

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

Wednesday, November 1, 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 summary spreadsheet for the policies that will be reviewed at the meeting. These policies have been reviewed by the administration and the policy committee chair prior to movement to the committee for consideration.

- A. 432, 432 Rule, 432 Exhibit 1, 432 Exhibit 2 School Attendance Areas 4
- B. 434 Release time for Students Work Experience 12
- C. 434.1 Responsibility Release Program Description 13
- D. 435 & 435 Rule Student Dismissal Precautions 15
- E. 440 Student Expression Activities 17

F. 442 Student Involvement in Decisionmaking	18
G. 442.1 Student Government	19
H. 442.2 Student Representation to the Board	20
VI. <u>FUTURE MEETINGS</u>	
VII. <u>ADJOURN</u>	

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

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Admin. Recommendation:	Committee Review
432	School Attendance Area	432 432 R 432 E1 432 E2	Keep current policy, rule and exhibits.	The PRG does not have a sample policy covering school attendance area. Your current policy is acceptable. Add a cross-reference to 411.2 Education of Homeless Children and Youths.	Coversation re: transportation add X ref. as indicated	
434	Release time for Students Work Experience	434	Keep current policy	The PRG does not have a sample policy covering Release Time for Students Work Experience. Your current policy is acceptable. Delete the cross reference to 341.11; I think you retired that policy, add 341.2 Education to Employment to cross reference.	add work place learning language	
434.1	Responsibility Release Program Description	434.1	Keep current policy	The PRG does not have a sample policy covering open campus. Note that sample I sent you for 431 student attendance has a paragraph 6 highlighted in yellow that should be adapted to align with this policy. 431 and 434.1 should be cross referenced to each other.	Repeal Handbook Language	
435 435 R	Student Dismissal Precautions	435 435 R	Keep current policy and rule	The PRG does not have a sample policy covering student dismissal. Your current policy is acceptable.	Repeal current policy Make rule policy w/edits keep 1,4,2	
440	Student Expression Activities	440	Keep current policy	The PRG does not have a sample on student expression. Your policy is acceptable.	Strang to review	
442	Student Involvement in Decisionmaking	442	Keep current policy	The PRG does not have a sample on student involvement in decisionmaking. Your policy is acceptable.	Keep Current policy	
442.1	Student Government	442.1	Keep current policy	The PRG does not have a sample on student government. Your policy is acceptable.	Repeal 442 covers	
442.2	Student Representation to the Board	442.2	Keep current policy	The PRG does not have a sample on student representation to the board. Your policy is acceptable.	Keep Current policy Edit 5 all students	

SCHOOL ATTENDANCE AREAS

School attendance areas shall be established by the Board of Education to reasonably balance class sizes throughout the district, to make optimal use of staff and facilities, to relieve overcrowding and/or to facilitate district provided transportation.

Modifications to established attendance areas shall occur ~~from~~ from time to time.

Any modifications in attendance areas will be finalized by June 1st. Students shall attend the school located in the attendance area in which they live, unless assigned elsewhere by the superintendent pursuant to Board policy. The superintendent is empowered to assign students to schools outside their established attendance areas and to grant exceptions for individual students in accordance with guidelines established by the Board of Education. Students enrolling after the final day of the preceding school year will be assigned administratively for that year on a case by case basis.

Administration shall seek to balance class sizes between district buildings through volunteers, intra-district transfer students, assignment of students new to the district, etc. before assigning elementary children from the same family to different attendance areas. Every effort shall be made to assign siblings in the elementary grades to the same attendance area. It is recognized that this may not always be possible.

Parents/guardians of kindergarten students are expected to attend the kindergarten orientation/screening at the school in which attendance area they reside.

Legal Ref.: Sections 118.001 Wisconsin Statutes
118.13
120.13

Cross Ref.: 343.2, Class Sizes
411, Equal Educational Opportunities
411.2 Education of Homeless Children and Youths
422, Admission of Nonresident Students (Other Than Open Enrollment Students)
423, full-time Open Enrollment
432-Rule, Intra-District Transfer of Students
433, Assignment of Students to Classes

Adopted: 12/11/95

Revised: March 2002

February 2008

Waunakee Community School District

INTRA-DISTRICT TRANSFERS OF STUDENTS

432-Rule

The transfer of elementary school students within the school district but outside their own attendance area may be approved at the superintendent's discretion under the following conditions:

1. Transfers are considered an accommodation. The right of students in each attendance area to proper class sizes will be a high priority.
2. Continuing enrollees will have priority over new applicants. Should it be necessary to reduce class size students attending a school outside their attendance area shall be transferred before students residing in the attendance area.
3. The school a student is requesting to attend must have room available under district guidelines for reasonably balanced class sizes. Space should remain available for increases in enrollment from new students moving into the attendance area during the school year so as to avoid overcrowding classrooms.
4. Student transfers for unique programs, such as in the area of special education or English Learners, are not covered by this policy. Building assignments for students with disabilities will generally be the school serving their attendance area. However, assignments may be outside the CWD student with disabilities students' attendance area in order to accommodate the students' specific program needs.

Parent/Guardian Initiated Requests

1. The reason for making the transfer must be in the educational interest of the child – not simply as a means of acquiring a different teacher or school, or for the convenience of parents.
2. Students transferred under this policy from one attendance area to another may be transported to their chosen school utilizing the shuttle bus system. A student within walking distance to his/her "home" school shall walk to that school and board the shuttle bus. A student who is normally transported to his/her home school shall also utilize the shuttle system upon being delivered to his/her home school. Parents/guardians that do not want their child to utilize the shuttle system shall be responsible for the child's transportation.
3. The parent/guardian of each applicant must submit a written transfer request by March 15th to the school principal of the regularly assigned school (home attendance area) with a

copy provided the Superintendent. The transfer of a student within the district shall be reviewed and a decision rendered no later than August 1st prior to the start of the school year.

In the interest of keeping families together, incoming Kindergarten siblings of approved Parent/Guardian Initiated Requests will be placed in the elementary school assigned to their older sibling. If the Parent/Guardian desires the incoming sibling to attend the neighborhood elementary school, he/she must submit a written transfer request by March 15th to the school principal of the regularly assigned school with a copy provided the Superintendent.

When a family moves into another attendance area between March 16th and the beginning of the next school year, the student will be placed into the new attendance area. If the parent/guardian would like to request that their student stay in the elementary school of the attendance area they moved from, they may submit a parent initiated request to the Superintendent for review. A district decision will be reached within two weeks of the requests. Administration shall retain the right to assign students to specific schools under the guidelines of Board policy.

4. When a family moves within the district during the school year the student shall continue enrollment for the balance of that year at the school attended immediately before the move. The parent/guardian may request a transfer to the new attendance area. A district decision will be reached within two weeks of the requests. Administration shall retain the right to assign students to specific schools under the guidelines of Board policy.
5. There is no appeal from the decision of the Superintendent unless it can be shown he/she has not followed Board policy.

District-Initiated Transfers

1. Lack of space availability, class size problems and population concentration at times may result in the administration assigning students to a school located in other than a students' home school attendance area. District transportation will be provided utilizing the shuttle system for transferred walkers and bus riders.
2. District-initiated student transfers under this rule shall be made as early as possible with parent/guardian notification being made no later than August 1st prior to each school year.
3. Identification of students for possible transfer under this policy will be based on these factors in priority order:
 - a) Any student previously transferred by administrative action shall not be considered for further administrative initiated transfer.
 - b) Geographic proximity to the receiving school. Students who are bused will be considered for transfer before students who are within walking range of the school site.

- c) Proximity to existing or possible transportation route.
 - d) Prior district-initiated transfers in the neighborhood or area.
 - e) Selection will be so as not to split siblings in a family.
4. Students transferred under this policy shall remain at the newly assigned school until completion of the highest grade in that building. In the interest of keeping families together, incoming Kindergarten siblings of District Initiated Transfers will be placed in the same elementary school as the older sibling(s) (if the older sibling(s) still resides in the school). If the Parent/Guardian desires the incoming sibling to attend the elementary school in their home attendance area if space allows, he/she must submit a written transfer request by March 15th to the school principal of the regularly assigned school with a copy provided the Superintendent. When/If the conditions resulting in the transfer no longer exist, parent/guardian may make a request by March 15th for students affected by the above assignments to return at the end of the current school year to the school in their home school attendance area. Identification of students for possible return under this policy will be based on these factors in priority order:
- a) Students on a waiting list from the prior school year.
 - b) Geographic proximity to the home school attendance area. Students who are within walking range of the school site will be considered for return before students who are bused.
 - c) Proximity to existing or possible transportation route.
 - d) Prior district-initiated transfers in the neighborhood or area.
 - e) Selection will be so as not to split siblings in a family.
 - f) Date of move into applicable attendance area.
5. There shall be no appeal of the superintendent's decision on transfer unless it can be shown he/she has not followed Board policy.

Open Enrollment Students

Students enrolled under Wisconsin's Open Enrollment Law shall be initially placed in the elementary school where space is available and in a manner which assists the district maintain class size balance. Once enrolled these students will have the same intra-district transfer rights as resident students. The district retains the right, under its open enrollment policies, to seek a reapplication once during the student's career.

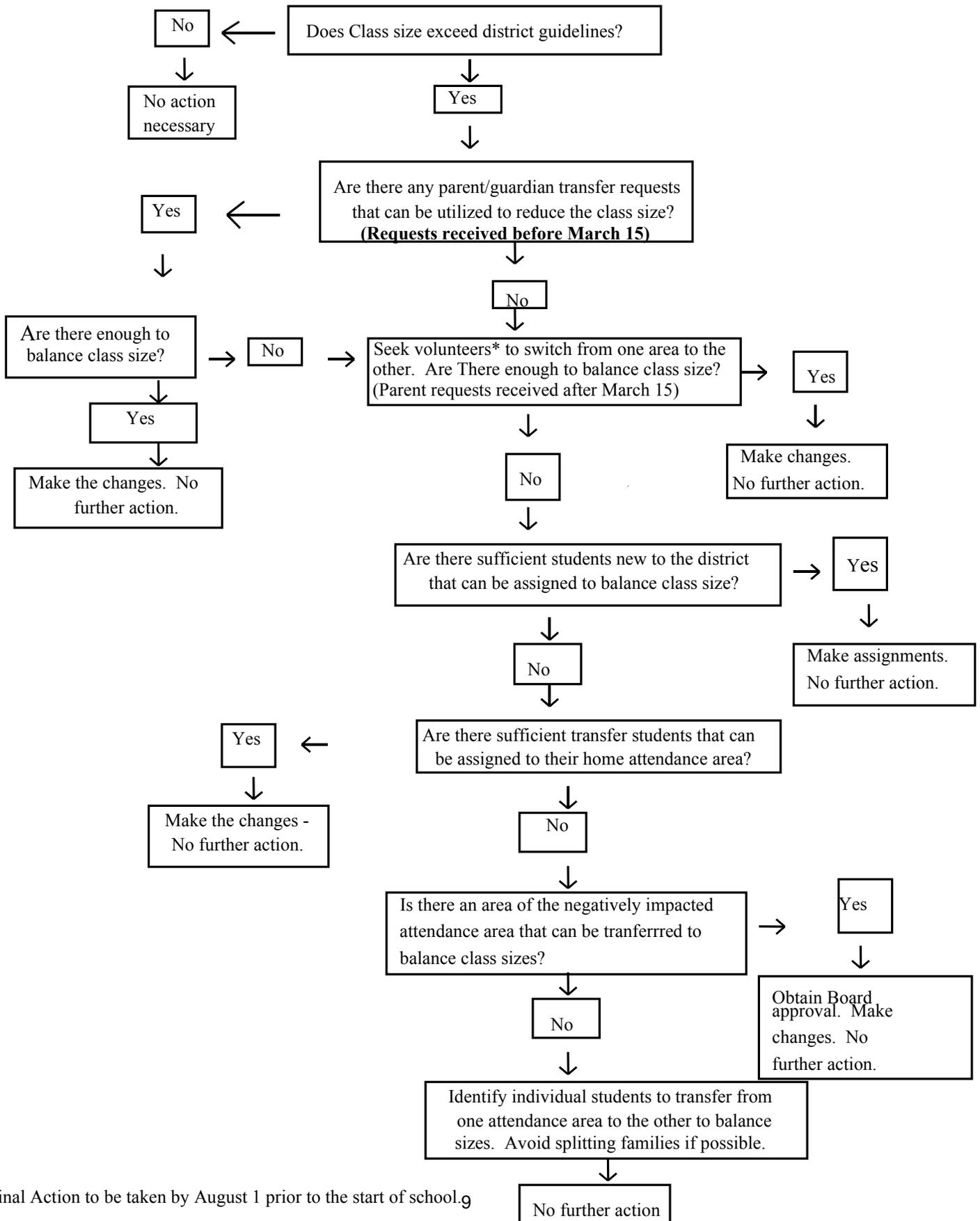
Adopted: 12/11/95

Revised: 4/13/98
 March 2002
 February 2006
 January 2007
 January 2008
 March 2011
 February 2012

Waunakee Community School District

DISTRICT INITIATED TRANSFER DECISION FLOW CHART

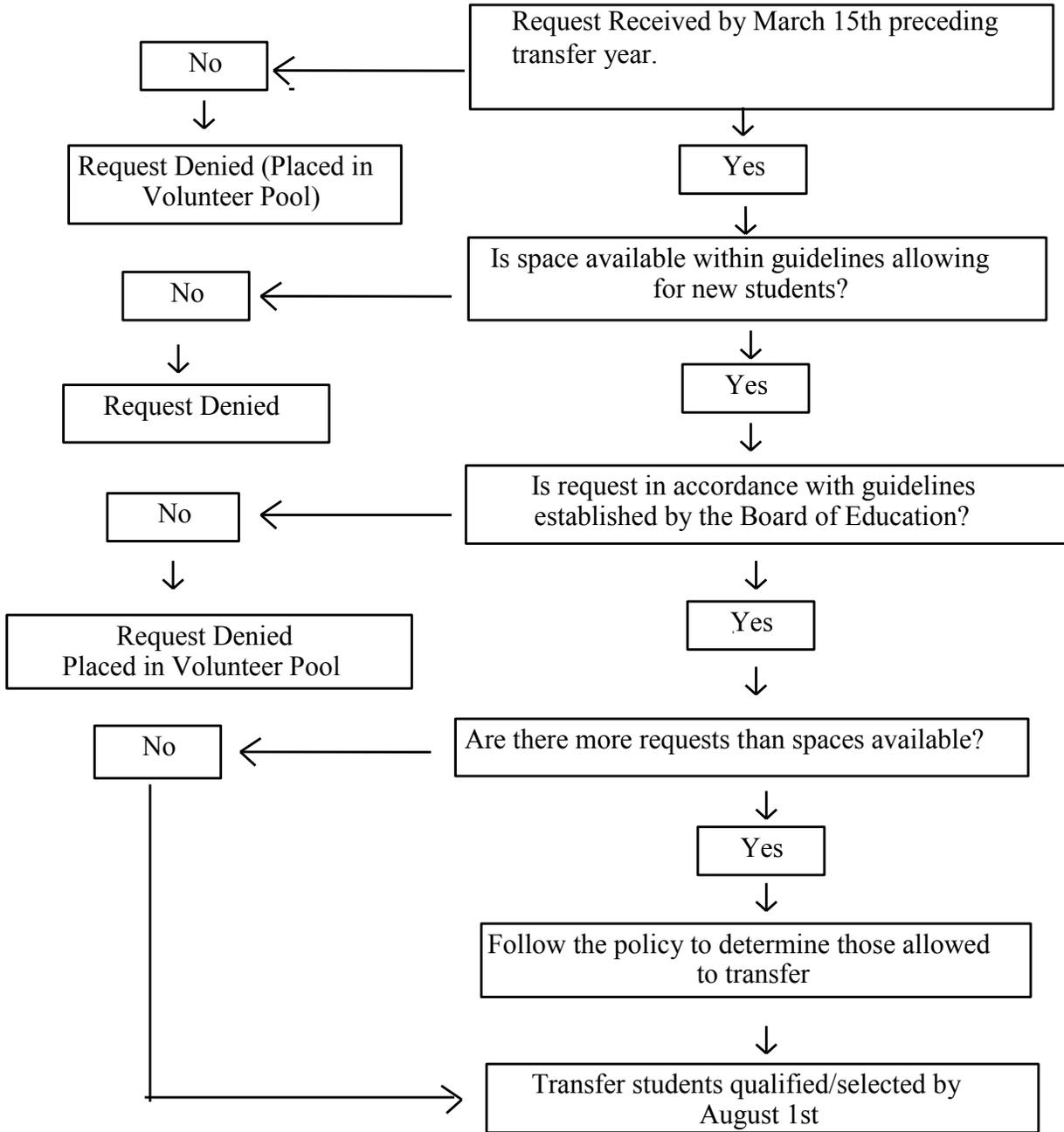
432 Exhibit (1)



Final Action to be taken by August 1 prior to the start of school.

**Parent/Guardian Transfer Requests
Decision Flow Chart**

432 Exhibit (2)



**RELEASED TIME FOR STUDENTS
WORK EXPERIENCE**

Work **Place Learning** Experience students will be released from school when enrolled as a member of a cooperative work experience class and work experience as part of the class requirements. Such students shall have on file with the teacher-coordinator, a training memorandum signed by the student, parent or legal guardian, cooperating employer, and coordinator.

Students shall be visited periodically by the teacher-coordinator to evaluate progress and discuss training programs with the on the job supervisor.

In instances where the student is not cooperating with the school and the employer, the teacher-coordinator may recommend to the principal that the student be withdrawn from the work experience program.

All such employment shall be in compliance with state law, regulations of the Department of Workforce Development and regulations of the Federal Fair Labor Standards Act.

Legal Ref.: Sections 118.15(1)(d) Wisconsin Statutes
121.02(1)(m)
PI 26, Wisconsin Administrative Code

Cross Ref.: 341.11, Work Experience Programs
343.4, Youth Options Program
434.1, Responsibility Release Program
435, Student Dismissal Precautions

Adopted: 12/13/82

Revised: 4/22/91
March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

RESPONSIBILITY RELEASE PROGRAM DESCRIPTION

434.1

PURPOSE

The purpose of the responsibility release program is to provide:

1. A program that is a junior/senior privilege.
2. An increased level of responsibility for juniors/seniors in their use of unscheduled time. It is intended that this program will help juniors/seniors develop a higher level of self-discipline through making their own decisions.
3. An opportunity for learning through part time employment.
4. An atmosphere of mutual trust and cooperation.

PRIVILEGE

During the school day, a student with a study hall who qualifies for the Responsibility Release Program is given the freedom to:

1. Be self-directing in the use of their study hall time.
2. Go directly to their planned destination (inside or outside the school) without having to report to study hall for attendance.

RESPONSIBILITY

Participating students are expected to show RESPONSIBILITY by:

1. Setting an example for other students, particularly with regard to behavior in the school and community.
2. Observing all school regulations, especially those concerning hall passing times and the responsibility release program.
3. Using good judgment in their conduct in and around the school and community.
4. Participating in meetings about the RESPONSIBILITY Release Program and its evaluation.

Legal Ref.: Section 118.33(1)(b) Wisconsin Statutes

Adopted: August 1996

Revised: March 1997
March 2002
August 2004

Waunakee Community School District

STUDENT DISMISSAL PRECAUTIONS

435

No staff member shall excuse any student from school prior to the end of the school day, or into any person's custody, without the direct prior approval and knowledge of the principal.

The principal shall not excuse a student before the end of the school day without a request for the early dismissal by the student's parent/guardian. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent/guardian. Additional precautions shall be taken by the school administration appropriate to the age of students, and as needs arise. In the case of an 18-year-old student not living at home, the request for early dismissal and/or acknowledgement of suspension may be from that student. This request must be in writing.

Cross Ref.: 435-Rule (1), Procedures for Dismissing Students During the Day
882, Relations with Police Authorities
491, Non-Custodial Parent Rights

Adopted: 12/13/82

Revised: 5/11/92
March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

DISMISSING STUDENTS DURING THE DAY

435-Rule (1)

Permission to Leave School

- 1) Parental permission and school authorization is needed before a student may leave school prior to school dismissal.
- ~~2) To receive this permission and authorization, the student must obtain a "Permit to Leave Building" pass from the school office or high school attendance office before school in the morning. Students shall be released into the custody of their parent/guardian or other authorized person.~~
- ~~3) The permit is obtained by presenting a dated note from the parent/guardian indicating the time the student needs to leave school. Parents/guardians may also contact the school by phone or come to the school for their student.~~
- 4)2) Students must sign out in the school office or high school attendance office at the time they leave with their parents/guardians.

Accidents and Illness

- ~~1) Students who become ill while in school are to report to the school office with a pass or a note from their teachers.~~
- 2)1) Students who need to leave school because of an accident or illness will be dismissed through the office after parents/guardians have been contacted.

Legal Ref.: Section 118.15 Wisconsin Statutes
 118.16

Cross Ref.: 430-Rule (1) Attendance Procedures
 882 Relation with Police Authorities
 491 Non-Custodial Parent Rights

Adopted: 1/15/90

Revised: March 1994
 June 2002

Waunakee Community School District

STUDENT EXPRESSION ACTIVITIES

Expression of oral or written student opinions shall be encouraged but they may not be utilized to present material which:

- 1) Has caused, is causing, or reasonably leads the principal to foresee substantial disruption of or material interference with school activities, or
- 2) Endangers the health or safety of students, or
- 3) Advocates the commission of a criminal act or is a criminal act as defined by the Criminal Code of the United States, the State of Wisconsin, or the County of Dane.
- 4) Is libelous or slanderous (and is not privileged) in that it maliciously tends to besmirch the memory of one who is dead or the reputation of one who is alive, or to expose one to public hatred, contempt, or ridicule, or
- 5) Is obscene in that:
 - a) the average person applying community standards would find that it, taken as a whole, appeals to prurient interest in sex, or
 - b) is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable for students, or
 - c) taken as a whole, is without redeeming social importance for students and lacks serious literary, artistic, political, or scientific value.

Legal Ref.: Sections 118.001 Wisconsin Statutes
120.13
Hazelwood School District v. Kuhlmeier

Cross Ref.: 372, Student Publications
443.1, Student Dress Code

Adopted: 12/13/82

Revised: 9/14/87
March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT INVOLVEMENT IN DECISION-MAKING

442

A primary task of the school is to create a stimulating learning climate which develops active involvement of students in their education and develops a spirit of inquiry. This climate is created when students work together with school staffs in such activities as planning and evaluating school programs.

The Board of Education believes that students should:

- 1) Be encouraged to participate in establishing course goals, in planning classroom activities, and in improving courses of studies;
- 2) Feel free to express, without fear, their own opinions, recognizing that every privilege and right has a corresponding responsibility;
- 3) Be involved in the planning of assembly programs and school-sponsored forums of interest;
- 4) Be encouraged to participate in student government organizations that provide students with a voice in school affairs; and
- 5) Be encouraged to participate in a variety of extra-class activities to broaden their educational experiences.

Cross Ref.: 442.1, Student Government
442.2, Student Representative to the School Board

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT GOVERNMENT

442.1

The Board of Education sanctions and recommends the organization of a student council in the secondary school and middle school. Such councils shall assist in improving the general welfare of all students and shall give students the opportunity to participate in the orderly workings of the democratic process.

Student councils shall not have authority to make policies for the District or regulations for the school. Nor shall they have any disciplinary authority, except for recommending removal from the council of one of their members. However, a council may make recommendations to the administration on any topic of student concern.

The administration and student council of any school shall keep channels of communication open, not only between themselves, but between all students and the council.

Members of student councils shall be elected democratically. The rights and responsibilities of the council shall be clearly set forth. An advisor for the student council shall be selected by the administration.

Cross Ref.: 442, Student Involvement in Decision Making
442.2, Student Representative to the School Board

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT REPRESENTATION TO THE BOARD

442.2

The Board of Education recognizes the unique perspective on issues impacting the District held by students. Therefore, the Board shall welcome a student representative to the Board. This student (or ~~his/her~~ **their** alternate) shall represent the views of students enrolled in the District on agenda items discussed at regularly scheduled Board meetings.

The student representative shall:

- 1) not be able to vote on any issue before the Board.
- 2) be excluded from closed sessions of the Board.
- 3) be encouraged to sit at the Board table and be free to enter into discussion or answer questions in the same manner as elected Board members.
- 4) represent all students in the District and communicate with student councils at all buildings and levels -- not just the high school.
- 5) be a ~~junior or senior~~ **student** at the high school and begins ~~his/her term on June~~ **July** 1st.
- 6) be selected by the Waunakee Community High School Student Council to serve on an annual basis. The Student Council shall select an alternate to serve during the absence of the selected representative.

Cross Ref.: 442, Student Involvement in Decision Making
442.1, Student Government

Adopted: 11/14/94

Revised: January 2002

Waunakee Community School District