed to the appealing party(ies) within five school days after the closing of the hearing. The student will remain on suspension during the appeal process.
4. The Principal's Council will be selected by the Principal as follows:
- A. Chairperson: Principal or designee (votes only to break a tie)
 - B. Athletic Director (non-voting)
 - C. One Guidance Counselor or faculty member
 - D. Two persons representing advisors/coaches/director (If the student involved is part of the group controlled by the above council member, an alternate will be selected by the Principal)
 - E. One student council member (The President or a designee – must be a junior or senior)
 - F. Two student representatives involved in co-curricular activities.
 - G. One parent representative.
- Three parents will be appointed to serve in this capacity at the beginning of the school year. One parent will be chosen to serve on the Principal's Council when an appeal is heard.
5. The purpose of the Principal's Council is to hear and consider all appeals by a suspended participant. Members of the council shall be appointed by the Principal or designee at the beginning of the school year and will serve on the council for one school year. The Principal or designee will appoint alternates for members unable to attend or serve. The council can act when a majority of its members are present.
6. If the student and his/her parent(s) or guardian(s) are not satisfied with the council's decision, a second hearing may be requested before the district Superintendent. The Superintendent must receive, in writing, a request for such a hearing within seven calendar days of the date the decision by the council was mailed. The procedures outlined in #3 above, including items (A) through (C) will be applicable relating to the second hearing. This appeal will be heard by two district office administrators appointed by the Superintendent.
7. This appeal procedure shall be the sole and exclusive means for appealing co-curricular eligibility decisions within the school district. For any appeal, the power of the appeal is to uphold or reverse the decision regarding if a code violation occurred. Penalties for code violations as outlined in the code of conduct can not be modified or reduced as a result of an appeal.

Further Sanctions

Any athlete, who is dismissed from the squad for violating this code, remains ineligible, or quits the squad before its season is completed does not receive any award for that sport.

Adopted: March 1994

Revised: September 1994
April 1997
March 2000
January 2002
January 2007
August 2013
XXXX, 2023

Waunakee Community School District

WAUNAKEE MIDDLE SCHOOL CO-CURRICULAR CODE AND POLICIES

370 Rule 2~~377 Rule 2~~

It is without question that top mental and physical performance comes from those individuals who prepare themselves mentally and physically to the best of their ability. It is reasonable to assume that each individual participant should take care of his or her body in such a manner that would allow it to perform at peak efficiency at all times. It has been substantially documented medically that certain substances, namely alcohol, tobacco and controlled substances, can be detrimental to any performance. Abstinence from these substances along with proper rest, diet and the observance of good health practices can enhance the physical and mental performance of all individuals. Adherence to these training rules is a matter of individual self-discipline.

A student shall be suspended from contest participation for acts (a) involving use of alcohol or tobacco or the use, possession, buying or selling of controlled substances; (b) involving immoral or unacceptable conduct contrary to the ideas, principles, and standards of the school and the WIAA Handbook.

Conduct Code for All Activities

- A. Students participating in school activities, shall at no time act in a manner detrimental to one's self or the image of Waunakee Community Middle School. Offenders shall be suspended from all school co-curricular activities for 1-3 school days and the next scheduled meet, match, game, event or contest following the student hearing. Students repeatedly reported for misconduct may receive further suspensions or may be expelled from one or all school activities. An appeals process consistent with district policy will be followed if requested by either the student, parent, or guardian.
- B. Students will make time at the teachers' convenience (this may be before the school day, during noon or after school) for misbehaving in class or for classroom tardiness before they may participate in school activities. Students failing to make this time up for a staff person will be considered for suspension from co-curricular activities.
- C. Students removed from a class for inappropriate behavior the day of an after school event may not be allowed to attend the event depending on the severity of the situation. A student may be denied involvement for serious inappropriate behavior at any time prior to an activity.
- D. A student who is truant from a class period or the full school day during the season, will not participate in the next scheduled event/competition. Arrangements to make up missed time will be made by the teacher, coach and player.

- E. Students absent due to illness in the afternoon or on the full day of a school athletic activity cannot participate without permission of the activities director, principal, or principal's designee.
- F. The teacher of any student having academic problems should confer with the student's advisor/coach to insure the best learning situation for the student. The satisfactory completion of classroom work is very important. Co-curricular activities are secondary to the completion of classroom work.
- G. A student who wishes to quit a school activity before the end of the activity season should, out of courtesy, notify the advisor/coach.
- H. For some activities, the coach/advisor may have necessary additional safety or health requirements that are unique to that activity.
- I. If a student is having academic difficulty before the first grading period, the teacher and the coach/advisor may take appropriate action to better monitor the student's classroom progress.

Use of Alcohol, Tobacco Products or Controlled Substances

Any student using or possessing alcohol or tobacco products, or using, possessing, buying or selling illegal controlled substances or look alike drugs/alcohol, shall be suspended from participation in interscholastic athletics. This rule is in effect and enforced for twelve (12) months of the year.

First Violation:

Restriction from co-curricular participation (competition) for two (2) contests. Any remaining contests of the suspension not served shall be applied to the next activity in which the student participates. A student disciplined for the first violation will be encouraged to practice with his/her group. However, he/she cannot dress in the uniform, travel with the group, or sit on the bench. All rules and requirement of the activity must be followed by the suspended student.

- a) If the student is found to be in violation and agrees to go through a student assessment and follow the assessment recommendations, there shall be a one contest suspension. Refusal or failure to take the assessment or to follow its recommendations and he/she shall serve the two (2) contest suspension.

Second Violation

Restriction from co-curricular participation (competition) for 33.3% of the contest based on the regular season of that activity.

- a) If a student is found in violation for the second time and agrees to an assessment and to follow through with its recommendations, the period of the suspension will be the time it takes to complete assessment and recommendations. There will be minimum of two contest suspension.

Third Violation

Restriction from co-curricular participation in Waunakee Community Middle School (practices and contests) for one full calendar year. There will be no carry over penalty from the middle school years to the high school.

Note: Restriction from participation shall be effective from the date determined by the infraction.

ELIGIBILITY POLICIES FOR WAUNAKEE MIDDLE SCHOOL CO-CURRICULARS

1. Each participant must be issued a Waunakee Community Middle School Co-Curricular Handbook and a Co-curricular Code from his/her coach/advisor. Students must return the consent form to their coach/advisor with their signature and the signature of their parents/guardians indicating that they understand the handbook and agree to abide by all rules governing their activities.
2. Students must return a WIAA physical examination card completed by both a parent or legal guardian and a licensed physician or advanced practice nurse prescriber to be eligible for practices or contests. Any 8th grader without a valid WIAA physical examination card must have one completed or they are ineligible for practice or contests. Eighth graders who had a WIAA physical examination card completed during 7th grade must have an alternate year card completed by the parent. The district requires that all 7th, 9th, and 11th graders, and students entering during 8th grade who have not had a physical, have WIAA physical examination cards completed. **NO ATHLETE MAY PARTICIPATE IN ANY SPORT ACTIVITY UNTIL THE PHYSICAL EXAM PERMIT CARD, CONSENT FOR EMERGENCY TREATMENT FORM, AND THE SIGNED CO-CURRICULAR CONSENT FORM ARE PROPERLY COMPLETED AND ON FILE IN THE ACTIVITIES DIRECTOR'S OFFICE.**
3. Every participant must attend a meeting before each sport/activity season in which he/she plans to participate. The purpose of this meeting will be to review individual activity requirements, review changes in the co-curricular code, meet the coaches, receive practice

and game schedules and any other material pertinent to that activity. A parent must attend one meeting of the first sport/activity in which his/her son/daughter participates each year to review co-curricular code revisions. Parents are not required to make more than one of these meetings per year unless a coach/advisor requests that the parent attends additional meetings if he/she determines it is in the best interest of the student.

4. A middle school student shall be ineligible for co-curricular/athletic competition while competing as a member of grade 7 and 8 team if he/she reaches his/her 16th birthday before August 1st of any given school year.

5. All restrictions from participation shall be effective from the date of the infraction.
6. Parents/Guardians of each participant must fill out and sign a CONSENT FOR EMERGENCY MEDICAL TREATMENT form. This form is good for the entire school year and will be kept with the coach/advisor during practices, games, and competitions.

CO-CURRICULAR INELIGIBILITY

All students who are scholastically eligible have the opportunity to participate in the co-curricular program, providing they meet all necessary requirements.

1. Students receiving a grade of “F” for any course will be considered academically ineligible for participation in any co-curricular activity/contest. The student can continue to practice during the period of academic ineligibility with the consent of the coach/director and parent/guardian.
2. At four weeks into each quarter grading period, coaches/advisors/directors will provide a grade behavioral check sheet to all participants. Students are responsible for completing this progress check sheet and submitting this to their coach/advisor/director. If a student earns an “F” in any class, then s/he is responsible for meeting the criteria stated below.

If a student earns an “F” on a grade and behavioral check sheet or in a quarter grading period, s/he is:

- Academically ineligible to compete or perform until the failing grade is removed.
 - Responsible for taking an eligibility reinstatement form to ALL assigned teachers until failing grade(s) have been removed.
 - Responsible for taking a reinstatement form to the teacher of the specific subject the student failed for three continuous weeks after the failing grade(s) is removed.
 - Responsible for taking this reinstatement form to the teacher(s) on every Friday of each week during the three week time period.
 - Ineligible for at least one full week (until the following Friday when the reinstatement form can be signed demonstrating eligibility).
 - Expected to maintain passing grades to return eligibility status.
3. Students who receive a failing grade during the fourth quarter are ineligible for the first three weeks of any fall co-curricular activity in 8th or 9th grade.
 4. Any student dropped from a squad/activity for disciplinary reasons, is ineligible for any sport/activity during that season*, or may be ineligible for the entire school year.
 5. During a sport season*, a student may quit one squad and join another squad upon mutual agreement of the coaches and the athletic director.

*Seasons apply only to athletic events. The school year shall consist of three sport seasons:

1. Fall sports (August - October)
2. Winter sports (November - March)
3. Spring sports (April - June)

Most middle school contests are scheduled to start at 4:15 p.m., unless otherwise stated on the schedule.

PROCEDURE OF APPEAL PROCESS RELATED TO CO-CURRICULAR CODE

The appeals process procedure for a student and his/her parents/guardians to follow in appealing decisions relating to eligibility is outlined below. It should be understood that students and parent will be expected to follow the appeal process steps in the event legal action should be initiated at some later date.

1. The principal/assistant principal or activities director shall within three (3) school days of notification of the infraction formalize the consequences in writing and send a letter to the parents/guardians outlining the specific details related to:
 - a) the violation or infraction
 - b) date of violation or infraction
 - c) period of the consequence
 - d) other pertinent information
2. After a ruling is made, resulting in a suspension, the student and/or his/her parents/guardians may formally appeal the decision by phone. This must be followed by a written appeal to the principal. The appeal must be received within seven (7) calendar days of the date on the suspension letter. The principal will confer with the activities director on the events leading to the suspension.
3. After the appeal has been received, a date for the hearing will be set by the principal within seven (7) calendar days of receipt of the appeal letter. The case will be heard by the Co-curricular Review Board which consists of the following:
 - a) Principal or designee
 - b) Other advisor/coach out of season
 - c) Faculty member at large

Also present will be the student, his/her parents/guardians, and the activities director. The decision of the hearing will be based on a majority vote of the Co-curricular Review Board.

- a) The student will be provided with an opportunity to testify and present other evidence on his/her behalf at the hearing.
 - b) Proceedings of the hearing, including the decision, will be put in writing and a copy mailed to the student and his/her parents/guardians.
4. If the student and his/her parents/guardians are not satisfied with the findings of the hearing, a second hearing may be requested before the Board of Education. The superintendent must receive in writing, a request from the parents/guardians of the student for such a hearing before the Board of Education within seven (7) days of the mailing of the outcome of the Co-curricular Board.

If a student is to be suspended or expelled from a school activity, the principal or activities director will inform the parent/guardians, in writing, stating the reason for such a dismissal within three (3) school days of the suspension or expulsion.

Adopted: 6/8/98

Revised: July 2001
February 2002
XXXX, 2023

Waunakee Community School District



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

Re: Policy confirmation

1 message

McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us>
To: "May, Aaron" <aaronmay@waunakee.k12.wi.us>

Mon, Apr 3, 2023 at 1:27 PM

Thanks Aaron,

We will see you on Thursday 4/6 at 7:30AM at the policy committee meeting.

Rebecca

Rebecca McDonough
Administrative Assistant to the District Administrator
WAUNAKEE COMMUNITY SCHOOL DISTRICT
905 Bethel Circle
Waunakee, WI 53597
608-849-2000 ext 8681

On Mon, Apr 3, 2023 at 11:48 AM May, Aaron <aaronmay@waunakee.k12.wi.us> wrote:

Rebecca:

I've added the 7:30am meeting to my calendar.

We (Jeff Kenas and I) are proposing changes to the Middle School academic requirements as part of our update to the MS Co-curricular Handbook. Below is what we are proposing:

Section 3 - Academics (Categories 1 & 2)

Academic Eligibility - Athletics

- **8th Grade Students - Fall Activities** - 8th Grade Eligibility for Fall Activities will be based on a student's 4th quarter grades of 7th grade. Students with 1 or more F's will be ineligible for competition for 10 calendar days or a minimum of 1 contest/event. After 10 days the student will be reinstated. They will also have to complete the 14 day report to maintain their eligibility.
- **8th Grade Students - 14 day report** - (Calendar days from the 1st day of school) - 8th grade students that were ineligible at the start of Fall Activities will be given a grade report sheet on the Monday of the week of the 14th day. Students must return the grade report sheet to their coach by that Friday. If the student has 1 or more F's they will again be ineligible for 10 calendar days or a minimum of 1 competition/event. *Failure to return a grade report sheet would result in the student-athlete being ineligible for 10 calendar days or a minimum of 1 competition/event.
- **Incoming 7th Graders - Fall Activities** - Incoming 7th graders participating in Fall Activities will be afforded initial academic eligibility. Eligibility will be evaluated when 1st quarter grades are submitted.
- **All Students - Winter/Spring Activities** - Based on the most recent grade report, quarter or semester. 1 or more F's will result in a 10-day ineligible period (minimum of 1 competition/event). After 10 days a grade report sheet will be submitted to their coach/advisor. All classes must be passing to regain eligibility.
- **Regaining Eligibility** - Any student serving an Academic Suspension must turn in a grade report sheet signed by all of their teachers attesting that the student is doing passing work.

2023-24 Ineligibility Dates

First 9 Weeks	Second 9 Weeks	Third 9 Weeks	Fourth 9 Weeks
<p>10 Days from the 1st day of school. *Activities that start before the school year will be 10 days from the 1st practice. **Must miss minimum of 1 event</p>	<p>14 Day Report Due: 11/30/23</p>	<p>14 Day Report Due: 2/9/23</p>	<p>14 Day Report Due: 4/18/23</p>
<p>14 Day Report - 14 schools days from the 1st day of school: 9/22/23</p>			



MR. AARON MAY
 WAUNAKEE COMMUNITY HIGH SCHOOL
 Activities Director

"The only limit is the one you set, yourself"
 -Felix Baumgartner

On Mon, Apr 3, 2023 at 11:21 AM McDonough, Rebecca <rebeccamcdonough@waunakee.k12.wi.us> wrote:
 Hi Aaron,

Randy and I went through the ones we had questions on. I am hoping you have your spreadsheet yet but I will try to copy parts of it to.

Our current Policy 377 - WASB suggested to repeal it because it should be incorporated into 370 and all the coordinating rules. As Randy and I looked at it this morning, we would like to keep it and renumber it as a 370 rule (it will be 5 or 6).

377 Rule 1 & 2 -make sure they are accurate with our current code violations perspectives and also WASB felt that the MS one was harsher than the HS one. - please make sure they align. We would like to renumber as 370 rules (most likely 6 & 7)

I am attaching the following
 370 and the 4 rules.

377 - Please make sure this one is still accurate and is ok to add as a 370 Rule 5.
377 Rule 1 & 2 - Please make sure they align with our current code processes and that they align with each other (MS & HS)

I will pull the WASB comments and get them to you as well.

Also - since there are several co-curricular policies in the batch we are taking to policy committee on Thurs. 4/6 @ 7:30am we would like it if you could attend this meeting. Please let me know if you can or not.

Let me know you got this and if you can attend on Thursday or not.

If you can let me know about the 4 I am asking about after lunch tomorrow or before - that would be great.

Rebecca

Rebecca McDonough
Administrative Assistant to the District Administrator
WAUNAKEE COMMUNITY SCHOOL DISTRICT
905 Bethel Circle
Waunakee, WI 53597
608-849-2000 ext 8681

STATE TOURNAMENT ATTENDANCE

377.1

When attendance is not mandatory, the Board of Education will furnish a maximum of four season tickets to each athletic sport state tournament. The principal, activities director, and the head coach of the sport for which the ticket is purchased will determine when and by whom tickets will be utilized. A maximum of four coaches may be excused during the school day to attend state tournament games.

Students who wish to attend the tournament may do so if they purchase their own ticket and follow the prescribed policy for making up work prior to their attendance. Students must follow district prescribed attendance procedures in addition to the requirements of this policy.

The district may purchase tickets for Board members and district staff serving as chaperones/supervisors for student spectators/participants when a Waunakee team is participating in a state athletic tournament.

The district shall purchase tickets for the following individuals when a Waunakee team is participating in a state athletic tournament: Students representing the school in support of the team (i.e., dance team if performing, pep band if performing, cheerleaders). Tickets will be purchased by the district subject to funds being available.

Legal Ref.: Sections 118.15 Wisconsin Statutes
120.13

Cross Ref.: 430-Rule (1), Attendance Procedures
Current Employee Agreement

Adopted: 11/8/82

Revised: March 1994
June 8, 1998
February 2002

Waunakee Community School District

RANDOM DRUG TESTS AND CO-CURRICULAR PARTICIPATION

377.2

The Waunakee Community School District has a strong and long-standing commitment to discouraging and preventing the use of illegal drugs and alcohol among its student population. The School District recognizes that the problem of illegal drug and alcohol abuse presents a continuing challenge in its schools and a clear danger to the student population. Students, by virtue of their voluntary decision to pursue co/extracurricular opportunities, and because of their position as leaders and role models in the school community, have a heightened responsibility to be drug and alcohol free. Consistent with these principles and in accordance with the guidance of the United States Supreme Court, it is the policy of the Waunakee Board of Education to help “prevent students involved in co-curricular activities from using drugs, to protect their health and safety, and to provide drug users with assistance programs.” Accordingly, the board directs the Superintendent to implement and conduct a program of random drug testing of student “participants” meaning those involved in co/extracurricular activities at the high school level.

Guidelines for random drug testing of student “participants” are set forth in administrative rule. More specific procedures, necessary to implement these Guidelines, may be developed by the Superintendent or designee. This Policy and Procedures shall be overseen and implemented by the Superintendent or designee.

Legal Ref.: Sections 120.12(2) Wisconsin statutes
120.13
Veronia School District v. Acton 115 S.Ct. 2386 (1995)

Cross Ref.: 377-Rule (1), High School Co-Curricular Code of Conduct
377-Rule (2), Middle School Co-Curricular Code of Conduct
443.4, Drug-Free Schools

Adopted: June 2000

Revised: February 2002
XXX, 2023

Waunakee Community Schools District

RANDOM DRUG TESTS

377.2 Rule (1)

I. DEFINITIONS

- A. Student Participant: Any student who is trying out for or participating in any school-sponsored co or extracurricular activity at the high school, as outlined in the student handbook.
- B. Alcohol: Any liquor, wine, beer, or other drink containing alcohol.
- C. Drugs: Phencyclidine (PCP), marijuana (THC), cocaine, methamphetamine, morphine, alcohol, nicotine, and anabolic steroids, except when taken pursuant to a legal prescription issued and any other substance determined by the United States Department of Transportation to be a controlled substance.
- D. Positive Results: A test result which indicates the presence of illegal drugs or alcohol.
- E. Administrative Failure: Is a failure to follow the drug testing procedures in an effort to deceive or pass the random drug test. This would include all/any attempts to provide a false sample, assist in providing a false sample, or in any other manner refuse to or not comply with the testing procedures. An administrative failure will be treated the same as a failed drug test and the appropriate co-curricular penalties will be applied.

II. CONSENT FORM

Students signing up for high school co/extracurricular activities shall be given a consent form, the execution of which by the student and, if the student is a minor, his/her parents/guardians, constitutes express permission and agreement that the student will submit to periodic random drug testing. Signing the consent form, and adherence to its conditions thereafter, shall be a condition of participation in the co/extracurricular activity.

III. RANDOM SELECTION OF STUDENTS FOR TESTING

Each student participant shall be assigned a number by the Superintendent or his or her designee.

Random draws will be done by the drug screen technician. Random selection of numbers will not occur on the same day each week. A designated number of participants, to be determined at the beginning of each quarter.

377.2 Rule (1) continued

IV. NOTIFICATION OF STUDENT PARTICIPANT SELECTED

Students selected to be tested will be called to the office. If a student participant has not been tested by the end of the test day, the Superintendent or designee will determine if the student participant is absent from school. If the absence is due to truancy, the student participant will be ineligible for participation, practice, or competition/performance until the next testing date and then will automatically be tested on that date. If the absence is excused, the student participant will remain eligible for participation, practice, and competition/performance but will automatically be tested the next date. If a student participant has a second excused absence, he or she will then be declared ineligible until the next test date at which time the student participant will be tested. Ineligibility may be waived upon review by building and/or superintendent.

V. TESTING PROCEDURES

A licensed medical facility selected by the Superintendent shall take every reasonable precaution to collect an unadulterated specimen during the collection process and will provide an accurate chain of custody for each and every specimen. Student participants submitting an adulterated specimen will be re-tested, at the expense of the student or his/her parents or legal guardians, in an observed setting.

VI. TESTING NEGATIVE

The medical review officer will contact the Superintendent or designee within two (2) days of the testing date if results are negative. The parents or legal guardians of a student participant who tests negative will be notified by mail within three (3) days of the district's receipt of the information.

VII. TESTING POSITIVE

The medical review officer will contact the Superintendent or designee within four (4) days of the testing date if the results are positive. The parents or legal guardians of a student participant who tests positive will be notified within twenty-four (24) hours of the district's receipt of the information. The student/athlete immediately becomes ineligible

for participation in the student activity, subject to the exercise of options listed with Section IX.

377.2 Rule (1) continued

VIII. RE-TESTING

The student participant will have an opportunity within twenty-four (24) hours of the notification of the first positive test results to have the specimen re-tested in the certified facility of the family's choice and at its expense. The Superintendent or his or her designee may consult with medical professionals to evaluate the results of the re-test, taking into consideration any evidence offered by the student. Should the re-test confirm a positive result, and there is not a satisfactory explanation for the positive results, all conditions set forth in Section VIII and XI will apply.

IX. CONSEQUENCES

In the event of a positive test:

First Violation:

Restriction from co-curricular participation (competition/performance) for a period of 33.3% of the participating student's co-curricular competitions/performances which the violating student would choose to participate in for one season (fall, winter or spring). If the student is not involved in any co-curricular activities at the time of the violation the penalty will apply to the next season of participation. Note: WIAA regulations require a minimum penalty in the next sport if a student is not involved in a sport at the time of the violation. A student could not serve a penalty in a non-athletic event in the fall and participate in a winter athletic activity without the penalty being imposed in that winter sport.

If a student is found to be in violation of the co-curricular code and agrees to complete an AODA/Tobacco assessment and to follow the assessment recommendations, there shall be a 20% suspension for each co-curricular activity, the next season of participation. If a student fails to complete the assessment or follow the recommendations of the assessment then he/she shall serve the 33.3% suspension as outlined above.

A second confirmed positive test will result in:

Second Violation:

Suspension from co-curricular participation (practice and competition) for one full calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action.

377.2 Rule (1) continued

If a student is found to have violated the co-curricular code a second time and agrees to complete an AODA/Tobacco assessment and to follow through with the assessment recommendations his/her period of suspension will be reduced to 33.3% of each co-curricular activity the student participates in for one calendar year from the date on which the penalty for the co-curricular code violation was implemented by administrative action. If a student fails to complete the AODA/Tobacco assessment or fails to follow the recommendations of the assessment he/she will be suspended from co-curricular participation for one full calendar year from the date the penalty for violation of the co-curricular code is implemented by administrative action.

A third confirmed positive test will result in:

Third Violation:

If a student is found to have violated the co-curricular code for a third time, the student will be indefinitely suspended from participation (practice and competition) in co-curricular activities for the duration of their high school career.

(NOTE: Nothing in Board policy and rule shall prohibit or limit the application of the District's or the WIAA regular student disciplinary rules and regulations to the student participants. The provisions of this policy are considered an addition to all other rules and regulations governing student conduct and discipline.

X. REGAINNING ELIGIBILITY

After the conclusion of the period of exclusion from participation in the co/extracurricular activity as outlined in section IX, the student participant will again be eligible to participate.

XI. CONFIDENTIALITY

The results of any test administered under the terms of Board policy and rule shall be kept confidential and disclosed only to the student, his or her parents or legal guardians, and school officials designated by the Superintendent consistent with legal requirements..

The results of the testing shall not be used as a basis for any disciplinary action other than disqualification as provided for in this policy, the District's or the WIAA rules and regulations. The test results will not be part of the student's permanent record but will be kept in a secure file in the Activities Director's Office.

Adopted: June 2000

Revised: February 2002
XXX, 2023

Waunakee Community School District

STUDENT PERFORMANCES

Teachers shall be encouraged to make students available for public performances when such performances contribute to the educational process and do not excessively interfere with other scheduled activities or classes.

1. All performances involving the use of students shall be approved by the building principal.
2. The extended use of one particular group of students shall be discouraged.
3. Students participating in a performance shall conduct themselves in a manner appropriate for their ages and in such a way as to bring credit to their school.
4. Performances that are scheduled outside school hours are preferred. Performances during school hours should be limited.
5. Student organizations or groups shall not be paid for participating or performing when they represent the school, but donations may be accepted.

Legal Ref.: Sections 118.13 Wisconsin Statutes
120.13
PI 9, Wisconsin Administrative Code

Cross Ref.: 411-Rule (1), Student Discrimination/Harassment Complaint Procedures
411, Equal Educational Opportunities

Adopted: 11/8/82

Revised: March 1994
January 2002

Waunakee Community School District

OUT OF SEASON ATHLETIC CLINICS/LEAGUES

379/831

The Waunakee Community School District Board of Education recognizes the interest and positive aspects of the young people of the community being involved in organized sports leagues and clinics. However, there are concerns about the impact these programs, if not regulated, will have on the time young people, especially below the high school age, have to complete school work and be involved in school activities. Additionally, these programs, if not properly structured and operated, could jeopardize the athletic eligibility of student athletes in WIAA sanctioned sports in the middle and high school.

Therefore, the Board of Education has adopted the following policy and procedures to guide administration, staff, and community members on the use of school facilities for these activities and to allow for a review of activities that may endanger a student's eligibility to participate in district sponsored athletic programs.

1. Any requests for facility use for the purpose of conducting an athletic clinic (or similar activity), practice, or competition for students in grades 7 through 12 will be sent to the ~~activities~~ **athletic** director for review before granting permission for the use of the facility. The ~~activities~~ **athletic** director will determine if the activity is in compliance with WIAA rules and regulations. Use will be denied if there is a probable violation of these rules and regulations.
2. Individuals applying for facility use for clinics, practice or competition shall be provided a copy of the WIAA regulations on "out-of-season" clinics.
3. The district shall not grant permission to use school district facilities for athletic clinics, practice or competition to programs for participants in sixth grade or younger that will conclude after **9:00** p.m. on an evening preceding a day school is scheduled.

Facilities will not be scheduled for non-school athletic clinics, practice or competition that will conclude after **10:00** ~~9:30~~ p.m on any evening.

4. District varsity coaches in cooperation with the ~~activities~~ **athletic** director, shall develop and publish a statement of their "philosophy" on out of season clinics/competitions. This shall be shared with parents/guardians and booster club members. The intent is to provide support for having student-athletes involved in as many different athletic opportunities as reasonably possible without it negatively impacting academic excellence, family life, or future athletic opportunities.

~~5. The Board of Education or designee, on an annual basis, may approve the use of district owned school uniforms, equipment or apparel. No out of season, non school use of school uniforms, equipment or other athletic apparel can be used without approval by the Board of Education or designee.~~

Legal Ref.: Sections 120.13(17) Wisconsin Statutes
120.13

Cross Ref.: 830, Public Use of School Facilities
WIAA Handbook

Adopted: 6/8/98

Revised: January 2002
May 2005
August 2013
XXX, 2023

Waunakee Community School District

TEACHING ABOUT CONTROVERSIAL ISSUES

The consideration of controversial questions shall have a legitimate place in the work of the Waunakee Schools. Young people must meet and face such questions in order to gain experience in handling them under circumstances that promote consideration of all pertinent factors.

The decision as to whether a controversial question shall become a part of school curriculum shall be based on such considerations as the timeliness of the question, the maturity of the students, the needs of the students, and the philosophy and goals of the Waunakee Community School District.

Questions regarding controversial issues should be addressed to the building principal. Questions not resolved by the building principal should be submitted to the superintendent in writing who shall act upon the question and report his/her actions to the Board of Education. The Board shall have final authority regarding questions arising from teaching about controversial issues.

Legal Ref.: Sections 118.01(2)(d) Wisconsin Statutes
118.019

Cross Ref.: 110, Educational Mission Statement
381.1, Teaching About Religion
310, Instructional Goals
341.3-Rule, Health Education Parental Objection
341.31, Family Life Education (Human Growth and Development)
411.1, Equal Educational Opportunities
871, Public Complaints About the Curriculum or Instructional Materials

Adopted: 11/8/82

Revised: March 1994
January 2002

Waunakee Community School District

ADDRESSING CONTROVERSIAL ISSUES WITH STUDENTS IN CLASSES AND OTHER SCHOOL ACTIVITIES

Waukeek Community School District

Policy 381

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~~(This sample policy affirms that the exploration of controversial issues by and with students serves a number of valid and important educational objectives, while also recognizing that the appropriate approach to a controversial topic or issue will be highly context sensitive. This sample sets forth an expectation that district employees will exercise sound professional judgment in a manner that applies general guidelines in specific contexts.)~~

On both a planned and unplanned basis, the education process sometimes encounters topics that are considered controversial, such as when a topic:

1. Can reasonably be expected to make individuals in a class or other group feel uncomfortable, distressed, or even threatened;
2. Tends to elicit strong emotional reactions;
3. Challenges a person's assumptions or personal beliefs;
4. Creates or reveals real or perceived division based on differing beliefs, values, life experiences, or points of view;
5. Presents a problem over which there is significant, and often even emotional, disagreement regarding the appropriate solution; and/or
6. May cause some parents and guardians to question the school's role in addressing the topic with their child, and the potential for eliciting such a reaction is reasonably foreseeable.

Controversial topics and issues, as addressed by this policy, generally touch on matters of significant social, moral, and/or ethical consequence and can include sensitive matters dealing with race, sexuality, religion, politics, social violence, or a recent tragedy, but controversial topics can also be encountered in areas such as science, history, literature, and art.

The appropriate and acceptable approaches to the presentation, discussion, and analysis of potentially controversial topics by educators within a class or other school activity will vary depending on factors such as the specific topic, the context in which the topic arises (who, how, when, etc.), and the age of the students involved in the instruction or discussion. While the exploration of controversial topics can serve a number of valid and important educational objectives, in some situations the appropriate decision will be for a teacher or other educator to not engage students on the topic or issue.

When considering how to approach controversial topics and issues, District employees are expected to exercise sound professional judgment in a manner that is consistent with the specific context and with the following general guidelines and any additional administrative guidelines that may be implemented:

~~Editor's Note: The general guidelines listed below are presented as examples. The list can be modified to better reflect local expectations. In addition, some districts may prefer to adjust the~~

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ADDRESSING CONTROVERSIAL ISSUES WITH STUDENTS IN CLASSES AND OTHER SCHOOL ACTIVITIES

Policy 381

Waukeek Community School District

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wording of the sample so that all of the guidelines that appear in the list below can be converted into an administrative rule.)

1. When a controversial topic is an inherent part of a prescribed curriculum *insert example, if applicable: "(e.g., human growth and development)"*, the employees who are responsible for implementing the curriculum are expected to teach about the topic in a manner that adheres to and that is consistent with the prescribed curriculum.
2. When either the approved curriculum or a supervising administrator directs an employee to avoid teaching or addressing a controversial topic/issue with students in a particular context, the employee is expected to adhere to such directives. The employee should address any concerns about such a directive to a supervising administrator.
3. Teachers are generally expected to avoid the pursuit of controversial topics that have no substantial connection to the curriculum the teacher is charged with delivering. For example, in a math class, a math teacher should not direct a learning activity about religion and religious controversies. An exception to this general rule may apply when, for example, a school administrator or leadership team directs or approves the examination of an issue of immediate concern that students are having to process. A school-to-parent communication is normally appropriate when such an exceptional situation arises unexpectedly.
4. District employees may not use their position to attempt to indoctrinate or convince students to adopt the employee's personal beliefs or personal world view with respect to controversial subjects/issues. District employees also shall not demonstrate any improper favoritism toward students who may share or who express support for beliefs, positions, or opinions on controversial issues that are consistent with those held by the employee.
5. Although it will often be appropriate for educators to avoid revealing their personal opinions, positions, or beliefs to students on a controversial topic or issue, if an educator determines that circumstances exist that justify making such a disclosure, the educator is expected to do so in a manner that does not denigrate the legitimacy of other positions/responses.
6. Within a class or other school-sponsored activity that explores a controversial issue, the District's expectation is that the educator who is responsible for the class or activity will serve as a facilitator who does not exhibit bias and who strives to conduct the learning activity and direct the related discussion in a manner that is respectful, non-threatening, productive (e.g., focusing on inquiry, analysis, and synthesis of information), and developmentally appropriate.
7. Teachers and other staff members are expected to proceed with particular caution with younger students, as such students generally are less able to understand and process the complexities that underlie many controversial issues and can be more susceptible to being

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¹ Note that the paragraph above and everything below this editor's note are local policy choices – the board and administration should carefully review this entire policy and determine if it works for your district.

ADDRESSING CONTROVERSIAL ISSUES WITH STUDENTS IN CLASSES AND OTHER SCHOOL ACTIVITIES

Policy 381

Waukeek Community School District

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unduly influenced and/or believing they are expected to adopt a particular position or belief, even when that is not the intent.

8. Prior to introducing a lesson, unit, or activity that will involve a controversial topic or issue, educators are expected to determine whether any applicable law or District policy or procedure requires staff to take steps such as obtaining advance administrative approval, providing advance parent and guardian notice, obtaining parental consent, or providing an opportunity for a parent or guardian (or adult student) to opt-out of participation. For example, federal law and related District policies require, at a minimum, parent notice and an opt-out opportunity prior to the administration of certain "protected information" surveys to students (i.e., surveys that address certain controversial or otherwise-sensitive topics).
9. Even when there is no law or District policy or procedure that expressly requires such steps, when an educator plans or is required to introduce or cover controversial issues with students, the educator should consider the extent to which it may be appropriate to (a) communicate with parents and guardians about the topic and the activities that will be taking place (whether in advance and/or after the fact), and/or (b) offer and respond to individual requests for alternative materials, lessons, or other accommodations. In making such determinations, educators are encouraged to discuss the matter with a supervising administrator and to evaluate any previous experiences with similar circumstances.
10. Educators are expected to follow established District procedures that apply to the selection and approval of guest speakers and to supplemental media or other similar supplemental content that they specifically assign or present to students. Appropriate advance review and screening of such materials will help to identify and evaluate potentially controversial content.
11. Instructional activities and discussions within a class or other school activity that address controversial issues will be most appropriate when there is a clear curricular connection, a defined and developmentally-appropriate educational purpose/goal, an intentional structure for the activity, and appropriate communication about the activity.
12. Educators who are unsure whether or how to approach a controversial issue in a class or other school activity are expected to communicate such concerns to a supervising administrator who has curricular responsibilities.
13. Educators are expected to notify a supervising administrator if a parent or guardian complains that the teacher or other representative of the school improperly handled a controversial issue or topic.

The guidelines and expectations listed above do not prevent District employees from addressing and requiring students to identify a District-prescribed curricular position, even if some individuals would assert that the curricular position is controversial or incorrect.

Parents and guardians should be aware that, consistent with this policy, the Board's position is that it is neither necessary nor desirable for District educators to attempt to avoid addressing all controversial issues and topics with students. Further, it is not practical for District educators to

ADDRESSING CONTROVERSIAL ISSUES WITH STUDENTS IN CLASSES AND OTHER SCHOOL ACTIVITIES

Policy 381

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provide advance notice of every topic or issue that will be covered or discussed in a class or other school activity.

When a student has encountered, or when it is known that a student will soon encounter, a controversial issue or topic in a school setting, parents and guardians are encouraged to contact District staff to identify concerns or provide feedback and to directly discuss the issue or topic with their child in the context of the family's values and beliefs.

Legal References:

Wisconsin Statutes

- [Section 118.13](#) [student nondiscrimination]
- [Section 118.01\(2\)\(d\)2c](#) [student exemption from certain health education activities]
- [Section 118.019](#) [human growth and development instruction]

Wisconsin Administrative Code

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

Federal Laws

- [20 U.S.C. §1232\(h\)](#) [Protection of Pupil Rights Provision of General Education Provisions; various privacy and parent's rights mandates]

Cross References:

- [110, Educational Mission Statement](#)
 - [381.1, Teaching About Religion](#)
 - [310, Instructional Goals](#)
 - [341.3-Rule, Health Education Parental Objection](#)
 - [341.31, Family Life Education \(Human Growth and Development\)](#)
 - [411.1, Equal Educational Opportunities](#)
 - [871, Public Complaints About the Curriculum or Instructional Materials](#)
- WASB PRG Sample Policy 1

Adoption Date: ~~11/8/82~~

Revised: ~~March 1994~~
~~January 2002~~

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Policies of the Board of Education

Series 300: Instruction

TEACHING ABOUT RELIGION

381.1

The First Amendment to the U.S. Constitution provides both freedom of religion and prohibition against the establishment of religion by the government. The Waunakee Community School District, as an agency of the government, will be neutral with respect to religion and will not engage in any activity that advocates or disparages religion. The Waunakee Community School District will treat the values of all religions -- within the education context -- in an open, forthright way, without advocating or disparaging any religious belief. For policy purposes, the term "religion" includes other belief systems such as humanism and atheism as beliefs.

This policy is designed to achieve the following objectives:

1. To follow the spirit and letter of the First Amendment regarding individual freedom of expression for students and teachers, while maintaining neutrality toward all religions.
2. To avoid causing uncomfortable feelings on the part of children.

Legal Ref.: First Amendment, U. S. Constitution
Wisconsin Constitution, Article X - Section 3

Cross Ref.: 411, Equal Educational Opportunities
371, Student Equal Access to School Facilities

Adopted: 11/8/82

Revised: March 1994
January 2002

Waunakee Community School District

Policies of the Board of Education

Series 300: Instruction

CLASS INTERRUPTIONS

382

It shall be the responsibility of the principals to reduce the clerical duties of classroom teachers as much as possible and to reduce to a minimum, interruptions of classroom programs. Teachers should not be called out of their classroom for telephone calls, salesmen, or visitors unless it is an emergency. Secretaries should not interrupt the classroom setting by the use of the "all call" or interschool communication system unless authorized by the building principal.

Cross Ref.: 672.4, Sales/Vendor Relations

Adopted: 11/8/82

Revised: March 1994

Waunakee Community School District

Service Animals in the School

The Waunakee Community School District recognizes its responsibility to permit students and staff with disabilities to be accompanied by a “service animal” in its buildings, classrooms and at school functions as required by Title II of the Americans with Disabilities Act, its accompanying regulations, and any other applicable laws and/or regulations.

Procedures and a request form to allow a student’s service animal to accompany them at school may be found on the School District’s policy and procedure web page or by contacting the Director of Special Education.

Definitions

Service Animal:

A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. For the purpose of this definition, other species of animals, whether wild or domestic, trained or untrained, are not service animals. See 28C.F.R §35.104.

Work or tasks performed:

The work or tasks performed by a service animal must be directly related to the individual’s disability. Examples of the work or tasks that can be provided by a service animal may include, but are not limited to: assisting individuals who are blind or have low vision with navigation and other tasks, pulling a wheelchair, alerting a person who is deaf or hard of hearing to the presence of people or sounds, providing non-violent protection or rescue work, assisting an individual during a seizure, alerting an individual to the presence of allergens, retrieving items such as medicine or the telephone, providing physical support and assistance with balance and stability to individuals with mobility disabilities, and helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors. The crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship do not constitute work or tasks for the purpose of this definition. See 28 C.F.R §35.104.

The animal must be individually trained to do work or a task for the individual with a disability. A “therapy animal” is not a service animal for the purposes of these policies and procedures.

Guidelines

Appropriate questions about the service animal:

If an individual requires the assistance of a service animal in order to effectively participate in the educational programs of the Waunakee Community School District, the school staff may ask:

1. If the animal is required because of a disability; and
2. What work or task(s) the animal has been trained to perform

School staff should not ask about the nature or extent of the person's disability. In addition, school staff should not make additional inquiries about a service animal when it is readily apparent that an animal is trained to do work or perform task(s) for an individual with a disability. (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair or providing assistance with stability or balance to an individual with an observable mobility disability.) See 28 C.F.R §35.136

Documentation:

School staff shall require documentation of vaccination status for the animal and additional information required in the Service Animal Request Form, such as proof that the animal has been certified, trained or licensed as a service animal.

Access to areas of the school:

Individuals with disabilities shall be permitted to be accompanied by their service animals in all areas of the District's facilities where members of the public, participants in services, programs or activities or invitees, as relevant, are allowed to go.

Surcharges:

The District shall not require an individual to pay a surcharge to permit the service animal to accompany the person with the disability, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. An individual may be charged the ordinary charges assessed for participation in a program or activity, e.g., tickets to an event. If the District normally charges individuals for the damage they cause, an individual with a disability may be charged for damages caused by his or her service animal.

Animal under handler's control:

A service animal shall be under the control of its handler at all times. A service animal shall have a harness, leash or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks. If a service animal is controlled with a harness, leash or other tether, the service animal must otherwise be under the handler's control (e.g., voice control, signals or other effective means.).

The owner/handler must ensure that the service animal is not aggressive towards others. The owner and/or handler, shall be liable for any harm or injury caused by the service animal.

Care or supervision:

The District is not responsible for the care or supervision of a service animal, including walking the service animal or responding to the animal's need to relieve itself. The District will provide a location for the animal to relieve itself. The owner/handler of a service animal is responsible for anticipating and identifying when the animal needs to relieve itself to avoid accidents in classrooms, but should be equipped to clean up an in classroom accident promptly. The owner/handler is responsible for cleaning up after the animal in a sanitary manner.

The owner/handler is responsible to keep the service animal from disrupting the educational environment. For example, the service animal is to remain quiet and should generally stay within 24 inches of the handler unless needed to go further to perform work or a task and does not block aisles or doorways.

Vaccinations and licenses:

The owner/handler shall provide evidence prior to each school year that all service animal vaccinations are current and service animals must wear a rabies vaccination tag as required pursuant to Wis. Stats. § 95.21(2)(f).

The owner/handler is responsible for all licenses of the service animal. Service animals are to be licensed at no cost pursuant to Wis. Stats. § 174.055.

Removal of Service Animal:

The District may ask an individual to remove a service animal from the premises if it is not unlawful to do so and if: (1) the animal is out of control and the handler does not take effective action to control it; (2) the animal is not housebroken or if the animal has an accident (urine or bowel); (3) the service animal “whose behavior or history evidences” a direct threat to the health and safety of those present; or (4) the animal’s presence would “fundamentally alter” the nature of the program, service or activity. Examples may include, but are not limited to, science labs, areas requiring protective clothing, technical education shops with power tools, and food preparation areas.

In the event a service animal would prevent the individual from having a service animal present as provided above, the District shall give the individual the opportunity to participate in the services, program or activity without having the service animal on the premises.

Legal Legal Reference: Title II of the Americans with Disabilities Act; 28 C.F.R. § 35.104; 28C.F.R. § 35.136; WI Statutes Sections §§ 95.21(2)(f), 174.055, 174.07,106.52(3)

Cross References Policy No. 383 – Animals in the School

Adopted : February 14, 2022

**Waunakee Community School District
Service Animals in the School**

Request for Service Animal and Service Animal Agreement

Parent/Guardian/Caregiver Name: _____

Student's Name: _____

Grade: _____

What specific work or task(s) has the animal been trained to perform?

What academic, or access need, is served by having the animal perform this work or task(s)?

What specific training has the dog had to perform the tasks outlined above?

Please attach documentation of proper vaccination.

I have read and understand Board Policy 383.1, Service Animals in the School and:

- I agree to provide annual evidence that the service animal’s vaccinations are current.
- I understand that an individual’s service animal shall be under the control of its handler at all times and that the District is not responsible for the care or supervision of an individual’s service animal.
- The District may ask an individual to remove a service animal from the premises if it is not unlawful to do so and if: (1) the animal is out of control and the handler does not take effective action to control it; (2) the animal is not housebroken or if the animal has an accident (urine or bowel); (3) the service animal “whose behavior or history evidences” a direct threat to the health and safety of those present; or (4) the animal’s presence would “fundamentally alter” the nature of the program, service or activity. Examples may include, but are not limited to, science labs, areas requiring protective clothing, technical education shops with power tools, and food preparation areas.

Parent/Guardian: _____
Signature

Date

Received by: _____
Name and Title

Date

Adopted: February 14, 2022

Waunakee Community School District