

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

Wednesday, February 7, 2024

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. FOLLOW-UP POLICIES FROM JANUARY MEETING. 3

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VI. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION 17

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.

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VIII. <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)	Committee Recommendation:
446	Student Search Activities	445.1 445.1 R	Replace policy with PRG 446 sample policy 2 and recode to align with WASB coding.	The current rule goes into more detail regarding how searches are conducted than is needed or perhaps advisable. Failure to comply with the details of your current rule might cause an otherwise reasonable and lawful search to be in violation of your policy and the results of the search potentially unusable by the district or law enforcement. Note that the paragraph C.1) a) 3) at the bottom of the first page of the current rule ends midsentence - if staff did not notice this, perhaps staff is unfamiliar with the rule which increases risk that staff will not comply with all requirements of the rule.	Adopt PRG Policy 446 Keep current rule with edits and Renumber to 446 Rule
447.3	Student Suspension	447.3	Replace with PRG 447.3 sample Policy 1	The PRG combines the suspension and expulsion policy in one policy, but your district uses independent hearing officers to conduct expulsions. Your current 447.4 is acceptable, so I took a PRG sample and deleted the expulsion language to create your draft.	Adopt as WASB suggested. Combine 447.31 with this one

STUDENT SEARCH ACTIVITIES

Policy 446

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~~(This sample policy addresses different types of search activities in one policy, including locker searches, searches of students and their personal belongings, and vehicle searches. It also generally addresses the possible use of canine units in safety and search-related activities. This policy is included as a sample under 446. 446.1 and 446.2 policy topics.)~~

It is the policy of the District to provide a safe and healthy environment for all persons in school buildings and on school premises. School officials have a duty to investigate any suspicion that items or materials harmful to the health and safety of students, school personnel, or property are present within the school or on school premises. This includes, but is not limited to, conducting search activities as outlined in this or other Board policies.

- Locker Searches – A school locker is provided for the convenience of the student to be used solely and exclusively for the storage of the student’s wearing apparel and school-related materials during the time the student is attending school. No student shall use the locker for any other purpose. The locker is assigned to a student but remains the property of the District. At no time does the District relinquish its exclusive control of the lockers. Locker searches may be conducted as determined necessary or appropriate without notice, without student consent, and without a search warrant. Locker searches under this policy may be conducted by the District Administrator, a building principal or assistant principal, a school employee specifically designated by the District Administrator or building principal, a school liaison officer, or other law enforcement official who is acting at the request of or in conjunction with school authorities.
- Search of Students and/or Their Personal Belongings – District staff may conduct a search of a student or the student’s personal belongings (e.g., backpacks) when the student voluntarily consents to the search or where there is reasonable suspicion that the student has in his/her possession items that violate the law, Board policies or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and sex of the student and nature of the infraction. Searches of a student’s person or personal belongings should generally be conducted outside the presence of other students. No District official, employee, or person acting as an agent of the District shall conduct a strip search of a student.
- Vehicle Searches – The District may search student-operated vehicles parked on school premises when there is reasonable suspicion of a violation of the law, Board policies or school rules or the student has given consent to the search of the vehicle. Include if applicable: “A student’s privilege of obtaining a permit to park a vehicle on school premises during the school day is conditioned on him/her signing a written acknowledgment that the vehicle is subject to any such search supported by reasonable suspicion.”¹
- Use of Canine Units in Safety and Search-Related Activities – The School Board authorizes the use of trained canine units to detect the presence of drugs, explosive devices, or other illegal items/substances on school property under the following conditions: (1) the presence of the canine unit on school property is authorized in advance by the District Administrator or designee or is pursuant to a court order or warrant; (2) a law enforcement officer specifically trained to work safely and competently with the canine unit must handle the canine; and (3) the canine unit is represented by the sheriff or chief of the law enforcement agency

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¹ Note the highlighted language is optional.

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providing the service as capable of accurately detecting specific contraband. The District shall not use trained canine units to sniff a student's person, including articles of clothing a student is wearing or a bag while the student is holding it. A positive reaction by a trained canine unit will provide reasonable suspicion for a search of a student's locker, vehicle or other property in accordance with this policy.²

(Editor's Note: The above paragraph authorizing and placing conditions on the use of trained canine units could be deleted in its entirety, covered in a procedural rule rather than in policy, or modified to reflect specific local practice (e.g., to expressly prohibit the use of canine units). In addition, at a district's discretion and as specific sub-categories of searches of a student's person or personal belongings, the list above could be expanded to include provisions addressing (1) the collection and evaluation of student breath samples based upon reasonable suspicion of the student's use of alcohol (which may alternatively be addressed under topic 443.4); and/or (2) the possible search of a student's personal electronic devices (which may alternatively be addressed under topic 443.5).)

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To the extent prohibited by law, school employees shall not request or require a student to disclose the access information for any of the student's personal Internet accounts.

To the extent permitted by law, a school official conducting student-related search activities under this or any other Board policy may request the active assistance of a school liaison officer or other law enforcement official. School officials may remove any unauthorized item found as a result of a search. Items belonging to the student but removed or temporarily confiscated by the District will generally be held by the school for return to the student's parent or guardian (for students who are minors) or, if appropriate, turned over to law enforcement. The student and his/her parent or guardian shall be notified of any unauthorized item belonging to the student/family that has been found and turned over to law enforcement officials.

Students and their parents and guardians shall be informed of this policy and the specific provisions related to locker searches through the student handbook.

Legal References:

Wisconsin Statutes

- [Section 118.32](#) [strip search by school employees]
- [Section 118.325](#) [locker searches]
- [Section 118.45](#) [testing students for the presence of alcohol; policy required]
- [Section 948.50](#) [criminal penalties; strip search by school employees]
- [Section 995.55\(3\)](#) [access to personal Internet accounts of students]

Federal Laws

- [U.S. Constitution, 4th Amendment](#) [protection from unreasonable search and seizure]

Cross References:

[363.2 Safe & Responsible Use of the Internet & Other Technology Resources](#)

² The highlighted language on canine searches is optional. You do not have it in your current policy or rule.

³ I left this editor's note in for your review, it should be deleted from the final draft of the policy.

STUDENT SEARCH ACTIVITIES

Waubakee Community School District

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363.2 Rule 1 Staff Internet Safety & Acceptable Use
363.2 Rule 2 Student Internet Safety & Acceptable Use

WASB PRG 446 Sample Policy 2

Adoption Date: 12/13/82

Revised: 9/9/85
5/11/92
March 1994
2/12/96
March 2002

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SEARCH PROCEDURES

445.1446-Rule

A. Cooperation with Law Enforcement Agencies

If law enforcement personnel seek permission from school authorities to search a student or the student's property or locker to obtain evidence related to criminal activities, the school officials shall require the police to obtain a valid search warrant unless: 1) there is uncoerced consent by the person whose interests are involved, 2) probable cause and circumstances are such that taking the time to obtain a warrant would frustrate the purpose of the search or, 3) a valid arrest has been made and the search is incidental to the arrest. School officials shall make a good faith effort to notify parents/guardians when a request is made to search a student or the student's property.

B. Law Enforcement Officials May conduct searches at the request of school officials.

C. Search by School Authorities

1) Who May Conduct a Search

- a) A school official or his/her designee and one additional person may conduct a search. Under no circumstances will school staff conduct or be party to a strip search.
 - 1) A school official is defined as a Board member, a superintendent, an assistant superintendent, a principal, or an assistant principal.
 - 2) A designee is defined as any District employee designated by a school official for the purpose of conducting a search. If there is a certified school employee present, that individual shall be the designee.
 - 3) On a field trip, during an extra-curricular activity, or on a school bus, any school official or his/her designee, male or female, may conduct a search without an additional person. Any search must be conducted within the guidelines of the procedures covered under **this policy.**

2) Documentation

For all searches in which the student refuses to cooperate, the individual doing the search shall maintain a written record of all actions leading up to and including the search. In all other searches, records will be maintained at the discretion of the individual doing the search.

3) Search of Students

In the interest of the welfare of the students and the school community, it may be necessary to search a student or the student's property. The search may be conducted if the school official or his/her designee has a reasonable suspicion that the student has obtained, or has in his/her possession, items in violation of school regulation, local ordinance or state law.

No school official may conduct such search unless he/she suspects, from reliable information or personal observation, that a student is in violation of school rules, local ordinance or state law.

In such cases, the following procedure will be used:

- a) The student will be informed of the reason for conducting the search.
- b) Permission of the student to conduct the search will be requested.

- 1) Conducting the search with the student's consent.

The school official or his/her designee who is conducting this search has the right to request a student to empty pockets, purses, backpacks, or other articles used to carry personal effects; to remove hats, shoes, and/or to roll socks down. The school official or his/her designee can also request a student to remove outer garments, such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts or t-shirts. No school official or school employee has the right to request the removal of any other clothing or to conduct a strip search as defined under Section B) 3, b) 2 c).

If the student cooperates, the school official or his/her designee may notify the student's parent or guardian of the reason for such search.

- 2) Procedure if a student refuses to cooperate.
If a student refuses to cooperate, the school official or his/her designee has the authority to proceed, subject to the limitations described below.

a) Pre K-8 Students

An attempt will be made to contact the student's parent or guardian in order to request him/her to encourage the student to cooperate. If the parent or guardian cannot be reached or if the student continues to refuse to cooperate, the school official or his/her designee may turn the matter over to law enforcement officials for appropriate action. The student may be detained until the law enforcement official arrives.

If the parent or guardian has not been contacted and the law enforcement officials are involved, the school official or his/her designee will notify the parent or guardian as soon as possible as to the reason for such search.

b) 9-12 Grade Students

The school official or his/her designee may involve a parent/guardian or to turn the matter over to law enforcement officials. The student may be detained until the law enforcement official arrives. If the matter is turned over to the law enforcement officials, the school official or his/her designee will notify the parent or guardian as soon as possible of the search and the reason for the search by law enforcement officials.

c) Danger to Students or Other Individuals (K-12)

If a school official or his/her designee has reason to suspect that a student is carrying a dangerous or illegal item or substance and if a school official or his/her designee believes that an immediate search is necessary, he/she may search a student's pockets or belongings and conduct a pat-down search. The student may be detained until such time as a law enforcement official arrives.

At no time will a strip search be conducted by a school official or his/her designee. A strip search as defined in state law means "a search in which a detained person's genitals, pubic area, buttocks

or anus or a detained female person's breast is uncovered and either is exposed to view or touched by a person conducting a search."

d) Involvement of Law Officials

Rather than conduct a search, a school official or his/her designee may contact a law enforcement official to take appropriate action.

4) Search of Lockers

The Board of Education has provided school lockers for the purpose of providing students with a convenient receptacle for clothing, books, and other articles necessary or convenient for a student's use during the school day. The student has no property interest in any locker. The Board retains the ownership and possessory control of all student lockers. Lockers and their contents are subject to search by the administration to protect the health and welfare of the student body. A search will be conducted only when appropriate and necessary. Whenever practicable, the search will be made in the presence of the student concerned, although this is not required. Authorization to search a locker will be given only by the principal or a designee. The search will be made in the presence of two school officials as outlined in B) a), 1), 2). A record will be kept by the school of all locker searches, including the reason for the search and the findings. It is recognized that all lockers are opened and/or inspected for housekeeping and repair purposes periodically. This locker search policy shall be provided to students annually in their handbook.

Cross References:

363.2 Safe & Responsible Use of the Internet & Other Technology Resources

363.2 Rule 1 Staff Internet Safety & Acceptable Use

363.2 Rule 2 Student Internet Safety & Acceptable Use

Adopted: 12/13/82

Revised: 9/9/85

5/11/92

March 1994

March 1996

August 10, 1998

March 2002

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STUDENT SUSPENSIONS AND EXPULSIONS

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(This sample policy authorizes school administrators to suspend a student from school and recommend student expulsion consistent with state law provisions. The sample also allows for students to be offered the opportunity to participate in alternative support or intervention activities related to the misconduct as an alternative to suspension or expulsion, as well as allows for early reinstatement from an expulsion.)

Out of School Suspension

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The building principal or designee may suspend a student from school for the period of time authorized by law for any of the following reasons:

1. noncompliance with District policies or school rules;
2. knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. conduct while at school or under the supervision of a school authority which endangers the health, safety or property of others; or
4. conduct while not at school or while not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority, or of any District employee or School Board member.

In addition, a student shall be suspended from school when required by law (e.g., possessing a firearm in violation of state law and Board policy).

All student suspensions from school must be reasonably justified and shall be administered in accordance with state law requirements.

Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to suspension, or as an alternative consequence to serving a full suspension period, at the discretion of the building principal.

- Prior to any suspension, the student shall be advised of the reason for the proposed suspension.
- The student shall be provided opportunity to present his/her version of the conduct prior to a determination of the proposed suspension.
- The student may be suspended if the principal or designee determines that the pupil is guilty of noncompliance with rules or of the conduct charged and that the suspension is reasonably justified.
- The parent or guardian of a suspended minor student shall be given notice of the suspension and the reason for suspension.
- The suspended student or his/her parent or guardian may, within 5 days following notification of the suspension, have a conference with a school administrator other than the principal who ordered the suspension. If the administrator finds that the pupil was suspended unfairly, that the suspension was inappropriate, or that the pupil suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the

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pupil's records shall be expunged. Such findings must be made within 15 days of the conference.

- A suspended student shall not be denied the opportunity to take any examinations missed during the suspension period.

Except as otherwise provided by law or policy, a student may be suspended for up to 15 days pending an expulsion hearing.¹

Expulsion

Students may be recommended to the School Board for expulsion from school if they have engaged in any of the following type of conduct:

1. — repeated refusal or neglect to obey District policies or school rules;
2. — knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives;
3. — conduct while at school or under the supervision of a school authority which endangered the property, health or safety of others;
4. — conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of the school authority, or of any District employee or Board member; or
5. — the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and such conduct does not constitute grounds for expulsion under any of the other reasons for expulsion outlined above. This last reason for expulsion only applies to students 16 years of age or older.

The Board may expel a student from school whenever it finds that the student engaged in any of the above conduct and is satisfied that the interest of the school demands the student's expulsion. Students may be offered an opportunity to voluntarily participate in a particular support program or intervention activity related to their misconduct as an alternative to expulsion.

A student shall be expelled from school for engaging in conduct outlined in state law which requires the student's expulsion from school (e.g., possessing a firearm in violation of state law and Board policy).

All student expulsions, including those involving students with disabilities, shall follow all statutory procedures and requirements.

¹ The highlighted language is from your current suspension policy. You are not required to include it in the policy, but it provides an accurate description of student and parent rights and notifications during an suspension and I imagined you might want it included in the policy.

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The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

In-School Suspension

In order to maintain greater control and provide more guidance for students whose disruptive behavior forces their temporary removal from the regular classroom, in-school suspension may be conducted in the Waukeek schools and shall be in conformance with the following guidelines:

- Students will be assigned to in-school suspension by school administrators.
- The administration will inform pertinent staff members of the names of those students assigned to in-school suspension. This will include notifying the students' counselor and the school social worker.
- The administration will notify the parents/guardians in writing* that a student has been assigned to in-school suspension, giving the reason for such assignment. A conference may be held prior to the students' re-admittance to regular classes. *Checking w/legal on "in writing"
- The in-school suspension teacher shall see that each student assigned to in-school suspension will have textbooks and class work assignments. If the student does not, the teacher shall make the necessary arrangements to have the student get this material.
- Credit may be given for all assigned class work completed during the period of suspension. This material is to be turned in the first day the student returns to regular class. The student may also make up any test or quiz given during this suspension. Evaluation of the class work and test/quiz shall be done by the classroom teacher.
- The principal or designee shall may arrange appointments with a guidance school counselor, social worker, psychologist, or other appropriate person for all students who are suspended the second time.
- The administration will request, in writing, a conference with the parents/guardians of those students suspended for the third time.
- Students will not be re-admitted to class until their assignment to the in-school suspension room has been fulfilled.
- Students may not attend or participate in extracurricular activities while under in-school suspension, at the discretion of the building administration.
- In-school suspensions shall last no more than five (5) days for a single disciplinary action.

The District shall not discriminate in disciplinary actions including suspension on the basis of sex, race, religion, national origin, ancestry, color, creed, pregnancy, marital or parental

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~~status, sexual orientation or physical, mental, emotional or learning disability or handicap. Discrimination complaints shall be processed in accordance with established procedures;~~

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~~Suspension from bus riding privileges are also processed under this policy.~~

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

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Legal References:

Wisconsin Statutes

[Section 118.127](#) [use of law enforcement records as sole basis for suspending or expelling students from school prohibited]

[Section 118.16\(4\)\(b\)](#) [conditions for making up examinations and coursework missed during suspensions as per student attendance policy]

[Section 120.13\(1\)](#) [board power to suspend or expel students from school]

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Federal Laws

[20 U.S.C. Chapter 33](#) [Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; includes requirements related to change of placements and providing continued educational services during period of expulsion; IDEA regulations at [34 C.F.R. Part 300](#)]

Cross References:

WASB PRG 447.3 Sample Policy 1

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

[447.1 Staff Use of Physical Force, Physical Restraint and Seclusion](#)

[447.11 Use of Seclusion and Restraint](#)

[447.2 Student Detention](#)

[447.31 In-school Suspensions](#)

[447.4 Student Expulsion and Early Reinstatement of Expelled Students](#)

[447.5 Student Discipline, Suspension, and Expulsion - Students with Disabilities](#)

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Adoption Date:

² I have not done the 411 student discrimination policies yet, this cross reference may require further editing.

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Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Committee Recommendation:
447.4	Student Expulsion	447.4	Keep current policy	Note that I did not update the cross references, those should be updated - you might use the cross references in 447 student discipline as a guide for the cross references. You should also cross reference WASB PRG 447.3 Sample Policy 1 as that is the code WASB will use for future updates of the expulsion policy.	Keep policy - update references
447.4 R	Early Reinstatement of Expelled Students	447.4 R	Keep current policy	Note that I did not update the cross references, those should be updated - you might use the cross references in 447 student discipline as a guide for the cross references. You should also cross reference WASB PRG 447.3 Sample Policy 1 as that is the code WASB will use for future updates of the expulsion policy.	Reviewing policy with District Legal
453.11	Use of Automated External Defibrillators	452	Replace with PRG policy 453.11 and rule 453.11 and recode to align with WASB policy coding	This is the first policy I got to under the general emergency nursing services category. I will include these with Part 4, but I should go back and update cross-references after I go through the 10 or so policies under the 453 heading. I will check in with you when I get through that and will send updated 453.11 drafts when I sort out the cross references.	Policy is OK Rule - per edits reviewed by HR Dir
453.1	Emergency Nursing Services	453.1	Replace with PRG 453.1 sample policy 2.	State law requires emergency nursing services policies/procedures and medication administration policies/procedures to be developed by a professional nurse or nurses registered in Wisconsin, in cooperation with other school district personnel and representatives from community health agencies and services as may be designated by the school board.	accept per edits
453.1 R	Emergency Nursing Services	453.1 R	Keep current rule	It is critical that the practices and procedures adopted in this rule reflect what you are doing in the district. I think it is better to keep your current rule than to adopt the PRG sample.	accept per edits

453.2	Student Immunizations	453.2	Replace policy and rule with PRG 453.2 sample policy 1.		Accept per edits
453.3	Communal Disease Control	453.3	Replace policy with PRG 453.3 sample policy 1	Note: This policy should be reviewed by the district's school nurse or medical adviser.	Facility to review
453.3 R	Communal Disease Control Procedures	none	Adopt PRG 453.3 rule 1	PRG 453.3 R 1 contains procedures implementing provisions of PRG 453.3 sample policy 1. This is a long rule that you might break into 2 or more separate rules. See the introductory note (I deleted it, but you can see it with Track Changes set to all markup). This rule contains provisions for exclusion of students and staff that should be aligned with district practices and student and employee handbook provisions. This rule should be reviewed by the district's school nurse or medical advisor.	****SPLIT INTO 2 STAFF STUDENT
	Procedures for Handling Students with AIDS, HIV or CMV	453.3 R	Review with school nurse or medical advisor and modify or delete.	This rule has not been reviewed since 2005 and may no longer be relevant. It should be reviewed by a medical professional. If you choose to keep this or a modified version of this rule, renumber is to 453.31 or 453.32.	Repeal
	Students with Cytomegalovirus (CMV) or acquired Immune Deficiency Syndrome (AIDS)(HIV)	453.31 R	Review with school nurse or medical advisor and modify or delete.	This rule has not been reviewed since 2002 and may no longer be relevant. It should be reviewed by a medical professional.	Repeal
453.4 Exh A	Prescription Medication Consent Form	453.4 Exh A	Keep current form	The PRG does not have a sample form - this form is acceptable.	Accept per edits
453.4 Exh B	Over-The-Counter Medication Consent Form	453.4 Exh B	Keep current form	The PRG does not have a sample form - this form is acceptable.	accept per edits
454 and 454 R	Reporting of Child Abuse/Neglect	454 and 454 R	Replace policy and rule with PRG 454 sample policy 1 and 454 sample rule 1		accept Policy - per edits Rule as is

455.1	Supervision of students	455.1	Review policy for clarity and either revise or delete	The PRG does not have a sample on this topic. I have no legal concerns about the policy other than the lack of clarity. The following questions from the 2019 QC should be addressed: "What does it mean to leave an "assigned group unsupervised" for a peirod of time? What about certain group work and trips where some students may not be in the same physical location?"	Repeal
455.3	Student automobile use	455.3	Keep current policy	The PRG does not have a sample policy on student automobile use. The policy is acceptable as written. You might cross-reference the student search policy 446. Take a look at the draft 446 I sent to you. You might want to incorporate the paragraph on searches of student automobiles into this policy.	Summers reiewed
455.3 R	Parking and Parking Permits	455.3 R	Keep current rule	The PRG does not have a sample policy or rule relating to parking on school property. The current policy is acceptable as written.	Summers & Borowski reviewed
455.4	Student Safety Patrols	455.4	Keep current policy	The PRG does not have a sample policy or rule relating to student safety patrols. The policy is acceptable as written.	accept per edits
457	Student Suicide Prevention and Intervention	457 and 457 R	Replace policy and rules with PRG 457 sample policy 1		Accept per Edits
460	Student Scholarships	460	Replace policy with PRG 460 sample policy 1	I added relevant language from current policy to the PRG sample.	Accept per edit
656	Student Fees	470	Replace policy with PRG 656 sample policy 1 and recode	Note that your curent policy uses free and reduced lunch information in a manner that is not allowed by USDA rules without consent of parents and guardians. I included a link to the requirement in a footnote. WASB groups this with the financial policies in the 600s and I recommend recoding.	Keep current policy, renumber, add language to paragraph 4
480	Student Volunteers	480	Keep current policy	The PRG does not have a sample policy on this topic. Your policy is acceptable.	accept per edits

491	Children of Divorced/Separated Parents	491	Replace policy with PRG 491 Sample policy 2 and sample rule 1		accept per edits
492	Student Photographs	492	Keep current policy	The PRG does not have a sample policy on this topic. Your policy is acceptable.	Accept per edits.

STUDENT EXPULSION

447.4

Independent Hearing Officer

The Waunakee Community School District Board of Education has adopted a resolution under Sec. 120.13(1)(e) to appoint an independent hearing officer to determine pupil expulsion from school. The resolution to appoint an independent hearing officer must be renewed annually. The hearing officer shall expel a pupil from school whenever he/she finds that the pupil engaged in conduct that constitutes grounds for expulsion under Wisconsin Statutes §§120.13(1)(c)1 or 2, or 120.13(1)(c)2m.

Prior to expelling a pupil, the hearing officer shall hold a hearing in accordance with state statute and District policy.

The hearing officer shall keep a full record of the hearing and shall inform each party of the right to a complete record of the proceeding. Upon request, the hearing officer shall direct that a transcript of the record be prepared and that a copy of the transcript be given to the pupil and, if a minor, the pupil's parent or guardian.

The hearing officer shall issue a ruling at the conclusion of the expulsion hearing, if possible, but in any event, the hearing officer shall issue a ruling and a final written decision concerning the student's expulsion no later than prior to the end of the applicable statutory time limit on the student's suspension from school. If the expulsion hearing is held within five (5) school days of the end of the applicable statutory time limit on the student's suspension from school, the hearing officer may utilize the student's remaining suspension days plus five (5) additional school days to issue a final written expulsion decision following the expulsion hearing, provided that a ruling on the expulsion has been issued at the conclusion of the expulsion hearing.

The Board of Education student expulsion policy shall be in accordance with state law and, in the event of any inconsistency between Board policy and state law, state law shall control.

1. The school board or appointed independent hearing officer may expel a pupil from school whenever it finds the pupil guilty of repeated refusal or neglect to obey the rules, or finds that a pupil knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or finds that the pupil engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or finds that a pupil while not at school or while not under the supervision of a school authority engaged in conduct which endangered the property, health or safety of any employee or school board member of the school district in which the pupil is enrolled, and is satisfied that the interest of the school demands the pupil's expulsion.

2. In addition to the grounds for expulsion under subd. 1., the school board or appointed independent hearing officer may expel from school a pupil who is at least 16 years old if the school board finds that the pupil repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct does not constitute grounds for expulsion under subd. 1., and is satisfied that the interest of the school demands the pupil expulsion.

(2m) The school board or appointed independent hearing officer shall commence proceedings under subd. 3. and expel a pupil from school for not less than one year whenever it finds that the pupil, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 USC 921(a)(3). Annually, the school board shall report to the department the information specified under 20 USC 8921(d)(1) and (2)*.

3. For purposes of expulsion conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.
4. Prior to expelling a pupil, the school board or appointed independent hearing officer shall hold a hearing. Not less than 5 days' written notice of the hearing shall be sent to the pupil and, if the pupil is a minor, to the pupil's parent or guardian, specifying the following:
 - a. The specific grounds, under ss. 120.13 (1)(c) 1, 2 or 2m of the Wisconsin Statutes and the particulars of the pupil's alleged conduct upon which the expulsion proceeding is based;
 - b. The time and place of the hearing;
 - c. That the hearing may result in the pupil's expulsion;
 - d. That, upon request of the pupil and, if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed;
 - e. That the pupil and, if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel;
 - f. That the hearing officer shall keep a full record of the hearing and, upon request, the hearing officer shall direct that a transcript of the record be prepared and that a copy of the transcript be given to the pupil and, if the pupil is a minor, the pupil's parent or guardian;
 - g. That if the hearing officer orders the expulsion of the pupil the school district shall mail a copy of the order to the school board, the pupil and, if the pupil is a minor, to the pupil's parent or guardian;
 - h. That within 30 days of the issuance of an expulsion order the school board shall review the order and shall, upon review, approve, reverse or modify the order;
 - i. That, if the pupil is expelled by the hearing officer or the order of the hearing officer shall be enforced while the school board reviews the order;
 - j. That, if the pupil's expulsion is approved by the school board, the expelled pupil or, if the pupil is a minor, the pupil's parent or guardian may appeal the school board's decision to the Department of Public Instruction (DPI);

- k. That if the school board's decision is appealed to the DPI, within 60 days after the date on which the DPI receives the appeal, the DPI shall review the decision and shall, upon review, approve, reverse or modify the decision;
- l. That the decision of the school board shall be enforced while the DPI reviews the school board's decision;
- m. That an appeal from the decision of the DPI may be taken within 30 days to the circuit court for the county in which the school is located;
- n. That the state statutes related to pupil expulsion are ss. 119.25 and 120.13(1) of the Wisconsin Statutes.

5. The Board may specify conditions in a student's expulsion order that would allow the student to be reinstated to school early before the end of the term of his/her expulsion. The early reinstatement condition(s) shall be related to the reason(s) for the expulsion and shall be enforced in accordance with state law requirements.

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

Legal Ref.: Sections 120.13(2)(c) Wisconsin Statutes
 118.13
 Individual with Disabilities Education Act
 PI 9.03(1), Wisconsin Administrative Code

Cross. Ref.: ~~411-Rule (1), Student Discrimination/Harassment Complaint Procedures~~
~~447.4 Rule, Early Reinstatement from Expulsion~~
~~447.5, Discipline of Students with Disabilities~~
 WASB PRG 447 Sample Policy 1
 WASB PRG 447.3 Sample Policy 1
 411-Rule (1), Student Discrimination/Harassment Complaint Procedures
 447.1 Staff Use of Physical Force, Physical Restraint and Seclusion
 447.11 Use of Seclusion and Restraint
 447.2 Student Detention
 447.3 Student Suspensions
 447.31 In-school Suspensions
 447.4 Student Expulsion and Early Reinstatement of Expelled Students
 447.5 Student Discipline, Suspension, and Expulsion - Students with Disabilities

Adopted: 12/13/82

Revised: 9/14/87
 March 1994
 September 1994
 12/11/95

March 2002
August 2014
XXXX 2024

Waunakee Community School District

EARLY REINSTATEMENT OF EXPELLED STUDENTS

447.4-Rule

The Board of Education, or its independent hearing officer or panel authorized by the school board, may specify one or more early reinstatement conditions in an expulsion order if such conditions are related to the reasons for the students' expulsion.

Early reinstatement condition is defined as: (1) a condition that a student is required to meet before he/she may be granted early reinstatement or (2) a condition that a student is required to meet after his/her early reinstatement but before the expiration of the term of expulsion specified in the expulsion order.

If the expelled student or parent/guardian does not believe the early reinstatement condition(s) is related to the reasons for the expulsion, an appeal may be made to the Board within fifteen (15) days after the date on which an expulsion order is issued by an independent hearing officer. The Board's decision is final and not subject to appeal.

Determining whether expelled students have met early reinstatement conditions:

If the Superintendent or designee determines that a student has met the early reinstatement condition(s) that he/she is required to meet before reinstatement, the student may be granted early reinstatement. The Superintendent's designee must be someone other than a principal, administrator or teacher in the student's school. The determination of the Superintendent or designee is final.

If a student violates an early reinstatement condition that the student was required to meet after his/her early reinstatement but before the expiration of the term of expulsion, the Superintendent or principal or teacher designated by the Superintendent may revoke the student's early reinstatement. Before revoking the student's early reinstatement, however, the Superintendent or designee must do all of the following:

1. Advise the student of the reason for the proposed revocation, including the early reinstatement condition alleged to have been violated;
2. Provide the student an opportunity to present his/her explanation of the alleged violation; and
3. Make a determination that the student violated the early reinstatement condition and that revocation of the student's early reinstatement is appropriate.

If the student's early reinstatement is revoked, prompt written notice of the revocation and the reason for the revocation (including the early reinstatement condition violated) must be given to the student and, if the student is a minor, to the student's parent/guardian.

Within five (5) school days after the revocation of a student's early reinstatement, the student or parent/guardian may request a conference with the Superintendent or designee. If requested, the conference must be held within five school days of the request.

If, after the conference, the Superintendent or designee finds that the student did not violate an early reinstatement condition or that the revocation was inappropriate, the student must be reinstated to school under the same reinstatement conditions as the expulsion order and the early reinstatement revocation must be expunged from the student's records.

If the Superintendent or designee finds that the student violated an early reinstatement condition and that the revocation was appropriate, he/she must mail separate copies of the decision to the student and, if the student is a minor, to the student's parent/guardian. The decision of the Superintendent or designee is final.

If a student's early reinstatement is revoked, the student's expulsion must continue to the expiration of the term of expulsion specified in the expulsion order unless the student or parent/guardian and the school board, or independent hearing officer or panel, agree in writing to modify the expulsion order.

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

Legal Ref.: Sections 120.13 (2)(h) Wisconsin Statutes
118.13

Cross Ref.: 447.4 Student Expulsions
411-Rule (1), Student Discrimination/Harassment Complaint Procedures
WASB PRG 447 Sample Policy 1
WASB PRG 447.3 Sample Policy 1
447.1 Staff Use of Physical Force, Physical Restraint and Seclusion
447.11 Use of Seclusion and Restraint
447.2 Student Detention
447.3 Student Suspensions
447.31 In-school Suspensions
447.4 Student Expulsion and Early Reinstatement of Expelled Students
447.5 Student Discipline, Suspension, and Expulsion - Students with Disabilities

Adopted: August 2000

Revised: March 2002
August 2014
XXXX, 2024

Waunakee Community School District

USE OF AUTOMATED EXTERNAL DEFIBRILLATORS

Policy 453.11

Waukegan Community School District

Page 1 of 2

(This sample policy authorizes the use of automated external defibrillators (AEDs) in the schools. The policy addresses training of district personnel and assigns responsibilities related to AED use. This sample is intended to coordinate with 453.11 Sample Rule 1 in the PRG.)

Automated external defibrillators (AEDs) shall be made available in designated school locations to be used in administering emergency care to individuals who may be experiencing a heart-related emergency (e.g., cardiac arrest, ventricular fibrillation) for which the use of an AED may be indicated.

In administering this policy, the District will follow state law requirements and shall also:

1. Arrange for the provision of training on both the use of the AED and cardiopulmonary resuscitation (CPR) to at least *[insert description of who will be trained – e.g., all full-time administrative staff, all registered nurses and health assistants who regularly render services on school premises, all individuals who are designated by the district as site-based first responders, and any other individuals who may be specifically designated to provide such emergency care services in the district]*. The District Administrator or his/her administrative-level designee may approve requests to provide such training to additional school personnel.
2. Maintain and test each AED unit in accordance with any operational guidelines of the manufacturer.
3. Notify the nearest emergency medical services program of the type of defibrillators that are present in the District and the location(s) of the defibrillators, as well as of any changes to this information. *(Editor's Note: Although no longer required by state law, a district may choose by policy to provide the notification referenced in this paragraph as a matter of emergency care coordination.)*

In the event that a medical emergency for which the use of an AED may be indicated occurs in a location where a District-supplied AED is present, the AED may be used. When necessary, an AED may be used (by following the device's instructions) by a person who has not previously received any AED training. However, without causing any undue delay in providing the emergency care, school personnel who are responding to such an emergency should make reasonable efforts to defer any use of an AED to the most-qualified individual who is present at the scene. Such school personnel shall also ensure that 911 is contacted as soon as practical.

After an incident involving the use of an AED, the incident and the services rendered should be documented according to the District's emergency nursing services procedures. In addition, a debriefing team of relevant school personnel, including a registered nurse serving the schools and the designated school safety coordinator, shall meet and review the AED-related incident to determine whether any changes or improvements to District procedures can be identified. The review team may include the District's medical advisor if he/she is available.

In consultation as needed with a registered nurse serving the District, the *[insert position – e.g.,*

¹ Insert staff positions to be trained to use AED.

² The editor's note indicates that paragraph 3 is optional language, but probably a very good idea. Delete the editor's note from the final draft.

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USE OF AUTOMATED EXTERNAL DEFIBRILLATORS

Policy 453.11

Waukegan Community School District

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District Administrator or Director of Student Services³ or his/her administrative-level designee shall be responsible for overseeing the implementation of this policy and any associated procedures.

Legal References:

Wisconsin Statutes

[Section 121.02\(1\)\(a\)](#) [school district standard; emergency nursing services requirement]

[Section 440.01\(1\)\(ad\)](#) [automated external defibrillator definition]

[Sections 895.48\(4\)](#) [civil liability exemption for emergency use of automated external defibrillator]

Wisconsin Administrative Code

[PI 8.01\(2\)\(a\)](#) [school district standard; emergency nursing services requirement]

Cross References:

WASB PRG 453.11 Sample Policy 1

Adoption Date: December 2003

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³ Insert position responsible for administering policy.

AUTOMATED EXTERNAL DEFIBRILLATOR USE PROCEDURES

Waukegan Community School District

453.11-Rule

Page 1 of 4

(This sample rule outlines general procedures related to (1) maintenance and testing of automated external defibrillators (AEDs); (2) staff AED/CPR training; (3) AED use in an emergency; (4) school and community access to the AED; (5) post-use of the AED; and (6) damaging an AED. The procedures are intended to coordinate with 453.11 Sample Policy 1 in the PRG but could also be used in coordination with the district's emergency nursing services policy and procedures – for example, 453.1 Sample Policy 1 and 453.1 Sample Rule 1.)

A. Maintenance and Testing of AED

The District shall maintain and test each automated external defibrillator (AED) unit in accordance with the operational guidelines of the manufacturer.

1. The District will contract with the manufacturer or with another qualified service provider for any scheduled maintenance of the District's AED unit(s) that requires a technician.
2. The ~~identify the appropriate staff position(s) – e.g., registered nurse serving the schools or the school safety coordinator~~ Health Office Staff shall conduct periodic testing of the AED equipment (e.g., routine verification of the AED unit's readiness status) at least ~~insert minimum interval per the manufacturer's specifications – e.g., every 60 days~~ and shall also periodically check the adequacy of any related supplies that are stored with the AED.
3. Documentation of the maintenance and testing of the AED will be kept ~~insert location – e.g., in the District Office~~ with the District Nurse. The records shall show the date, type of maintenance or testing, and the identity of the person performing the maintenance and testing.

B. AED/CPR Training

AED and cardiopulmonary resuscitation (CPR) training, and periodic re-certification and refresher training, shall be provided by an individual who is certified as a trainer by the American Red Cross or by the American Heart Association, or by another individual/entity approved by the Department of Health Services. CPR training shall include information and instruction regarding cardiocerebral resuscitation. Trainers providing on-site instruction specifically for school personnel will be asked to emphasize any safety instructions that might directly affect or restrict the use of an AED or the use of CPR on a child.

1. Recertification training of individuals designated for mandatory AED/CPR training under Board policy will be provided ~~insert interval consistent with certification – e.g., every two years~~.
2. ~~An optional refresher course will be offered at the beginning of each school year and may be taken by District personnel who receive supervisory permission even when the staff member is not due for recertification training.~~
3. Training/certification records shall be kept ~~insert location – e.g., in the District Human Resources Office~~.

C. AED Use in an Emergency

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AUTOMATED EXTERNAL DEFIBRILLATOR USE PROCEDURES

Waukegan Community School District

453.11-Rule

Page 2 of 4

In the event that a medical emergency for which the use of an AED may be indicated occurs in a location where a District-supplied AED is present, the AED may be used. Without causing any undue delay in providing the emergency care, school personnel who are responding to the emergency should make reasonable efforts to defer any use of an AED to the most-qualified individual who is present at the scene. For example, individuals who have not received AED/CPR training should defer to an individual who has received such training, and District personnel should defer to the direction provided by any health care professional or certified emergency personnel who may be present.

Any time District personnel are involved in an incident in which an AED unit is used, and if 911 was not contacted prior to the use of the AED, 911 should be contacted as soon as practical after the use of the AED.

Upon request, school personnel shall permit any certified/professional emergency medical personnel to take temporary possession of the District's AED unit, as certain data stored by the unit may be needed by or helpful to the medical professionals who provide care to the person who experienced the medical emergency.

~~(Editor's Note: If the district determines that it is helpful to include more specific procedures or protocols surrounding the actual use of an AED unit, such procedures should be developed with the assistance of a registered nurse serving the district, taking into account AED/CPR training and the manufacturer's instructions for the use of the AED unit. Such procedures could be inserted into this section of this sample rule. If no such procedures are added to this rule, a reference to the separate location of any such procedures/protocols could also be inserted.)~~

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D. School and Community Access to the AED

AED units maintained in certain locations may be accessible to non-school personnel and may be used by members of the public, for example, at a time when district facilities have been opened for a non-school activity.²

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Because the school office may be closed at the time of such an incident, the person using the AED should follow the unit's instructions, and the District may add additional instructions to be maintained with the unit regarding notifying District personnel of an incident in which a District-owned AED was used by non-school personnel. In general, any such non-school use of a District-owned AED unit should be reported to a building principal or to the District Administrator as soon as practicable.

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E. Post-Use of the AED

1. After an incident involving the use of an AED (even if no shock was delivered from the AED), the specific incident and the services rendered should be documented according to District's emergency nursing services procedures. In addition, a debriefing team of relevant school personnel, including a registered nurse serving the schools and the designated school safety coordinator, shall meet and review the AED-related incident to

¹ Review the editor's note and delete from final draft.

² Your current policy lists schools where AEDs are located. If you wish to continue to do that you might include that list here.

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AUTOMATED EXTERNAL DEFIBRILLATOR USE PROCEDURES

Waukeek Community School District

453.11-Rule

Page 3 of 4

determine whether any changes or improvements to District procedures can be identified. The review team may include the District's medical advisor if he/she is available.

2. The District's medical advisor shall be notified of AED use by the ~~insert administrative position~~ Director of Student Services. If deemed necessary by the medical advisor, the ~~insert administrative position~~ Director of Student Services or his/her designee shall complete a follow-up report on the incident detailing the circumstances surrounding the event and its outcome. The medical advisor may make recommendations for changes to the District's emergency preparedness and response procedures. ***{Editor's Note: Include this paragraph as a mandatory step if the District believes that it will be practical to implement in light of the District's working relationship with its medical advisor.}***

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3. Whenever an AED unit has been removed from its storage location for possible use (and regardless of whether the unit actually was used), the AED shall be checked and put back into a state of readiness by the ~~insert the position title of the person designated above who directs the testing and maintenance of the AED equipment~~ Health Office Staff, who shall follow all procedures and standards established by the manufacturer. At a minimum, this process shall include the following:

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- Restock the AED case per AED inventory (e.g., pads, batteries, first aid supplies), if necessary.
- Clean the AED, according to the manufacturer's directions, if necessary.
- Test the AED, according to the manufacturer's directions, and document the unit's readiness status in the maintenance/testing log.
- Return the AED to its standard location.

F. **Damaging an AED**

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~~Any person who intentionally damages an AED, including any tampering with the equipment/supplies or the effective functioning of the device, shall be held responsible.~~

~~Students and District employees who cause such damage shall be subject to disciplinary action and may be referred to law enforcement for possible prosecution. Other individuals or groups who cause such damage may be referred to law enforcement for possible prosecution and may be prohibited from future use of school facilities.~~

~~The School Board shall seek reimbursement for the cost of repair or replacement from the person(s) responsible for damage to an AED. When a minor student is unable to make restitution, the student's parent or guardian may be held responsible in accordance with state law.~~

Cross References:

WASB PRG 453.11 Sample Rule 1

**AUTOMATED EXTERNAL
DEFIBRILLATOR USE PROCEDURES**

Waunakee Community School District

Adoption Date:

453.11-Rule

Page **4** of **4**

EMERGENCY NURSING SERVICES

Policy 453.1

Waukegan Community School District

Page 1 of 4

~~(This sample policy is intended to be used by districts that directly employ a registered nurse(s) to provide input, direction, coordination, and oversight of emergency nursing services for the district. This sample provides general guidance for the provision of emergency nursing services under the direction and supervision of the administration and the designated nurse(s), and it also addresses the legally required annual evaluation of the emergency nursing services program. In order to meet the complete policy requirement for emergency nursing services, this policy would need to be supplemented with board-approved protocols/procedures for the administration of medication to students (see PRG topic 453.4), protocols for responding to student illness and injury, and protocols for recording any incidents in which the school district renders any emergency nursing services (see 453.1 Sample Rule 1 in the PRG). This sample policy further assumes that the district has a separate policy addressing communicable disease management (see PRG topic 453.3) and a separate bloodborne pathogens/exposure control plan. Prior to adapting/adopting this policy and any implementing procedures for use in the district, the district should obtain input from the individuals who advise the district on emergency nursing services protocols and other student-related health/medical procedures. State law requires emergency nursing services policies/procedures and medication administration policies/procedures to be developed by a professional nurse or nurses registered in Wisconsin, in cooperation with other school district personnel and representatives from community health agencies and services as may be designated by the school board.)~~

Emergency nursing services for the _____ Waukegan Community School District are provided with input, direction, and coordination furnished by one or more registered nurses employed by the District. Emergency nursing services shall be available during the school day and during all school-sponsored activities for students, ~~including summer school, field trips, athletic events, and other co-curricular and extracurricular activities.~~

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To ensure the provision of an appropriate emergency nursing services program:

1. The Identify applicable position – e.g., District Administrator or Director of Student Services shall have primary administrative responsibility for the District's emergency nursing services program, including ensuring that the District conducts an annual review of the emergency nursing program and that the findings and recommendations from the annual review are presented to the District Administrator ~~and School Board~~.
2. The District shall designate the registered nurse(s) whose employment responsibilities include the nursing-related duties identified in this policy.
3. The Board shall act to approve the emergency nursing procedures that are developed (or revised) under the direction of a registered nurse pursuant to applicable law and this policy.
4. The District shall arrange for a physician to serve as the District's medical advisor for the emergency nursing services program and in connection with handling other significant student and school health concerns. The Identify applicable position(s) – e.g., Director of Student Services and the registered nurse(s) employed by the District shall be the primary point of contact with the District's medical advisor on an as-needed basis.
5. The District shall make available the equipment and supplies necessary for providing emergency nursing services in the District. A health room/area shall be designated in each school.

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EMERGENCY NURSING SERVICES

Policy 453.1

Waukegan Community School District

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5.
6. In consultation with the registered nurse(s) employed by the District, the ~~identify applicable position—e.g., Director of Student Services~~ or an administrative-level designee shall assign direct responsibilities to appropriate school personnel related to the provision of emergency and other health-related services. The building principal of each school shall always be among the designated staff who are assigned and trained to serve as site-based first responders in the event of a health-related emergency. As used in District policy, the term “site-based first responder” is a local term that should be not equated with a “certified first responder” under state law.

In providing for the coordination and oversight of emergency nursing services, one or more registered nurses designated by the District shall:

1. Maintain and coordinate the day-to-day implementation of the District's emergency nursing procedures, including protocols for the administration of medication to students, protocols for dealing with student injury and illness (e.g., first aid protocols and other emergency procedures), and related recordkeeping procedures. These procedures will be developed by a registered nurse in cooperation with ~~identify appropriate school personnel—e.g., the Director of Student Services, the building principals, and other appropriate school personnel~~ and, on an as needed basis, in consultation with the District's medical advisor and/or representatives of the county health department or other community health agencies. ~~The nurse(s) developing the procedures shall ensure that any new or substantive revisions to first aid, injury, illness, or medication administration protocols are reviewed and approved by the District's medical advisor prior to being presented for adoption by the Board.~~ **Editor's Note: include the second sentence of this paragraph, referencing the role of the medical advisor only if it is realistic for the district to implement.**

- 2. Disseminate the District's current emergency nursing procedures and protocols to appropriate school personnel.
- 3. Provide or arrange for the provision of training of designated school district staff in regard to the District's medical emergency protocols ~~(e.g., general first aid, cardiopulmonary resuscitation (CPR), and the use of an automated external defibrillator (AED))~~; the administration of medication to students, and the implementation of the District's bloodborne pathogens/exposure control plan. As needed, the nurse shall also provide or arrange for the training of school personnel related to the District's provision of specialized health-related services to individual students. The nurse shall maintain appropriate records of all such training. **Editor's Note: If the district does not have AEDs available for use in providing emergency care services, references to AEDs should be deleted from this policy and any related implementing procedures.**
- 4. Provide, ~~or provide~~ any necessary nursing-related supervision in connection with, any specialized health-related services that the District provides to individual students with special health care needs.

¹ The highlighted text should be reviewed in light of the editor's note and edited as appropriate.

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EMERGENCY NURSING SERVICES

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Waukegan Community School District

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5. Verify that emergency information forms are on file for all students who are attending school or otherwise participating in any school-sponsored athletic activity in the District, regardless of the student's full-time status, enrollment status, or residency.
6. Monitor and make recommendations to the administration regarding the equipment, supplies, and space needed for the appropriate provision of emergency care and other health-related services.
7. At the end of each school year, coordinate and participate in an annual review of the District's emergency nursing services program and related policies, procedures, and protocols. The review shall be conducted in consultation with appropriate school personnel.

Closely related to the responsibilities identified above, the registered nurse(s) employed by the District shall also:

1. Assist in identifying and in arranging for any necessary services and accommodations for students within the District who have medical or health concerns that may require an individualized health plan, allergy management plan, Section 504 plan, or individualized education program (IEP).
2. Serve as a resource person for administrators and school personnel on student and school health issues, including but not limited to communicable disease control, the District's bloodborne pathogen/exposure control plan, and concussion and head injury management (e.g., for issues that may arise beyond the initial injury).
3. Serve as a resource person for administrators and school personnel on the District's provision of instruction to students regarding personal health and life-saving skills.
4. Serve as a liaison between the schools and community-based health agencies and services.

Legal References:

Wisconsin Statutes

[Section 118.07\(1\)](#)

[first aid kit requirement]

[Section 118.076](#)

[required lifesaving skills instruction for students, including use of CPR and automatic external defibrillators]

[Section 118.125](#)

[student records management, including student physical health records and patient health care records]

[Section 118.29](#)

[medication administration by school personnel, including emergency administration in certain situations]

[Section 118.291](#)

[possession and use of inhalers by asthmatic students]

[Section 118.292](#)

[possession and use of epinephrine by students]

[Section 118.2925](#)

[plans for the management of life-threatening allergies]

[Section 118.293](#)

[concussions and head injuries]

[Section 118.2935](#)

[requirements for providing information about sudden cardiac arrest in connection with youth athletic activities]

[Section 121.02\(1\)\(g\)](#)

[school district standard; emergency nursing services requirement]

[Section 146.81](#) to [146.84](#)

[confidentiality of patient health care records]

[Section 440.01\(1\)\(ad\)](#)

[automated external defibrillator definition]

EMERGENCY NURSING SERVICES

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[Section 895.48](#)

[limited civil liability exemption related to emergency medical care, including the good-faith emergency use of an automated external defibrillator]

Wisconsin Administrative Code

[Chapter N 6](#)

[standards of practice for registered nurses and licensed practical nurses]

[Pl 8.01\(2\)\(a\)](#)

[school district standard; emergency nursing services policy/procedure requirements]

[SPS 332.50](#)

[federal bloodborne pathogens/exposure control plan requirements adopted by the state]

Federal Laws

[29 Code of Federal Regulations \(CFR\), Part 1910 - Subpart Z](#)

[bloodborne pathogens/exposure control plan requirements]

Cross References:

WASB PRG 453.1 Sample Policy 2

[453.1-Rule, Emergency Nursing Services](#)

[453.4, Medications Administration to Students](#)

[453.4-Rule, Medication Administration to Students Procedures](#)

[453.4-Exhibit A, Prescription Medication Consent Form](#)

[453.4-Exhibit B, Over-The-Counter Medication Consent Form](#)

[453.5, Life-Threatening Allergy Management](#)

[453.5-Rule, Standing Order for Allergic Reaction](#)

Adoption Date: 1/19/83

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Emergency Nursing Services

453.1-Rule

Emergency Information

1. The District's Student Enrollment Form, which includes student emergency contact and health information, must be completed and signed annually by the student's parent/guardian and kept in each school office. Additional emergency contact names should be listed in case the student's parent/guardian cannot be reached. These designated contact individuals may remove the student from school if needed for illness or injury. On the day of the illness or injury, the parent/guardian may give permission for others to remove their child from school. It is the responsibility of the student's parent/guardian to update the school district with new information.
2. When students are involved in activities away from their home school, emergency information will be available should a need arise to activate emergency medical services. It is the responsibility of the principal or his/her designee to see to it that this information is readily available. The District's curricular and co-curricular permission form and checklist will be completed by parent/guardian as indicated as well as appropriate District personnel for all field trips (including extended field trips).

Emergency Equipment and Supplies

1. First aid supplies will be located in each school health office and will be available for field trips. A first aid kit will also be located in each District bus.
2. Automatic external defibrillators (AEDs) shall be used and maintained in accordance with District policy and procedures.
3. District school buses will be equipped with a radio that can be used to call Emergency Medical Services. The radio has limited distance communication. Insure that a fully charged cell phone is taken on a field trip. ~~When taking students on a field trip, verify that at the trip's destination, there is access to a land line telephone.~~

General Emergency Care

1. In life threatening situations or in situations where the need for immediate medical care is suspected, the school has a responsibility to act on behalf of the injured or ill student, employee or program participant. Emergency Medical Services must be activated by calling 911.

2. The principal, designee or program supervisor must act on behalf of the parent/guardian when medical assistance and response time may be critical to preserve life or prevent major disability. In these instances, Emergency Medical Services will be called first, the parent/guardian second.
3. No student who is ill or injured during the school day will be allowed to leave the building without the knowledge of the ~~principal or his/her designee~~ Health Office Staff.
4. No student who is ill or injured will be allowed to leave the building during the school day without the permission of his/her parent/guardian unless they are an 18-year-old student.

Emergency Plan for Athletic Events

The head coach/designee shall:

1. Determine how 911 (Emergency Medical Services) would be called in the event of an emergency.
2. Assign one person to alert Emergency Medical Services should the need arise.
3. Designate person(s) to carry necessary emergency supplies in Field Kit, which includes athletic emergency information. It is the responsibility of the student's parent/guardian to update the program supervisor/designee of new information.
4. Keep a list of personnel/athletes currently certified in cardiopulmonary resuscitation (CPR), automatic external defibrillator (AED) and first aid.

Record Keeping

A method to record each incident of service provided will be maintained. Student physical health records and patient health records will be maintained and released in accordance with legal requirements and District procedures.

Legal Ref.: 118.07, Health and safety requirements
 118.125, Pupil records
 118.29, Administration of drugs and emergency care
 121.02(1)(g), Provide for emergency nursing services
 146.81, Health care records
 146.82, Confidentiality of patient health care records
 146.83, Access to patient health care records
 146.84, Violations related to patient health care records

Cross Ref: 453.1-Rule, Emergency Nursing Services
 453.4, Medications Administration to Students
 453.4-Rule, Medication Administration to Students Procedures

453.4-Exhibit A, Prescription Medication Consent Form
453.4-Exhibit B, Over-The-Counter Medication Consent Form
453.5, Life-Threatening Allergy Management
453.5-Rule, Standing Order for Allergic Reaction

APPROVED: January 2020

REVISED: April, 2020

Waunakee Community School District

STUDENT IMMUNIZATIONS

Policy 453.2

Waukegan Community School District

Page 1 of 2

~~(This sample policy outlines general student immunization requirements and related compliance responsibilities. This sample takes the position that the district will not use its discretionary power to exclude a student from school for lack of meeting the immunization/waiver requirements if the student's parent or guardian is actively cooperating in and taking the steps needed to reach compliance.)~~

Students admitted to any school in the District shall be required to present written evidence of meeting the state immunization requirements or to provide the appropriate waiver.

Immunization requirements may be waived if the student's parent or guardian, or an adult student, submits a written statement to the school identifying their objections to the immunization(s) for reasons of health, religion, or personal conviction. In the case of a waiver for health reasons, the Department of Health Services (DHS) requires a physician's signature certifying that one or more vaccinations is or may be harmful to the student's health.

The ~~insert designated position - e.g., building principal or designee, school nurse, nurse serving the school~~ shall be responsible for notifying students and parents and guardians of the immunization requirements, the availability of an immunization waiver, and the possible consequences for noncompliance. In addition, the ~~designated person/nurse~~ shall be responsible for maintaining complete and up-to-date immunization records for each student attending school in the District, issuing appropriate individualized notices of noncompliance, and submitting required reports to the local health department.

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The ~~insert designated position - e.g., district administrator or any building principal~~ shall be responsible for giving notice of and enforcing any exclusion from school that is related to the student's immunization status. Except where exclusion is required by law or by order of the DHS, the District shall not exclude a student from school due to lack of compliance with immunizations/waiver requirements provided that the District determines that there is no undue risk to the health of others and that the student's parent or guardian (or adult student) is actively cooperating with school and health officials and taking reasonably-available steps that would facilitate reaching compliance as soon as reasonably possible.

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An immunization plan shall be developed, in cooperation with ~~identify the appropriate local public health agency - e.g., county public health department, city public health department~~, to encourage compliance with state immunization requirements. The plan shall be reviewed annually and revised as necessary. This plan shall be submitted to the DHS annually as required by law.

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Legal References:

Wisconsin Statutes

- [Section 115.997\(4\)](#) [facilitating timely enrollment of military children]
- [Section 118.125](#) [maintenance and disclosure of student records]
- [Section 118.13](#) [student nondiscrimination]
- [Section 120.12\(16\)](#) [school board duty; develop immunization plan and submit annually to DHS]

STUDENT IMMUNIZATIONS

Policy 453.2

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[Section 120.13\(1\)\(c\)](#) [procedures a student and parent may use to appeal an exclusion from school of more than 10 days due to noncompliance with immunization requirements]

[Section 252.04](#) [student immunization requirements; consequences for noncompliance]

Wisconsin Administrative Code

[DHS 144](#) [student immunization requirements]

[DHS 146](#) [state-provided immunization programs]

Federal Laws

[McKinney-Vento Homeless Education Assistance Act](#) [facilitating timely enrollment of homeless children and youth; providing assistance in obtaining immunization records]

Cross References:

WASB PRG 453.2 Sample Policy 1

Adoption Date: ~~12/13/82~~

Revised: ~~1/11/88~~

~~March 1994~~

~~March 2002~~

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COMMUNICABLE DISEASE CONTROL

Policy 453.3

Waukegan Community School District

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~~*(This sample policy provides general guidance for communicable disease control in the district, including communicable disease reporting, exclusion from school or work due to communicable diseases, and confidentiality of related student and staff record information. This sample includes an express commitment to the adoption of written procedures that implement the policy and that (1) cover the district's public health reporting obligations, and (2) include an appeal procedure concerning decisions to exclude a student or employee from school. PRG 453.3 Sample Rule 1 can be used in conjunction with this policy to meet those commitments.)*~~

The School District shall cooperate with state and local public health officials in establishing and maintaining appropriate health standards for the school environment, promoting the good health of students and staff, and educating students and staff in disease prevention methods and sound health practices. The administration shall ensure that the District has written procedures that document requirements for reporting communicable disease information to public health agencies. Schools or other District facilities or work locations may be closed for public health reasons by order of a public health officer or agency or as determined to be necessary by the District Administrator.

In an effort to maintain a safe and healthful school environment, the District shall provide information to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and during school-related activities. District employees with occupational exposure to blood or other potentially infectious agents or materials, as well as any other employees who may be designated by the administration, shall receive specific training regarding the District's Exposure Control Plan and will be expected to comply with the precautions and procedures identified in the plan and in the related training.

Students and District employees may be excluded from school or the workplace (including school-related activities) if they are suspected of or diagnosed as having a communicable disease, including any disease identified within the [Wisconsin Childhood Communicable Diseases Chart](#) that is published by the Department of Health Services or any other disease expressly defined or identified as communicable by a public health agency, that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. In some situations, exposure to or close contact with a source of a communicable disease may be sufficient to result in a temporary exclusion. Except as otherwise necessary to comply with a specific public health order or directive, such decisions will normally be made on an individualized basis and in consultation as needed with appropriate health care professionals, public health officials, and/or with reference to applicable public health standards. Students and employees excluded from school pursuant to this policy may appeal their exclusion as set forth in the administrative procedures implementing this policy. ~~*{Editor's Note: Ensure that the district either adopts administrative rules that include such an appeal procedure or modifies this portion of the policy.}*~~

The District recognizes that an individual's health status implicates a variety of privacy interests. Therefore, the District shall handle information regarding students and District employees with suspected or confirmed communicable diseases in accordance with state and federal laws and Board policies governing the confidentiality of student and staff health and medical records.

COMMUNICABLE DISEASE CONTROL

Policy 453.3

Waukegan Community School District

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In connection with communicable disease management and with the purpose of mitigating any known and significant health risk, the District Administrator, or his/her administrative-level designee, is further authorized to exercise authority on behalf of the Board regarding conditions or directives under which persons other than students and employees may be present at, or temporarily excluded from, District property or District-sponsored events or activities. Such other persons include, as examples, contractors, employees of contracted services, authorized volunteers, parents, and other visitors. Administrative directives and decisions affecting such persons that are related to communicable disease management shall be consistent with any directly applicable policies or directives established by the Board and shall otherwise consider the potential relevance of the rules and standards that the District applies to students and employees as well as such other information as may be reasonably available under the circumstances (e.g., applicable public health standards and/or information obtained from appropriate health care professionals or public health officials).

Legal References:

Wisconsin Statutes

Section 103.15	[restrictions on use of HIV test results in relation to employment]
Section 111.31	[fair employment law; nondiscrimination]
Section 115.01(10)	[addressing school closures for public health and other reasons]
Section 118.01(2)(d)2.c	[instructional program goals; teaching about certain health subjects including symptoms of disease and sexually transmitted diseases]
Section 118.07(3)	[requirement to provide parents of sixth-grade students information about meningococcal disease]
Section 118.125	[student records management, including student physical health records and patient health care records]
Section 118.13	[student nondiscrimination]
Section 118.15(3)(a)	[compulsory school attendance; exception for student excused because he/she is temporarily not in proper physical or mental condition to attend school]
Section 118.195	[teacher nondiscrimination on basis of handicap]
Section 120.13(35)	[authority to govern the presence of persons in district buildings]
Section 121.02(1)(f)	[provision of safe and healthful facilities]
Sections 146.81 – 146.83	[patient health care records]
Section 252.04	[student immunization requirements]
Section 252.15	[restrictions on use of HIV test results]
Section 252.19	[protection of public from communicable diseases]
Section 252.21	[communicable disease reporting requirements and exclusion from school]

Wisconsin Administrative Code

DHS 144	[student immunization requirements; school district responsibilities]
DHS 145	[communicable disease control regulations]
DHS 145 – Appendix A	[list of communicable diseases and other notifiable conditions]
PI 8.01(2)(a)	[emergency nursing services standards]
SPS 332.50	[federal bloodborne pathogens/exposure control plan requirements adopted by the state]

COMMUNICABLE DISEASE CONTROL

Policy 453.3

Waukegan Community School District

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Federal Laws

[29 C.F.R. 1910.1030](#)

[bloodborne pathogens/exposure control plan requirements and required training]

[29 U.S.C. §794 et seq.](#)

[Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination based on a qualifying disability; implementing regulations at [34 C.F.R. Part 104](#) and [28 C.F.R. Part 42, Subpart G](#)]

[42 U.S.C. §12111 et seq.](#)

[The Americans with Disabilities Act, Title I, as amended, prohibiting employment discrimination based on a qualifying disability; implementing regulations at 29 C.F.R. [Part 1602](#) and [Part 1630](#)]

[42 U.S.C. §12131 et seq.](#)

[The Americans with Disabilities Act, Title II, as amended, nondiscrimination based on disability by state and local governments; implementing regulations at [28 C.F.R. Part 35](#)]

Cross References:

WASB PRG 453.3 Sample Policy 1

[342.2, Homebound Instruction](#)

[347, Student Records](#)

[411, Equal Educational Opportunities](#)

[453.31, Students with AIDS/CMV](#)

[511, Equal Opportunity Employment](#)

[526, Personnel Records](#)

[523.5, Infection Control](#)

[District Exposure Control Plan](#)

Adoption Date: 12/13/82

Revised: 1/11/88

March 1994

March 2002

May 2005

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COMMUNICABLE DISEASE CONTROL PROCEDURES - Students

453.3-Rule 1

Waukegan Community School District

Page 1 of 14

(This sample rule outlines procedures for implementing the district's communicable disease control policy, including (1) measures that will be taken to reduce the risk of contracting or transmitting communicable diseases; (2) communicable disease reporting; (3) exclusion of students and staff from school who are suspected of or diagnosed as having communicable diseases that pose a significant health risk to others or renders them unable to perform their jobs or pursue their studies; and (4) maintenance and confidentiality of related records. It would be possible to divide this lengthy rule into one set of procedures that are student focused, and another set of procedures that are employee focused. Or, it would also be possible to break the rule into four separate rules based on Section A, Section B, Sections C, D, and E (jointly), and Section F of this rule.)

A. Educational and Preventive Measures

1. The District, under the primary administrative responsibility and direction of insert designated position(s) (the health office staff), will ensure that it obtains and appropriately retains records of all immunizations (or a related waiver) and health examinations/tests (e.g., tuberculin screening or test results) required of students and staff by law and Board policy.
 - a. The insert designated position(s) Director of Student Services shall periodically review the District's student immunization procedures and evaluate school-level compliance with relevant state statutes (including Chapter 252) and regulations (including Chapter DHS 144).
 - b. The insert designated position(s) shall have primary responsibility for ensuring that District employees complete all required physical examinations (including tuberculin screening or testing, as applicable).
2. The identify designated position District Registered Nurses shall post or verify the posting of the Department of Health Services' Wisconsin Childhood Communicable Diseases Chart at each school in at least the nurse/health office or other primary station/area that is designated for student health services. The chart is a non-comprehensive reference and general guide for school staff that includes information on selected diseases, including signs and symptoms, incubation periods, periods of communicability, modes of transmission, and control measures/public health responses. *{Editor's Note: Section PI 8.01(2)(g)5 requires school districts to provide an appropriate and readily-accessible space for the provision of emergency nursing services to students.}*
3. First aid kits and other supplies and equipment appropriate for reducing the risk of transmission of communicable diseases in the school environment, as determined in consultation with public health officials and/or a health care professional serving the District, will be provided in each school building. *{Editor's Note: Section PI 8.01(2)(g)5 requires school districts to provide appropriate and readily-accessible equipment and supplies for the provision of emergency nursing services to students.}*
4. insert if accurate or modify to better reflect local practices and standards: "Information regarding suppression and control of communicable diseases will be included as a

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COMMUNICABLE DISEASE CONTROL PROCEDURES - Students

453.3-Rule 1

Waukegan Community School District

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- a. The administration may elect to provide training on the Exposure Control Plan to additional employees or other persons who are not considered to have occupational exposure.
- b. All employees who receive such training are expected to adhere to the Exposure Control Plan and the procedures covered in the training, including but not limited to complying with procedures that address exposure prevention/mitigation and the procedures to follow in the event of an exposure incident in a school or other work-related setting, including, to the extent practical, District-related activities occurring off-District premises.

B. Reporting Communicable Disease Information and Exposure Incidents

1. ~~Editor's Note: This paragraph is optional. School districts are not required to formally designate such liaisons.~~ Except as otherwise directed by the District Administrator, ~~insert the relevant position title(s) — e.g., "each school's principal," the Human Resources Director and/or District Registered Nurses,~~ shall function as the District's primary liaison with students and staff, parents and guardians, medical practitioners, public health officials and the community at large concerning communicable disease issues in any individual school. ~~insert the relevant position Director of Student Services,~~ shall normally serve as the primary liaison for any such issues arising on a District-wide basis or in connection with the District office or any District facility that is not directly part of a school's physical premises.

2. Intra-District Reporting:

- a. Any District employee, as well as any non-employee contracted service provider who works in any school or directly with students, who knows or suspects that a student, District employee, or other person who has been present in a school or other District facility has a communicable disease or that a communicable disease may be otherwise present in any such setting shall immediately report the information to the school principal or his/her designee. Such information may alternatively be reported to ~~insert an appropriate alternate contact, such as the district level liaison identified in the previous paragraph, the Human Resources Director,~~ Other persons, including any parent, student, school volunteer, or visitor who knows or suspects that a communicable disease may be present in a school setting or in any other District facility, are strongly encouraged to report the information in the same manner as is outlined for school employees. Upon receiving a report under this paragraph, the relevant District official shall:
 - i. Promptly evaluate the relevant information for purposes of determining an appropriate response. The relevant official should seek clarifying information (e.g., from the subject of the report, a student's parent or guardian, etc.) and confer with relevant subject matter experts (e.g., medical professionals, public health officials, etc.) as needed and to the extent circumstances permit.
 - ii. If the District Administrator has not already been notified, notify the District Administrator of the situation no later than the point at which a decision is made

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COMMUNICABLE DISEASE CONTROL PROCEDURES - Students

453.3-Rule 1

Waunakee Community School District

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to pursue external reporting (see below) or the point at which the official determines there is a reasonable probability that the District will need to formulate an incident specific response.

- b. ~~Whenever any occupationally exposed employee, as defined above, or other person who has received training in the District's Exposure Control Plan has an actual incident involving exposure to blood or other potentially infectious agents or materials, the person is expected to report the incident to relevant supervisors or administrators in accordance with the procedures outlined in the Exposure Control Plan.~~

3. Reports to Public Health Officials:

- a. Pursuant to state law and as further outlined in this section, a teacher, school nurse, or principal of any school (or childcare center) who knows or suspects that a communicable disease is present in a school (or center) is required to immediately notify a local public health officer. By policy, the District extends the external reporting responsibilities outlined in this section to the following additional positions: the District Administrator, insert any additional position title(s) the District Registered Nurses, Director of Student Services and the Human Resources Director. ~~Editor's Note: Due to reporting requirements established in section DHS 144.07 of the Wisconsin Administrative Code, a district should consider expressly extending the external reporting obligations defined in this section to at least the district administrator (as written) and to the district's lead human resources officer and any director of pupil services.~~

- i. ~~While a person who is subject to this reporting duty may consult with others to determine the need to make an external report and to coordinate the District's report, such consultation and coordination shall not delay the making of a timely report once a reportable situation has been identified.~~
 - ii. ~~The District encourages staff to attempt to coordinate such reports through a nurse serving the school or through the school principal, but such coordination may not be practical in all situations. No staff member will be disciplined for making a direct external report provided that the staff member also informs appropriate administrators within the District of the situation and the report.~~
 - iii. ~~Any staff member who makes an external report shall ensure that at least the District Administrator and any relevant school principal are promptly notified of the submission of the report.~~
- b. All known or suspected cases of a vaccine-preventable disease covered by a student vaccination mandate (i.e., as identified in [section 252.04\(2\)](#) of the state statutes and/or in [Chapter DHS 144](#) of the Wisconsin Administrative Code) which occur among students or staff shall be reported immediately by telephone to the local health department.
 - c. In addition to the reports made by telephone under the preceding paragraph, the communicable diseases that are listed by the Department of Health Services in the

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categories below are also subject to external reporting requirements (see [Appendix A to Chapter DHS 145](#); the lists include some overlap with diseases covered by the vaccine mandates that apply to students):

- Category I diseases are of urgent public health importance. If not already reported by telephone as a vaccine-preventable disease, as described above, these diseases must be reported immediately by telephone to the local public health officer or to the local health officer's designee upon identification of a case or a suspected case. In addition to the immediate telephone report, a written report must be made on the [required reporting form](#) within 24 hours. Examples of such reportable diseases include, but are not limited to measles, rabies (human, animal), hepatitis A, tuberculosis, and pertussis (whooping cough). This category also includes any confirmed or suspected outbreaks of any foodborne or waterborne disease, occupationally-related disease, or other acute illness regardless of whether the cause or source is known.
 - Category II diseases (in addition to making a telephone report for any disease covered by a student vaccination mandate that is in this category) must be reported by fax, mail, or electronic reporting to the local public health officer or to the local health officer's designee on the [required reporting form](#) or by other means within 72 hours of identification of a case or suspected case. Examples of such reportable diseases include, but are not limited to lyme disease, meningitis (bacterial), mumps, salmonellosis, sexually transmitted diseases (e.g., gonorrhea, chlamydia), tetanus, hepatitis B, C, D or E, varicella (chicken pox), and influenza-associated hospitalization, influenza-associated pediatric death or influenza A virus infection of any novel subtypes.
 - Category III diseases include human immunodeficiency virus (HIV) infection and must be reported to the state epidemiologist on a Wisconsin Human Immunodeficiency Virus Infection Case Report Form (DHS F-44338) or by other means within 72 hours after identification of a case or suspected case.
- d. To the extent public health officials establish or modify external reporting procedures or expectations in response to a public health emergency (e.g., via a specific public health order, emergency regulation, or other similar directive), such additions or modifications shall supplement the expectations found in these procedures and, in the event of any conflict, supersede these procedures.
- e. Nuisance diseases not addressed in the categories above, such as head lice, are not required to be reported to the local public health officer. However, a school nurse or school principal or their designee may contact public health officials for information about the prevention, control, and treatment of such diseases and request their involvement in addressing particular outbreaks.

C. Exclusion of Students from School

1. Students in any of the following situations shall be granted an excused absence from school until their presence, as ultimately determined by the District or any applicable

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public health order or directive, no longer poses an unacceptable threat to the health of themselves or others:

- a. Any student who has been diagnosed as having a communicable disease that renders them unable to pursue their studies or that poses a significant risk of transmission to others in the school environment, or any student who is in the process of seeking a diagnosis due to a reasonable concern or suspicion of having such a disease.
 - b. Any student who is subject to a public health order that excludes them from school. Notwithstanding the remainder of these procedures, a public health order that requires a student's exclusion from school (including an order excluding non-vaccinated students from school following a substantial outbreak of a vaccine-preventable disease) is sufficient, by itself, to justify an exclusion.
 - c. Any student who is subject to a District-issued directive related to a communicable disease that excludes the student from attending school.
 - d. A student's absence has otherwise been deemed an excused absence for a medical reason under the District's policy governing excused absences.
2. Under state law, any teacher, any nurse who is employed by or directly serving a school, or any school principal may send a student home from school if the student is suspected of having a communicable disease or other disease that the Department of Health Services has specified by rule. The District Administrator is also authorized to make such a determination as a designee on behalf of any school principal. Under District procedures, teachers are normally expected to refer such issues to the school's health staff and/or to the school principal for a decision unless such individuals are unavailable and there is a need for the teacher to make a decision in their absence.
- a. Any District employee or nurse serving a school who sends a student home under the above authority shall immediately notify the student's parent or guardian of the action and the reasons for the action. As soon as practicable, the District shall also notify the student's parent or guardian of any specific terms or conditions on the student's return to school.
 - ~~b. A nurse who sends a student home shall also promptly notify the school principal of the action and the reasons for the action.~~
 - c. A teacher sends a student home shall also promptly notify the school principal and any nurse serving the school (or, if there is no such nurse, a staff member who regularly works in the student health office) of the action and the reasons for the action.
3. A District decision to exclude a student from school (including any restrictions on a student's participation in school-sponsored activities) beyond the current school day for reasons related to a communicable disease, including the duration and any other terms and conditions of such an exclusion, shall initially be made or expressly approved by insert the applicable position title(s) — e.g., the school principal or his/her administrative

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level designee. The District Administrator or his/her administrative-level designee may also make or give final approval to such a decision. Such decisions shall be based on all of the relevant facts and circumstances, giving appropriate consideration to information that may be provided by health care professionals and/or public health officials and to any applicable public health orders or standards that may be established by any authorized public health agency or official(s).

- a. Any initial determination shall be revisited as soon as reasonably practicable if a student has been initially sent home or excluded from school as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of student's parent or guardian.
 - b. If the administrator(s) charged with making a decision regarding exclusion from school determines that the need for exclusion or the appropriate duration or other terms or conditions of an exclusion are unclear or would otherwise benefit from further expert input and analysis, such administrator(s) may refer the situation to a health care team. Members of such a team should be selected based on the specific circumstances, but may include individuals such as the relevant school administrator(s), any nurse serving the school, the District's designated medical advisor, and/or any state or local public health official(s). Based on the individuals who are contacted/involved, District staff shall observe any legal limitations on the disclosure of personally-identifiable information or patient health care records. To the extent the cooperation of the individuals can be obtained, the student and/or the student's parent or guardian and the student's own health care provider(s) may be invited to provide relevant information or otherwise participate in the evaluation of the situation.
4. Any time a decision or order to exclude a student from school due to a communicable disease involves a student with a disability under either Section 504 or under the Individuals with Disabilities Education Act (IDEA), the District employees involved in the matter shall promptly inform the District's lead administrator or coordinator for special education or Section 504, so that appropriate District personnel can evaluate the District's obligations and options regarding any required notices, potential changes in placement, modifications to the student's individualized education program (IEP) or section 504 plan, etc.
 5. Any student who is excluded and excused from school attendance due to a communicable disease concern is entitled to at least the same opportunities to make up work as are available to other students with an excused absence. In addition, the student's parent or guardian (or an adult student) may submit a request for particular program or curriculum modifications. Depending on the duration of the period of exclusion, the District may also affirmatively propose other alternative educational arrangements and opportunities for the student.
 6. Following any incident or student absence from school that involves a concern about a communicable disease, the administration may require a statement from a public health

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official or from a qualified health care provider about a student's suitability to return to school, if the matter warrants such a statement.

7. **Appeals:** An adult student or any minor student's parent or guardian who disagrees with a determination or related action of the District concerning an exclusion from school (including any restrictions on access) under these procedures may appeal such determination or action to the District Administrator or his/her designee at any time prior to the student's return to school without any restrictions. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the District Administrator or his/her administrative-level designee shall normally render a decision in writing within ~~insert appropriate time period - e.g., five school days~~, unless the administrator informs the appealing party of the need and reason for an extension. ***{Editor's Note: A further appeal could be provided to the school board, but such a step is not required, and the board may not be well-positioned to evaluate/review these particular decisions due to time sensitivity and other considerations.}*** Such appeals are further subject to the following:

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- a. Complaints involving the identification, evaluation, educational placement, or provision of a free and appropriate public education of a student with a disability will be resolved through the procedures contained in the District's Special Education Policy and Procedure Handbook.
- b. Any allegation of unlawful student discrimination on the basis of disability or on the basis of any other legally-protected classification may be pursued either following such an appeal or in lieu of such an appeal, as further outlined in the District's student discrimination complaint procedures.
- c. Except to the extent prohibited by law, a student may be excluded from school and/or any student activity during the pendency of any appeal.

D. ~~Exclusion of Employee from the Workplace~~

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1. ~~{Editor's Note: This paragraph and its sub-paragraphs should likely be included in the district's employee handbook to provide better notice of the expectations. The expectations might also be included in any general information that employees are provided regarding the suppression and control of communicable diseases.}~~ Employees who know or reasonably suspect that they have any communicable disease that would present a danger in a school or other work-related environment are expected to take reasonable measures to avoid the risk of transmission of the disease in such environments, including by at least informing an appropriate supervisor/administrator of any potential risk of the presence or transmission of a communicable disease in such environments and avoiding activities in such environments that pose a risk of transmission (up to and including, if necessary, avoiding being present in such environments) while awaiting

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⁴ This section of the policy should closely align with any relevant employee handbook provisions. I have not reviewed your employee andbook

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Further direction. The communicable diseases covered by this expectation include the diseases identified by the Department of Health Services in [Appendix A to Chapter DHS 145](#), and any communicable disease covered by a current and relevant public health order or declared public health emergency. The administration may inform certain contracted service providers or authorized volunteers that the expectations established in this paragraph also apply to such individuals.

- a. In accordance with state law:
 - i. Freedom from tuberculosis in a communicable form is a condition of employment for all District employees who come into contact with children or who handle or prepare food for school children.
 - ii. School food service employees shall refrain from handling food while they have a disease in a form that is communicable by food handling.
 - b. Employees are expected to follow any applicable public health orders or other applicable emergency orders related to a communicable disease that may be issued by local, state, or federal officials or agencies.
2. Notwithstanding the remainder of these procedures, an order that requires an employee's exclusion from the workplace is sufficient, by itself, to justify the exclusion.
3. Employees who are suspected of having or who are diagnosed as having a communicable disease that poses a significant health risk to any other person in the school environment or that renders them unable to safely or adequately perform their duties may be excluded from work by the District consistent with District procedures and applicable legal requirements.
- a. Such decisions shall be made by either the identify the appropriate position(s) - e.g., District Administrator, the Director of Human Resources, or the relevant building principal, in consultation with one or more appropriate health care professionals (e.g., a nurse serving the District, the District's designated medical advisor, etc.) or public health officials.
4. Before making a determination that an employee will be involuntarily excluded from work due to a communicable disease concern:
- a. The employee, if reasonably available, shall be informed of the reasons for the contemplated action.
 - b. Any information the employee may choose to offer regarding his/her condition(s) shall be considered, to the extent time allows.
 - c. Consideration should be given to whether an accommodation that is acceptable to the District could eliminate the health risk to others and/or permit adequate performance. To the extent the employee has a medical condition that constitutes a disability under state or federal law, the District shall evaluate potential accommodations under the applicable legal frameworks for such accommodations. Under no circumstances is the District required to approve an accommodation that

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~~results in undue hardship to the District or that would pose a "direct threat" to the health or safety of others.~~

5. In determining whether the risk to health or safety of others is significant enough to justify exclusion of the employee from the workplace, the following factors will be considered: (1) the duration of the risk; (2) the nature of severity of the potential harm; (3) the likelihood of potential harm; and (4) any applicable public health regulations, orders, or standards.

6. The administrator or supervisor charged with making a decision under these procedures to exclude an employee from the workplace, or his/her designee, shall provide written notice of any exclusion to the affected employee(s).

a. The employee shall be reasonably informed of the duration of the exclusion and any other terms or conditions of the exclusion and/or reinstatement, and of any changes to such terms or conditions.

b. Any initial determination shall be revisited as soon as reasonably practicable if an employee has been initially excluded from work as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of the employee.

7. An employee excluded from the workplace who is not able to fully perform his/her duties may utilize any applicable employment rights or benefits provided under applicable law, existing Board policies, any applicable contract, and/or provisions of the Employee Handbook which may include (as examples) accrued sick leave, other accrued paid leave (e.g., paid vacation), family and medical leave (if eligible), applying for an unpaid leave of absence, or consideration for reassignment. Except to the extent provided by any such employment rights or benefits, an employee who is excluded from work under these procedures is not guaranteed paid leave or continued or renewed employment.

8. At the District's discretion, the administration may require a statement from a public health official or from a qualified health care provider, or other documentation acceptable to the District, that confirms an employee's suitability to return to work after an issue has arisen in connection with a communicable disease. Except in the very limited circumstances authorized under applicable law, the District will not solicit or require an HIV test as a condition of employment for any employee.

9. **Appeals:** A District employee who disputes the determinations or actions of the District concerning his/her exclusion from work under these procedures may appeal the determination or action to the ~~[identify the appropriate position - e.g., District Administrator]~~. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the ~~[designated position]~~ shall normally render a decision in writing within ~~[insert appropriate time period - e.g., five workdays]~~, unless the administrator informs the appealing party of the need and reason

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for an extension. ~~*(Editor's Note: This appeal step, or a further appeal, could be directed to the school board, but such a step is not required and the board may not be well-positioned to evaluate/review these particular decisions due to time sensitivity and other considerations.)*~~ Such appeals are further subject to the following:

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- a. Except to the extent prohibited by law, an employee may be excluded from work during the pendency of any appeal.
- b. Any allegation of unlawful employment discrimination on the basis of disability or on the basis of any other legally-protected classification may be pursued either following such an appeal or in lieu of such an appeal, as further outlined in the District's employment discrimination complaint procedures.

E. Applicability of these Procedures

1. The procedures, above, governing individualized decisions to exclude students ~~and staff for reasons related to a communicable disease are not intended to~~ apply:
 - a. In the event of the temporary closure of a school or any workplace due to a communicable disease concern; or
 - b. To an exclusion decision that the District Administrator or his/her administrative-level designee determines is necessary to comply with a public health order or directive and that applies to a defined class of employees or a defined group of students, regardless of any case-by-case, individualized circumstances.
2. In the event of a school or workplace closure or any non-individualized exclusion decision, as described above in this section, the District will make reasonable efforts to notify affected persons. In addition, a person affected by a non-individualized exclusion decision may appeal the decision using the appeal procedure included in these procedures (above) for students or employees, as applicable.
3. Nothing in these procedures prevents the administration from taking lawful and reasonable actions to exclude persons other than students and District employees from District property or District activities in order to address concerns with health and safety and the possible transmission of any communicable disease. For example, the administration may apply the decision-making procedures regarding the exclusion of District employees to contracted service providers and authorized District volunteers who are performing roles that are similar to roles that may otherwise be filled by a District employee.

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F. Maintenance and Confidentiality of Communicable Disease Records and Information

1. Maintenance and Confidentiality of Student-Related Records:
 - a. Health and medical records of an individually-identifiable student that relate to any communicable disease, except for a student's immunization records and any other records that state law expressly defines as "pupil physical health records" (see

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below), shall be maintained in a confidential manner and with greater restrictions on access and disclosure than the student's general progress and behavioral records. Specifically:

- i. Any records covered by the previous paragraph, except for a record concerning the results of an HIV test (see below), must be treated as patient health care records under sections [146.81](#) to [146.84](#) of the state statutes. Therefore, any disclosure of such records by the District must be on a basis that is either expressly mandated by an applicable federal law; expressly mandated by an applicable state law and not simultaneously prohibited by a separate federal law; **or** expressly permitted under **both** [Chapter 146](#) of the statute statutes **and** the federal FERPA (Family Educational Rights and Privacy Act) confidentiality law. **Examples** of applicable disclosure exceptions include the following:
 - 1) Patient health care records may be disclosed after obtaining the informed consent of the student (if an adult) or the informed consent of the parent or guardian of a minor student. Informed consent must be obtained in writing and must meet the requirements of [section 146.81\(2\)](#) of the state statutes.
 - 2) Patient health care records maintained by the District may be disclosed to a District employee or authorized agent of the District if the employee or agent is a school official who has legitimate educational interests in the record **and** if either (a) the employee or agent has responsibility for preparation or storage of such patient health care records, or (b) access to the patient health care records is necessary to comply with a requirement in federal or state law.
 - 3) Patient health care records of a student that the District obtains as a "non-covered entity" (i.e., when the District is not a "covered entity" as defined by under [Chapter 146](#)) may be redisclosed by the District without obtaining informed consent if the redisclosure without consent is authorized by FERPA **and** if either (a) the redisclosure is limited to the purpose for which the patient health care record was initially received, or (b) a court has ordered the redisclosure.
 - 4) To the extent the District maintains any patient health care records in the capacity of a "covered entity" (as defined under [Chapter 146](#)) and the records relate to the health of a patient and were prepared by or under the supervision of a health care provider (including but not limited to a nurse licensed under ch. 441), the District may disclose such records without informed consent if the circumstances meet FERPA's health and safety emergency standards **and** if the purpose of the disclosure concerns a good faith effort to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
- ii. Any record that concerns the results of an HIV test, as defined in [section 252.01\(2m\)](#) of the state statutes, shall be treated as provided under [section 252.15](#) of the state statutes. Disclosure of such a record may be permitted only if authorized by law, such as when the disclosure is on a basis that is permitted under **both** section 252.15 and the federal FERPA confidentiality law.

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- b. Subject to the District's student records policies and applicable law, a student's personally-identifiable immunization records and certain lead screening records shall be maintained and treated as progress records of the student. Any other records of basic student health information that state law expressly defines as "pupil physical health records" (e.g., emergency medical cards, records of medication and first aid administration, etc.), shall be maintained and treated as behavioral records of the student.

2. ~~Maintenance and Confidentiality of Employee-Related Records:~~

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- a. ~~Except as otherwise permitted or required by law, the District will treat health and medical records of an employee that relate to any communicable disease as records that are subject to the confidentiality requirements of the Americans with Disabilities Act (ADA) as it applies to records of employee medical histories and examinations and disability-related inquiries. Such records shall be maintained in a file that is separate from the employee's other non-medical personnel records. See [29 C.F.R. §1630.14](#).~~
- i. ~~A record that indicates only that an employee either has or has not been vaccinated for a particular communicable disease is not considered a record of a medical examination or a response to a disability-related inquiry under the ADA.~~
- b. ~~Employee medical records that are subject to the confidentiality requirements of the ADA, may be disclosed with the written consent of the employee or a person expressly authorized by the employee, which shall meet the requirements of "informed consent" if the records are also patient health care records under Ch. 146 of the state statutes. Such records may be disclosed without obtaining such written consent to the extent the disclosure is authorized by the ADA, including to the following persons:~~
 - i. ~~Appropriate supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations. However, if the records are also patient health care records or records of an HIV test, then the disclosure must also be authorized under an exception applicable to such records (see below).~~
 - ii. ~~First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment. However, if the records are also patient health care records or records of an HIV test, then the disclosure must also be authorized under an exception applicable to such records (see below).~~
- c. ~~If the employee medical records are patient health care records of the employee that the District has obtained as a "non-covered entity" (i.e., when the District is not a "covered entity" as defined by under Chapter 146), then the District may re-disclose the records under any the following conditions:~~
 - i. ~~By obtaining the informed, written consent of the employee or a person authorized by the employee.~~

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- ii. ~~Without obtaining informed consent if the re-disclosure is limited to the purpose for which the patient health care record was initially received. However, if the record is also subject to the confidentiality requirements of the ADA, then the re-disclosure must also be authorized under the ADA (see above).~~
- iii. ~~Without obtaining informed consent if a court has ordered the redisclosure.~~
- iv. ~~As expressly mandated under an applicable and superseding federal law.~~
- d. ~~If the employee medical records are records of an HIV test, disclosure of such a record may be permitted only if authorized by law, such as when the disclosure is on a basis that is permitted under both [section 252.15](#) of the state statutes and under the ADA (see above).~~

Cross References: WASB PRG 453.3 Sample Rule 1
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(This sample rule outlines procedures for implementing the district's communicable disease control policy, including (1) measures that will be taken to reduce the risk of contracting or transmitting communicable diseases; (2) communicable disease reporting; (3) exclusion of students and staff from school who are suspected of or diagnosed as having communicable diseases that pose a significant health risk to others or renders them unable to perform their jobs or pursue their studies; and (4) maintenance and confidentiality of related records. It would be possible to divide this lengthy rule into one set of procedures that are student focused, and another set of procedures that are employee focused. Or, it would also be possible to break the rule into four separate rules based on Section A, Section B, Sections C, D, and E (jointly), and Section F of this rule.)

A. Educational and Preventive Measures

1. The District, under the primary administrative responsibility and direction of ~~insert designated position(s) the Human Resources Staff~~, will ensure that it obtains and appropriately retains records of all immunizations (or a related waiver) and health examinations/tests (e.g., tuberculin screening or test results) required of students and staff by law and Board policy.
 - a. The ~~insert designated position(s)~~ shall periodically review the District's student immunization procedures and evaluate school-level compliance with relevant state statutes (including Chapter 252) and regulations (including Chapter DHS 144).
 - b. The ~~insert designated position(s) Human Resources Director~~ shall have primary responsibility for ensuring that District employees complete all required physical examinations (including tuberculin screening or testing, as applicable).
2. The ~~identify designated position District Registered Nurses~~ shall post or verify the posting of the Department of Health Services' [Wisconsin Childhood Communicable Diseases Chart](#) at each school in at least the nurse/health office or other primary station/area that is designated for student health services. The chart is a non-comprehensive reference and general guide for school staff that includes information on selected diseases, including signs and symptoms, incubation periods, periods of communicability, modes of transmission, and control measures/public health responses. *{Editor's Note: Section PI 8.01(2)(g)5 requires school districts to provide an appropriate and readily-accessible space for the provision of emergency nursing services to students.}*
3. First aid kits and other supplies and equipment appropriate for reducing the risk of transmission of communicable diseases in the school environment, as determined in consultation with public health officials and/or a health care professional serving the District, will be provided in each school building. *{Editor's Note: Section PI 8.01(2)(g)5 requires school districts to provide appropriate and readily-accessible equipment and supplies for the provision of emergency nursing services to students.}*
4. ~~insert if accurate or modify to better reflect local practices and standards: "Information regarding suppression and control of communicable diseases will be included as a regular part of the District's health curriculum for students."~~ *{Editor's Note: Ensure that the*

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- a. The administration may elect to provide training on the Exposure Control Plan to additional employees or other persons who are not considered to have occupational exposure.
- b. All employees who receive such training are expected to adhere to the Exposure Control Plan and the procedures covered in the training, including but not limited to complying with procedures that address exposure prevention/mitigation and the procedures to follow in the event of an exposure incident in a school or other work-related setting, including, to the extent practical, District-related activities occurring off District premises.

B. Reporting Communicable Disease Information and Exposure Incidents

1. ~~Editor's Note: This paragraph is optional. School districts are not required to formally designate such liaisons.~~ Except as otherwise directed by the District Administrator, ~~insert the relevant position title(s) — e.g., "each school's principal," "the Human Resources Director and/or District Registered Nurses"~~ shall function as the District's primary liaison with students and staff, parents and guardians, medical practitioners, public health officials and the community at large concerning communicable disease issues in any individual school. ~~insert the relevant position Director of Student Services~~ shall normally serve as the primary liaison for any such issues arising on a District-wide basis or in connection with the District office or any District facility that is not directly part of a school's physical premises.

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2. Intra-District Reporting:

a. Any District employee, as well as any non-employee contracted service provider who works in any school or directly with students, who knows or suspects that a student, District employee, or other person who has been present in a school or other District facility has a communicable disease or that a communicable disease may be otherwise present in any such setting shall immediately report the information to the school principal or his/her designee. Such information may alternatively be reported to ~~insert an appropriate alternate contact, such as the district level liaison identified in the previous paragraph the Human Resources Director~~. Other persons, including any parent, student, school volunteer, or visitor who knows or suspects that a communicable disease may be present in a school setting or in any other District facility, are strongly encouraged to report the information in the same manner as is outlined for school employees. Upon receiving a report under this paragraph, the relevant District official shall:

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- i. Promptly evaluate the relevant information for purposes of determining an appropriate response. The relevant official should seek clarifying information (e.g., from the subject of the report, a student's parent or guardian, etc.) and confer with relevant subject matter experts (e.g., medical professionals, public health officials, etc.) as needed and to the extent circumstances permit.
- ii. If the District Administrator has not already been notified, notify the District Administrator of the situation no later than the point at which a decision is made

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to pursue external reporting (see below) or the point at which the official determines there is a reasonable probability that the District will need to formulate an incident-specific response.

- b. Whenever any occupationally exposed employee, as defined above, or other person who has received training in the District's Exposure Control Plan has an actual incident involving exposure to blood or other potentially infectious agents or materials, the person is expected to report the incident to relevant supervisors or administrators in accordance with the procedures outlined in the Exposure Control Plan.
- 3. Reports to Public Health Officials:

a. Pursuant to state law and as further outlined in this section, a teacher, school nurse, or principal of any school (or childcare center) who knows or suspects that a communicable disease is present in a school (or center) is required to immediately notify a local public health officer. By policy, the District extends the external reporting responsibilities outlined in this section to the following additional positions: the District Administrator, insert any additional position title(s) the District Registered Nurses, Director of Student Services and the Human Resources Director, Editor

Note: Due to reporting requirements established in section DHS 144.07 of the Wisconsin Administrative Code, a district should consider expressly extending the external reporting obligations defined in this section to at least the district administrator (as written) and to the district's lead human resources officer and any director of pupil services.

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- i. While a person who is subject to this reporting duty may consult with others to determine the need to make an external report and to coordinate the District's report, such consultation and coordination shall not delay the making of a timely report once a reportable situation has been identified.
- ii. The District encourages staff to attempt to coordinate such reports through a nurse serving the school or through the school principal, but such coordination may not be practical in all situations. No staff member will be disciplined for making a direct external report provided that the staff member also informs appropriate administrators within the District of the situation and the report.
- iii. Any staff member who makes an external report shall ensure that at least the District Administrator and any relevant school principal are promptly notified of the submission of the report.
- b. All known or suspected cases of a vaccine-preventable disease covered by a student vaccination mandate (i.e., as identified in [section 252.04\(2\)](#) of the state statutes and/or in [Chapter DHS 144](#) of the Wisconsin Administrative Code) which occur among students or staff shall be reported immediately by telephone to the local health department.

~~c. In addition to the reports made by telephone under the preceding paragraph, the communicable diseases that are listed by the Department of Health Services in the~~

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categories below are also subject to external reporting requirements (see [Appendix A to Chapter DHS 145](#); the lists include some overlap with diseases covered by the vaccine mandates that apply to students):

~~Category I~~ diseases are of urgent public health importance. If not already reported by telephone as a vaccine-preventable disease, as described above, these diseases must be reported immediately by telephone to the local public health officer or to the local health officer's designee upon identification of a case or a suspected case. In addition to the immediate telephone report, a written report must be made on the [required reporting form](#) within 24 hours. Examples of such reportable diseases include, but are not limited to measles, rabies (human, animal), hepatitis A, tuberculosis, and pertussis (whooping cough). This category also includes any confirmed or suspected outbreaks of any foodborne or waterborne disease, occupationally-related disease, or other acute illness regardless of whether the cause or source is known.

~~Category II~~ diseases (in addition to making a telephone report for any disease covered by a student vaccination mandate that is in this category) must be reported by fax, mail, or electronic reporting to the local public health officer or to the local health officer's designee on the [required reporting form](#) or by other means within 72 hours of identification of a case or suspected case. Examples of such reportable diseases include, but are not limited to lyme disease, meningitis (bacterial), mumps, salmonellosis, sexually transmitted diseases (e.g., gonorrhea, chlamydia), tetanus, hepatitis B, C, D or E, varicella (chicken pox), and influenza-associated hospitalization, influenza-associated pediatric death or influenza A virus infection of any novel subtypes.

~~Category III~~ diseases include human immunodeficiency virus (HIV) infection and must be reported to the state epidemiologist on a Wisconsin Human Immunodeficiency Virus Infection Case Report Form (DHS F-44338) or by other means within 72 hours after identification of a case or suspected case.

d. To the extent public health officials establish or modify external reporting procedures or expectations in response to a public health emergency (e.g., via a specific public health order, emergency regulation, or other similar directive), such additions or modifications shall supplement the expectations found in these procedures and, in the event of any conflict, supersede these procedures.

~~e. Nuisance diseases not addressed in the categories above, such as head lice, are not required to be reported to the local public health officer. However, a school nurse or school principal or their designee may contact public health officials for information about the prevention, control, and treatment of such diseases and request their involvement in addressing particular outbreaks.~~

C. Exclusion of Students from School

1. Students in any of the following situations shall be granted an excused absence from school until their presence, as ultimately determined by the District or any applicable

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public health order or directive, no longer poses an unacceptable threat to the health of themselves or others:

- a. Any student who has been diagnosed as having a communicable disease that renders them unable to pursue their studies or that poses a significant risk of transmission to others in the school environment, or any student who is in the process of seeking a diagnosis due to a reasonable concern or suspicion of having such a disease.
 - b. Any student who is subject to a public health order that excludes them from school. Notwithstanding the remainder of these procedures, a public health order that requires a student's exclusion from school (including an order excluding non-vaccinated students from school following a substantial outbreak of a vaccine-preventable disease) is sufficient, by itself, to justify an exclusion.
 - c. Any student who is subject to a District-issued directive related to a communicable disease that excludes the student from attending school.
 - d. A student's absence has otherwise been deemed an excused absence for a medical reason under the District's policy governing excused absences.
2. Under state law, any teacher, any nurse who is employed by or directly serving a school, or any school principal may send a student home from school if the student is suspected of having a communicable disease or other disease that the Department of Health Services has specified by rule. The District Administrator is also authorized to make such a determination as a designee on behalf of any school principal. Under District procedures, teachers are normally expected to refer such issues to the school's health staff and/or to the school principal for a decision unless such individuals are unavailable and there is a need for the teacher to make a decision in their absence.
- a. Any District employee or nurse serving a school who sends a student home under the above authority shall immediately notify the student's parent or guardian of the action and the reasons for the action. As soon as practicable, the District shall also notify the student's parent or guardian of any specific terms or conditions on the student's return to school.
 - b. A nurse who sends a student home shall also promptly notify the school principal of the action and the reasons for the action.
 - c. A teacher sends a student home shall also promptly notify the school principal and any nurse serving the school (or, if there is no such nurse, a staff member who regularly works in the student health office) of the action and the reasons for the action.
3. A District decision to exclude a student from school (including any restrictions on a student's participation in school-sponsored activities) beyond the current school day for reasons related to a communicable disease, including the duration and any other terms and conditions of such an exclusion, shall initially be made or expressly approved by ~~insert the applicable position title(s) — e.g., the school principal or his/her administrative~~.

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~~level designee~~. The District Administrator or his/her administrative level designee may also make or give final approval to such a decision. Such decisions shall be based on all of the relevant facts and circumstances, giving appropriate consideration to information that may be provided by health care professionals and/or public health officials and to any applicable public health orders or standards that may be established by any authorized public health agency or official(s).

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- a. Any initial determination shall be revisited as soon as reasonably practicable if a student has been initially sent home or excluded from school as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of student's parent or guardian.
 - b. If the administrator(s) charged with making a decision regarding exclusion from school determines that the need for exclusion or the appropriate duration or other terms or conditions of an exclusion are unclear or would otherwise benefit from further expert input and analysis, such administrator(s) may refer the situation to a health care team. Members of such a team should be selected based on the specific circumstances, but may include individuals such as the relevant school administrator(s), any nurse serving the school, the District's designated medical advisor, and/or any state or local public health official(s). Based on the individuals who are contacted/involved, District staff shall observe any legal limitations on the disclosure of personally identifiable information or patient health care records. To the extent the cooperation of the individuals can be obtained, the student and/or the student's parent or guardian and the student's own health care provider(s) may be invited to provide relevant information or otherwise participate in the evaluation of the situation.
4. Any time a decision or order to exclude a student from school due to a communicable disease involves a student with a disability under either Section 504 or under the Individuals with Disabilities Education Act (IDEA), the District employees involved in the matter shall promptly inform the District's lead administrator or coordinator for special education or Section 504, so that appropriate District personnel can evaluate the District's obligations and options regarding any required notices, potential changes in placement, modifications to the student's individualized education program (IEP) or section 504 plan, etc.
 5. Any student who is excluded and excused from school attendance due to a communicable disease concern is entitled to at least the same opportunities to make up work as are available to other students with an excused absence. In addition, the student's parent or guardian (or an adult student) may submit a request for particular program or curriculum modifications. Depending on the duration of the period of exclusion, the District may also affirmatively propose other alternative educational arrangements and opportunities for the student.
 6. Following any incident or student absence from school that involves a concern about a communicable disease, the administration may require a statement from a public health

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official or from a qualified health care provider about a student's suitability to return to school, if the matter warrants such a statement.

7. **Appeals:** An adult student or any minor student's parent or guardian who disagrees with a determination or related action of the District concerning an exclusion from school (including any restrictions on access) under these procedures may appeal such determination or action to the District Administrator or his/her designee at any time prior to the student's return to school without any restrictions. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the District Administrator or his/her administrative level designee shall normally render a decision in writing within ~~insert appropriate time period - e.g., five school days~~, unless the administrator informs the appealing party of the need and reason for an extension. ***{Editor's Note: A further appeal could be provided to the school board, but such a step is not required, and the board may not be well-positioned to evaluate/review these particular decisions due to time sensitivity and other considerations.}*** Such appeals are further subject to the following:

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- a. Complaints involving the identification, evaluation, educational placement, or provision of a free and appropriate public education of a student with a disability will be resolved through the procedures contained in the District's Special Education Policy and Procedure Handbook.
- b. Any allegation of unlawful student discrimination on the basis of disability or on the basis of any other legally protected classification may be pursued either following such an appeal or in lieu of such an appeal, as further outlined in the District's student discrimination complaint procedures.
- c. Except to the extent prohibited by law, a student may be excluded from school and/or any student activity during the pendency of any appeal.

D. Exclusion of Employee from the Workplace

1. ***{Editor's Note: This paragraph and its sub-paragraphs should likely be included in the district's employee handbook to provide better notice of the expectations. The expectations might also be included in any general information that employees are provided regarding the suppression and control of communicable diseases.}*** Employees who know or reasonably suspect that they have any communicable disease that would present a danger in a school or other work-related environment are expected to take reasonable measures to avoid the risk of transmission of the disease in such environments, including by at least informing an appropriate supervisor/administrator of any potential risk of the presence or transmission of a communicable disease in such environments and avoiding activities in such environments that pose a risk of transmission (up to and including, if necessary, avoiding being present in such environments) while awaiting

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⁴ This section of the policy should closely align with any relevant employee handbook provisions. I have not reviewed your employee andbook

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further direction. The communicable diseases covered by this expectation include the diseases identified by the Department of Health Services in [Appendix A to Chapter DHS 145](#), and any communicable disease covered by a current and relevant public health order or declared public health emergency. The administration may inform certain contracted service providers or authorized volunteers that the expectations established in this paragraph also apply to such individuals.

- a. In accordance with state law:
 - i. Freedom from tuberculosis in a communicable form is a condition of employment for all District employees who come into contact with children or who handle or prepare food for school children.
 - ii. School food service employees shall refrain from handling food while they have a disease in a form that is communicable by food handling.
 - b. Employees are expected to follow any applicable public health orders or other applicable emergency orders related to a communicable disease that may be issued by local, state, or federal officials or agencies.
2. Notwithstanding the remainder of these procedures, an order that requires an employee's exclusion from the workplace is sufficient, by itself, to justify the exclusion.
 3. Employees who are suspected of having or who are diagnosed as having a communicable disease that poses a significant health risk to any other person in the school environment or that renders them unable to safely or adequately perform their duties may be excluded from work by the District consistent with District procedures and applicable legal requirements.
 - a. Such decisions shall be made by either the ~~identify the appropriate position(s) – e.g., District Administrator, the Director of Human Resources, or the relevant building principal~~ in consultation with one or more appropriate health care professionals (e.g., a nurse serving the District, the District's designated medical advisor, etc.) or public health officials.
 4. Before making a determination that an employee will be involuntarily excluded from work due to a communicable disease concern:
 - a. The employee, if reasonably available, shall be informed of the reasons for the contemplated action.
 - b. Any information the employee may choose to offer regarding his/her condition(s) shall be considered, to the extent time allows.
 - c. Consideration should be given to whether an accommodation that is acceptable to the District could eliminate the health risk to others and/or permit adequate performance. To the extent the employee has a medical condition that constitutes a disability under state or federal law, the District shall evaluate potential accommodations under the applicable legal frameworks for such accommodations. Under no circumstances is the District required to approve an accommodation that

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results in undue hardship to the District or that would pose a "direct threat" to the health or safety of others.

5. In determining whether the risk to health or safety of others is significant enough to justify exclusion of the employee from the workplace, the following factors will be considered: (1) the duration of the risk; (2) the nature of severity of the potential harm; (3) the likelihood of potential harm; and (4) any applicable public health regulations, orders, or standards.
6. The administrator or supervisor charged with making a decision under these procedures to exclude an employee from the workplace, or his/her designee, shall provide written notice of any exclusion to the affected employee(s).
 - a. The employee shall be reasonably informed of the duration of the exclusion and any other terms or conditions of the exclusion and/or reinstatement, and of any changes to such terms or conditions.
 - b. Any initial determination shall be revisited as soon as reasonably practicable if an employee has been initially excluded from work as a health and safety measure conditioned on the receipt of additional information. Similarly, any initial determinations shall be subject to reconsideration in the event of a material change in circumstances or due to the availability of new, material information. Such reconsideration may be initiated by the District or upon the request of the employee.
7. An employee excluded from the workplace who is not able to fully perform his/her duties may utilize any applicable employment rights or benefits provided under applicable law, existing Board policies, any applicable contract, and/or provisions of the Employee Handbook—which may include (as examples) accrued sick leave, other accrued paid leave (e.g., paid vacation), family and medical leave (if eligible), applying for an unpaid leave of absence, or consideration for reassignment. Except to the extent provided by any such employment rights or benefits, an employee who is excluded from work under these procedures is not guaranteed paid leave or continued or renewed employment.
8. At the District's discretion, the administration may require a statement from a public health official or from a qualified health care provider, or other documentation acceptable to the District, that confirms an employee's suitability to return to work after an issue has arisen in connection with a communicable disease. Except in the very limited circumstances authorized under applicable law, the District will not solicit or require an HIV test as a condition of employment for any employee.
9. **Appeals:** A District employee who disputes the determinations or actions of the District concerning his/her exclusion from work under these procedures may appeal the determination or action to the ~~identify the appropriate position – e.g., District Administrator~~. The appeal shall be in writing and shall include the following: (1) a statement of the relevant facts; (2) a statement of the relief requested; and (3) any necessary medical information that has not previously been provided. Once all information necessary for the appeal has been received, the ~~designated position~~ District Administrator shall normally render a decision in writing within ~~insert appropriate time period – e.g., five workdays~~ unless the administrator informs the appealing party of the

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need and reason for an extension. ~~*(Editor's Note: This appeal step, or a further appeal, could be directed to the school board, but such a step is not required and the board may not be well-positioned to evaluate/review these particular decisions due to time sensitivity and other considerations.)*~~ Such appeals are further subject to the following:

- a. Except to the extent prohibited by law, an employee may be excluded from work during the pendency of any appeal.
- b. Any allegation of unlawful employment discrimination on the basis of disability or on the basis of any other legally-protected classification may be pursued either following such an appeal or in lieu of such an appeal, as further outlined in the District's employment discrimination complaint procedures.

E. Applicability of these Procedures

1. The procedures, above, governing individualized decisions to exclude ~~students and staff~~ for reasons related to a communicable disease are not intended to apply:
 - a. In the event of the temporary closure of a school or any workplace due to a communicable disease concern; or
 - b. To an exclusion decision that the District Administrator or his/her administrative-level designee determines is necessary to comply with a public health order or directive and that applies to a defined class of employees or a defined group of students, regardless of any case-by-case, individualized circumstances.
2. In the event of a school or workplace closure or any non-individualized exclusion decision, as described above in this section, the District will make reasonable efforts to notify affected persons. In addition, a person affected by a non-individualized exclusion decision may appeal the decision using the appeal procedure included in these procedures (above) for students or employees, as applicable.
3. Nothing in these procedures prevents the administration from taking lawful and reasonable actions to exclude persons other than students and District employees from District property or District activities in order to address concerns with health and safety and the possible transmission of any communicable disease. For example, the administration may apply the decision-making procedures regarding the exclusion of District employees to contracted service providers and authorized District volunteers who are performing roles that are similar to roles that may otherwise be filled by a District employee.

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F. Maintenance and Confidentiality of Communicable Disease Records and Information

1. ~~Maintenance and Confidentiality of Student-Related Records:~~
 - a. ~~Health and medical records of an individually identifiable student that relate to any communicable disease, except for a student's immunization records and any other records that state law expressly defines as "pupil physical health records" (see~~

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below), shall be maintained in a confidential manner and with greater restrictions on access and disclosure than the student's general progress and behavioral records. Specifically:

- i. Any records covered by the previous paragraph, except for a record concerning the results of an HIV test (see below), must be treated as patient health care records under sections ~~146.81 to 146.84~~ of the state statutes. Therefore, any disclosure of such records by the District must be on a basis that is either expressly mandated by an applicable federal law; expressly mandated by an applicable state law and not simultaneously prohibited by a separate federal law; ~~or expressly permitted under both Chapter 146 of the state statutes and the federal FERPA (Family Educational Rights and Privacy Act) confidentiality law. Examples of applicable disclosure exceptions include the following:~~
 - 1) ~~Patient health care records may be disclosed after obtaining the informed consent of the student (if an adult) or the informed consent of the parent or guardian of a minor student. Informed consent must be obtained in writing and must meet the requirements of section 146.81(2) of the state statutes.~~
 - 2) ~~Patient health care records maintained by the District may be disclosed to a District employee or authorized agent of the District if the employee or agent is a school official who has legitimate educational interests in the record and if either (a) the employee or agent has responsibility for preparation or storage of such patient health care records, or (b) access to the patient health care records is necessary to comply with a requirement in federal or state law.~~
 - 3) ~~Patient health care records of a student that the District obtains as a "non-covered entity" (i.e., when the District is not a "covered entity" as defined by under Chapter 146) may be redisclosed by the District without obtaining informed consent if the redisclosure without consent is authorized by FERPA and if either (a) the redisclosure is limited to the purpose for which the patient health care record was initially received, or (b) a court has ordered the redisclosure.~~
 - 4) ~~To the extent the District maintains any patient health care records in the capacity of a "covered entity" (as defined under Chapter 146) and the records relate to the health of a patient and were prepared by or under the supervision of a health care provider (including but not limited to a nurse licensed under ch. 441), the District may disclose such records without informed consent if the circumstances meet FERPA's health and safety emergency standards and if the purpose of the disclosure concerns a good faith effort to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.~~
- ii. Any record that concerns the results of an HIV test, as defined in ~~section 252.01(2m)~~ of the state statutes, shall be treated as provided under ~~section 252.15~~ of the state statutes. Disclosure of such a record may be permitted only if authorized by law, such as when the disclosure is on a basis that is permitted under ~~both~~ section 252.15 and the federal FERPA confidentiality law.

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~~b. Subject to the District's student records policies and applicable law, a student's personally identifiable immunization records and certain lead screening records shall be maintained and treated as progress records of the student. Any other records of basic student health information that state law expressly defines as "pupil physical health records" (e.g., emergency medical cards, records of medication and first aid administration, etc.), shall be maintained and treated as behavioral records of the student.~~

2. Maintenance and Confidentiality of Employee-Related Records:

- a. Except as otherwise permitted or required by law, the District will treat health and medical records of an employee that relate to any communicable disease as records that are subject to the confidentiality requirements of the Americans with Disabilities Act (ADA) as it applies to records of employee medical histories and examinations and disability-related inquiries. Such records shall be maintained in a file that is separate from the employee's other non-medical personnel records. See [29 C.F.R. §1630.14](#).
 - i. A record that indicates only that an employee either has or has not been vaccinated for a particular communicable disease is not considered a record of a medical examination or a response to a disability-related inquiry under the ADA.
- b. Employee medical records that are subject to the confidentiality requirements of the ADA, may be disclosed with the written consent of the employee or a person expressly authorized by the employee, which shall meet the requirements of "informed consent" if the records are also patient health care records under Ch. 146 of the state statutes. Such records may be disclosed without obtaining such written consent to the extent the disclosure is authorized by the ADA, including to the following persons:
 - i. Appropriate supervisors and managers may be informed regarding necessary restrictions on the work or duties of the employee and necessary accommodations. However, if the records are also patient health care records or records of an HIV test, then the disclosure must also be authorized under an exception applicable to such records (see below).
 - ii. First aid and safety personnel may be informed, when appropriate, if the employee's medical condition might require emergency treatment. However, if the records are also patient health care records or records of an HIV test, then the disclosure must also be authorized under an exception applicable to such records (see below).
- c. If the employee medical records are patient health care records of the employee that the District has obtained as a "non-covered entity" (i.e., when the District is not a "covered entity" as defined by under Chapter 146), then the District may re-disclose the records under any the following conditions:
 - i. By obtaining the informed, written consent of the employee or a person authorized by the employee.

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- ii. Without obtaining informed consent if the re-disclosure is limited to the purpose for which the patient health care record was initially received. However, if the record is also subject to the confidentiality requirements of the ADA, then the re-disclosure must also be authorized under the ADA (see above).
- iii. Without obtaining informed consent if a court has ordered the redisclosure.
- iv. As expressly mandated under an applicable and superseding federal law.
- d. If the employee medical records are records of an HIV test, disclosure of such a record may be permitted only if authorized by law, such as when the disclosure is on a basis that is permitted under **both** [section 252.15](#) of the state statutes and under the ADA (see above).

Cross References: WASB PRG 453.3 Sample Rule 1

Adoption Date:

Policies of the Board of Education

Series 400: Students

PROCEDURES FOR HANDLING STUDENTS WITH AIDS, HIV OR CMV

453.3-Rule

A student removed from the classroom for biting or lack of toilet training should be immediately referred for assessment and, thereafter, for the development of an appropriate program if warranted.

A student temporarily removed from the classroom for open sores or skin eruptions which cannot be covered should be placed on homebound instruction and re-admitted only with medical documentation that the risk no longer exists.

Removal from the classroom under the above instances should not be construed as the only responses to reduce risk of transmission. The District should be flexible in its response and attempt to use the least restrictive means to accommodate the student's needs.

In any case of temporary removal of the students from the school setting, state regulations and school policy regarding homebound instruction or an appropriate alternative education program can be established.

Each removal of a student with AIDS from normal school attendance should be reviewed by the school nurse in consultation with the student's physician at least once every month to determine whether the condition precipitating the removal has changed.

Students will have access to voluntary, confidential, age and developmentally appropriate counseling about matters related to HIV infection. School administrators will maintain confidential linkage and referral mechanisms to facilitate voluntary student access to appropriate HIV counseling and testing programs, and to other HIV related services as needed. Public information about resources in the community will be kept available for voluntary student use. Services, including dispensing of medication, will maintain student confidentiality.

A student with AIDS, as with any other immunodeficient student, may need to be removed from the classroom for his/her own protection when cases of measles or chicken pox are occurring in the school population. This decision should be made by the student's physician and parent/guardian in consultation with the school nurse.

Legal ref: Wis. Stat. 252.15 –
Wis. Stat. 253.07
Wis. Stat 48.981

Adopted: 5/11/87

Revised: March 1994
March 2002
May 2005

Waukegan Community School District

Policies of the Board of Education

Series 400: Students

**STUDENTS WITH CYTOMEGALOVIRUS (CMV) OR
ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS)(HIV)**

453.31-Rule

The superintendent has the authority to temporarily remove a student with CMV, HIV or AIDS in accordance with the following guidelines:

- 1) Under the following circumstances, a student with CMV, HIV or AIDS, might pose a risk of transmission to others:
If the student lacks toilet training, has open sores that cannot be covered, or demonstrates behavior (e.g. biting) which could result in direct inoculation or potentially infested body fluids into the bloodstream.
If any of these circumstances exist, the school nurse and the student's physician must determine whether a risk of transmission exists. If it is determined that a risk exists, the student shall be removed from the classroom.
- 2) A student with CMV, HIV or AIDS may be temporarily removed from the classroom for the reasons stated in #1 until either an appropriate school program adjustment can be made, an appropriate alternative education program can be established, or the school nurse and student's physician determines that the risk has abated and the student can return to the classroom.

Adopted: March 1994

Revised: March 2002

Waunakee Community School District

OVER -THE-COUNTER MEDICATION CONSENT FORM

TO BE COMPLETED BY THE PARENT/GUARDIAN: *Parent/guardian signature is required for over-the-counter medication administration. Authorized school personnel must document medication they administer. Each medication requires a separate form. Authorization of this form is not to exceed the current school year, including field trips and summer school.*

Student Name:	DOB:
School:	Grade:
Medication Name:	Reason for medication:
Dose:	Frequency/Times:
Start Date:	Possible Side Effects:
Additional Info:	

PARENT/GUARDIAN, please CHECK ONE:

Over-the-Counter Medication Administered By Authorized School Personnel

- *I give my permission to authorized school personnel to administer to my child the over-the- counter medication listed above according to directions provided on this form. I agree to hold the Waunakee Community School District and authorized staff harmless in any events arising from the administration of this medication. I agree to notify the school in writing of any changes in the above order.*

Over-the-Counter Medication Is To Be Self-Administered By The Student

- *This over-the-counter medication will be self-administered. I have reviewed the proper method of administration (storage of medication, dosage, date(s) and time(s) to be taken, and possible side effects) with my child. I request my child be able to carry and self-administer this medication independently. I understand the school district does not accept any responsibility for the self-administration of over-the-counter medication, including, but not limited to, the administration, supervision, or documentation thereof.*

Parent/Guardian Signature:	Date:
Telephone:	Telephone:



Política 453.4 Anexo B
Revisado: 2024

CONSENTIMIENTO PARA MEDICAMENTO SIN RECETA

A SER COMPLETADO POR EL PADRE/MADRE/TUTOR: *Se requiere la firma del padre/madre/tutor para todos la administración de medicamentos sin receta. El personal autorizado de la escuela debe documentar los medicamentos que administran en el registro/diagrama de flujo. Cada medicamento requiere una hoja aparte. La autorización de este formulario no debe exceder el año escolar en curso, incluidas las excursiones y la escuela de verano.*

Nombre del estudiante:	Fecha de nacimiento:
Escuela:	Grado:
Nombre del medicamento:	Motivo de la medicación:
Dosis:	Frecuencia/Horario:
Fecha de inicio:	Posibles efectos secundarios:
Información adicional:	

PADRE/MADRE/TUTOR, por favor MARQUE UNA:

Medicamento sin receta administrado por personal autorizado de la escuela

- *Doy mi permiso al personal autorizado de la escuela para administrar a mi estudiante el medicamento sin receta mencionado anteriormente, de acuerdo con las instrucciones proporcionadas en este formulario. Estoy de acuerdo en eximir de toda responsabilidad al Distrito Escolar de la Comunidad de Waunakee y al personal autorizado en cualquier evento que surja de la administración de este medicamento. Estoy de acuerdo en notificar por escrito a la escuela sobre cualquier cambio en la orden anterior.*

Medicamento sin receta autoadministrado por el estudiante

- *Este medicamento sin receta será autoadministrado. He revisado el método de administración adecuado (almacenamiento del medicamento, dosis, fecha(s) y horario(s) a ser administrado y posibles efectos secundarios) con mi estudiante. Solicito que mi estudiante pueda tener y autoadministrarse este medicamento de manera independiente. Entiendo que el distrito escolar no acepta ninguna responsabilidad por la autoadministración de un medicamento sin receta, incluyendo, pero no limitado a, la administración, supervisión y documentación del mismo.*

Firma del padre/madre/tutor	Fecha
Teléfono	Teléfono



Policy 453.4 Exhibit A
Revised: 2024

PRESCRIPTION MEDICATION CONSENT FORM

Both licensed practitioners and parents/guardians are required to sign for prescription medications. Authorized school personnel must document medication they administer. Each medication requires a separate form. Authorization of this form is not to exceed the current school year, including field trips and summer school.

TO BE COMPLETED BY THE LICENSED PRACTITIONER:

Student Name:	DOB:
School:	Grade:
Medication Name:	Reason for medication:
Dose:	Frequency/Times:
Start Date:	End Date:
Possible Side Effects:	
Additional Info:	

LICENSED PRACTITIONER, please CHECK ONE:

- Prescription Medication Administered By Authorized School Personnel**
Authorized school personnel will administer this prescription medication. As the licensed practitioner, I will direct administration and am willing to accept communication from authorized school personnel.
- Prescription Medication Is To Be Self-Administered By The Student**
This prescription medication will be self-administered. I have instructed the student in the proper method of administration (storage of medication, dosage, date(s) and time(s) to be administered, and possible side effects). In my professional opinion, this student is able to carry and self-administer the medication independently. I understand the school district does not accept any responsibility for the self-administration of prescription medication, including, but not limited to, the administration, supervision, or documentation thereof.

Licensed Practitioner’s Name:	Clinic Name:
Licensed Practitioner’s Signature:	Date:
Telephone:	Fax:

PARENT/GUARDIAN, please CHECK ONE:

- Prescription Medication Administered By Authorized School Personnel**
I give my permission to authorized school personnel to administer to my student the prescription medication listed above according to the licensed practitioner’s directions provided on this form. I agree to hold the Waunakee Community School District and authorized staff harmless in any events arising from the administration of this medication. I agree to notify the school in writing of any changes in the above order.
- Prescription Medication Is To Be Self-Administered By The Student**
This prescription medication will be self-administered. I have reviewed the proper method of administration (storage of medication, dosage, date(s) and time(s) to be taken, and possible side effects) with my student. I request that my student be able to carry and self-administer this medication independently. I understand the school district does not accept any responsibility for the self-administration of prescription medication, including, but not limited to, the administration, supervision, or documentation thereof.

Parent/Guardian Signature:	Date:
Telephone:	Telephone:



Política 453.4 Anexo A
Revisado: 2024

FORMULARIO DE CONSENTIMIENTO PARA MEDICAMENTO RECETADO

A COMPLETAR POR EL PROFESIONAL AUTORIZADO: Tanto los médicos colegiados como los padres/tutores deben firmar la prescripción de medicamentos. El personal escolar autorizado debe documentar la medicación que administra. Cada medicamento requiere un formulario por separado. La autorización de este formulario no debe exceder el año escolar en curso, incluidas las excursiones y la escuela de verano.

Nombre del estudiante:	Fecha de nacimiento:
Escuela:	Grado:
Nombre del medicamento:	Motivo de la medicación:
Dosis:	Frecuencia/Horario:
Fecha de inicio:	Fecha final:
Posibles efectos secundarios:	
Información adicional:	

PROFESIONAL AUTORIZADO, por favor MARQUE UNA:

- Medicamento recetado administrado por personal autorizado de la escuela** - *El personal autorizado de la escuela administrará este medicamento recetado. Como profesional autorizado, dirigiré la administración y estoy dispuesto a aceptar comunicación de parte del personal autorizado de la escuela.*
- Medicamento recetado autoadministrado por el estudiante** - *Este medicamento recetado será autoadministrado. He instruido al estudiante sobre el método de administración adecuado (almacenamiento del medicamento, dosis, fecha(s) y horario(s) a ser administrado y posibles efectos secundarios). Según mi opinión profesional, este estudiante puede tener y administrar el medicamento de manera independiente. Entiendo que el distrito escolar no acepta ninguna responsabilidad por la autoadministración de un medicamento recetado, incluyendo, pero no limitado a, la administración, supervisión y documentación del mismo.*

Nombre del profesional autorizado:	Nombre de la clínica:
Firma del profesional autorizado:	Fecha:
Numero de telefono:	Numero de fax:

PADRE/MADRE/TUTOR, MARQUE UNA:

- Medicamento recetado administrado por personal autorizado de la escuela** - *Doy mi permiso al personal autorizado de la escuela para administrar a mi estudiante el medicamento recetado mencionado anteriormente, de acuerdo con las instrucciones del profesional autorizado proporcionadas en este formulario. Estoy de acuerdo en eximir de toda responsabilidad al Distrito Escolar de la Comunidad de Waunakee y al personal autorizado en cualquier evento que surja de la administración de este medicamento. Estoy de acuerdo en notificar por escrito a la escuela sobre cualquier cambio en la orden anterior.*
- Medicamento recetado autoadministrado por el estudiante** - *Este medicamento recetado será autoadministrado. He revisado el método de administración adecuado (almacenamiento del medicamento, dosis, fecha(s) y horario(s) a ser administrado y posibles efectos secundarios) con mi estudiante. Solicito que mi estudiante pueda tener y autoadministrarse este medicamento de manera independiente. Entiendo que el distrito escolar no acepta ninguna responsabilidad por la autoadministración de un medicamento recetado, incluyendo, pero no limitado a, la administración, supervisión y documentación del mismo.*

Firma del padre/madre/tutor	Fecha
Teléfono (casa)	Teléfono (trabajo)

REPORTING OF CHILD ABUSE/NEGLECT

Waukeek Community School District

Policy 454

Page 1 of 2

~~(This sample policy requires child abuse and neglect reporting by state mandated reporters only. The sample includes general expectations for staff when making such reports and addresses actions that will be taken if the expectations are not met. This policy would be in line with child abuse and neglect reporting language included in the WASB Model Employee Handbook.)~~

The School Board is concerned with the health, safety and welfare of all children and recognizes the legal and ethical obligations that school employees have to report suspected or threatened child abuse or neglect. Therefore, the Board expects school employees to carry out those obligations with due diligence in accordance with state law requirements.

Any school employee having reasonable cause to suspect that a child seen in the course of their professional duties has been abused or neglected or having reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect will occur, shall report that suspicion or belief to the appropriate authorities. At all times it shall be the aim of the school employee to make the report to county child protective services or law enforcement personnel as quickly as possible. Any delay would not be in the best interests of the child and is not the policy of the District.

A school employee making a child abuse or neglect report shall inform the building principal or his/her designee of the report so they are aware of the situation. School employees may also consult with student services staff (e.g., the school guidance counselor, social worker) on the reporting process and any necessary follow-up activities. No building principal or other District employee may attempt to delay, modify or prevent any report of suspected or threatened child abuse or neglect. It is not the responsibility of school personnel to investigate child abuse or neglect reports or to prove that abuse or neglect has occurred or will occur. Investigation of child abuse and neglect reports is the legal responsibility of trained county child protective services and/or law enforcement personnel.

All information pertaining to a child abuse or neglect report shall be kept confidential, including the identity of the reporter, and shall only be shared with those individuals specifically authorized by law to have access to that information.

The District shall not take any disciplinary action against a school employee, discriminate against an employee in regard to employment, or threaten an employee with any such treatment for making a child abuse or neglect report in good faith under this policy. School employees may be subject to school disciplinary action, as well as penalties under state law, for failure to report suspected or threatened child abuse or neglect which they have knowledge of or for divulging confidential child abuse and neglect report information to an unauthorized person.

If a school employee or student is suspected of misconduct under this policy, the District shall conduct its own internal investigation to determine appropriate school disciplinary and other actions.

The District Administrator shall establish any necessary procedures to implement this policy and to comply with state law requirements. To maintain awareness on the part of school employees of their child abuse and neglect reporting responsibilities under this policy and state law, each school employee shall participate in required training in identifying and reporting child abuse

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REPORTING OF CHILD ABUSE/NEGLECT

Policy 454

Waunakee Community School District

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and neglect. In addition, school employees shall be informed of this policy and its implementing procedures annually ~~through the employee handbook and through other means deemed appropriate by the District Administrator.~~

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Legal References:

Wisconsin Statutes

- [Section 48.02](#) [definitions of child abuse and neglect]
- [Section 48.981](#) [child abuse and neglect reporting requirements, including confidentiality]
- [Section 115.31](#) [reporting certain types of staff misconduct to state superintendent of public instruction]
- [Section 118.01\(2\)\(d\)8](#) [protective behavior instruction]
- [Section 118.07\(5\)](#) [school employee training related to child abuse and neglect reporting]
- [Section 118.125](#) [confidentiality of student records]
- [Section 118.126\(1\)](#) [privileged communication regarding student alcohol and drug use and related problems; exception for required child abuse/neglect reporting purposes]
- [Section 165.68](#) [address confidentiality program]

Federal Laws and Regulations

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

Cross References:

- WASB PRG 454 Sample Policy 1
- [454-Rule, Child Abuse/Neglect Reporting Procedures](#)
- [882, Relations with Police Authorities](#)

Adoption Date: ~~4/22/91~~

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- ~~Revised: March 1994~~
- ~~March 2002~~
- ~~March 2012~~
- ~~April 2020~~

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PROCEDURES FOR REPORTING CHILD ABUSE/NEGLECT

454-Rule

Waukeke Community School District

Page 1 of 3

(This sample rule outlines general procedures for reporting suspected or threatened child abuse or neglect. It can be used to implement PRG 454 Sample Policy 1.)

1. Reports of suspected or threatened child abuse or neglect shall be made immediately by phone or personally to the _____ Dane County Social/Human Services Department – Child Protective Services *[add phone number]*. If a report to that department is not possible, or if the person making the report suspects that the health or safety of a child is in immediate danger and wishes to request an immediate investigation, the school employee should make the child abuse or neglect report to the _____ Dane County Sheriff's Department *[add phone number]* or the ~~Waukeke local~~ Police Department *[add phone number]*.

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{Editor's Note: School districts located in more than county should work with their respective agencies and law enforcement personnel to identify appropriate reporting procedures based on school location, student residence, etc.}

School employees may consult with student services staff prior to making a report but may not delay the report beyond the time the student leaves the supervision of school staff on the day that the suspicion of abuse or neglect or threatened abuse or neglect arises. It is not the responsibility of school personnel to obtain definitive proof that abuse or neglect has occurred, and school personnel shall not further investigate a child abuse or neglect situation following the making of a report, except in cases where an administrator has a responsibility to conduct an independent internal investigation into alleged misconduct by a student, school employee, agent of the District, etc. For example, school personnel shall not contact for investigative purposes a caregiver, or other person in the community, who is suspected of or who potentially may be responsible for the suspected abuse or neglect.

2. When making a child abuse or neglect report, the reporter should be prepared to provide as much of the following information as possible:
 - a. The employee's name, phone number, relationship to the child, and school phone number.
 - b. The name, home address, and age of the child suspected of or threatened with being abused or neglected.
 - c. The name, home address(es) and work place(s) of the child's parent(s) or guardian.
 - d. The names and ages of the child's siblings, if relevant to the report.
 - e. A description of why he/she believes the child has been abused or neglected or has been threatened with abuse or neglect, statements allegedly made by the child to others, and any relevant circumstances or conditions in the home or elsewhere of which the reporter is aware.

If the child abuse/neglect report involves a child who is a participant in the state's address confidentiality program (the Safe at Home program), the reporter should keep in mind the confidentiality requirements for that program and inform social/human services or law

PROCEDURES FOR REPORTING CHILD ABUSE/NEGLECT

454-Rule

Waukeek Community School District

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enforcement officials that the child is a Safe at Home participant and that he/she is prohibited from releasing any actual address information related to the child. Social/human services can ask law enforcement officials to request a release of participant information directly from the Safe at Home program.

3. In all cases, the building principal or his/her designee shall be informed that a child abuse or neglect report has been or will be filed. The building principal or designee shall support the employee in their action(s) and shall not attempt to delay, modify or prevent any report of suspected child abuse or neglect. Informing the principal or designee of any suspected or threatened abuse or neglect does not eliminate a school employee's independent responsibility to make a report to county child protective services or the appropriate law enforcement agency.
4. The county agency charged with responsibility for investigating child abuse or neglect reports may generally contact, observe or interview a child at any location, including school, to determine if the child is in need of protection or services. School personnel may not require parent notification before allowing such interviews to take place at school when the department or agency is exercising its investigative authority under state law. County child protective services or law enforcement personnel may request the cooperation of a school teacher, counselor or other person whose presence would aid in the interview process. They may also, in the exercise of professional judgment and in accordance with department standards, exclude school personnel from the interview.
5. School personnel shall keep in mind state and federal laws and school district procedures regarding the confidentiality of student records when disclosing information from a student's school records to child protective services or law enforcement personnel. Student records may be disclosed under state and federal laws to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of a student or other individuals. School personnel should take into consideration the totality of the circumstances pertaining to the threat to health or safety. When student record information is disclosed in this situation, school personnel shall record: (1) the threat to the health or safety of the student or other individuals that formed the basis for the decision; and (2) the parties to whom the student record information was disclosed.
6. To provide for compliance with state law requirements, school personnel should keep child abuse and neglect reports and any information obtained from child protective services or law enforcement personnel regarding a child abuse or neglect report in a confidential file that is separate from the student's regular school records file(s). Such information can only be disclosed to the persons and for the purposes specified by law.

Cross References:

WASB PRG 454 Sample Rule 1

Adoption Date: 4/22/91

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PROCEDURES FOR REPORTING CHILD ABUSE/NEGLECT

Waunakee Community School District

454-Rule

Page 3 of 3

Revised: March 1994
September 1994
March 2012
April 2020

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Policies of the Board of Education

Series 400: Students

SUPERVISION OF STUDENTS

455.1

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school, and the school is responsible for them. School personnel assigned to their supervision serve in loco parentis.

The Board expects all students to be under assigned adult supervision when they are in school, on school grounds, engaging in school-sponsored activities, or traveling under school auspices, (with the exception below). School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

The school bus driver is responsible for supervision of students during the regular bus routes before and after the student's regular school day. Bus drivers are to report behavior or discipline problems to the building principal.

In keeping with this expected prudence, no teacher or other staff member shall leave his/her assigned group unsupervised except when an arrangement has been made to take care of an emergency.

Legal Ref.: Sections 120.12(1) Wisconsin Statutes
121.02(1)(I)

Cross Ref.: 751-Rule (2), Bus Discipline Procedures

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

STUDENT AUTOMOBILE USE

455.3

Driving on school roadways and parking on school property is a courtesy extended to students and others by the Board. The administration, obtaining suggestions from the local police department, shall establish rules and regulations to assure traffic safety on school property and the maximum protection of vehicles. However, the District shall assume no responsibility for damage to cars or for theft.

Regulations governing all traffic on school property shall include speed limits, stops, one-way lanes as needed, restriction of driving/parking to staff and authorized students and visitors, and special parking areas for staff, visitors, and students. Specific regulations are the responsibility of the building principal. The regulations may provide a means for imposing a limitation on the number of students who may use the parking lot if parking space is at a premium.

The school administration shall rescind permission for any student to drive or park on school property who drives unsafely or who does not observe the school's traffic or parking regulations.

The use of go-carts, minibikes, motorcycles, and similar vehicles shall not be permitted on school property except in designated areas. This action is a precautionary measure for the protection of students playing on school grounds and the protection of school property.

Legal Ref.: Sections 118.015 Wisconsin Statutes
118.09
118.10
120.12(1)

Cross Ref.: 455, Safety of Students
455.3-Rule, Parking and Parking Permits
720, District Safety Policy

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

PARKING AND PARKING PERMITS

455.3-Rule

Due to the limited number of parking spaces available on school lots in the South Street and School Drive area, the district has directed administration to develop a system to control access to lots and provide greater supervision of those lots. This system shall include:

1. ~~Developing a plan with the Village of Waunakee Police Department and area residents to restrict and manage parking on village streets adjacent to school property to provide safer intersections and roadways.~~
2. Establish “parking by permit” only from 7:30 a.m. to 3:30 p.m. in all high school, ~~middle school, intermediate school, and Heritage School~~ parking lots. Permits shall be issued free to staff. Permits shall be issued on a fee basis to students. This fee shall be established annually ~~by administration and reviewed periodically~~ by the Board. ~~The annual fee may vary based on the proximity of the lot to the high school.~~
3. Permits shall be issued to students on a “first come, first served” basis at registration beginning with seniors and working down through the classes. Additional permits shall be issued after registration based on space available without regard to class level.
4. Parking permits shall be revoked for students who violate school parking or driving regulations. Other penalties may also be imposed.
5. Parking in school lots without a permit ~~shall~~ **may** result in a citation and towing of the vehicle.
6. Entrances to all lots shall be posted with signs informing drivers of the parking restrictions and need for a permit.

Cross Ref: 445.3, Student Automobile Use

Adopted: September 1997

Revised: March 2002

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT SAFETY PATROLS

455.4

The safety of school children traveling to and from school is a responsibility of all concerned parents/guardians, citizens, school officials, law enforcement officials and students themselves. Obviously, ~~the~~ **the** school's greatest responsibility lies in those areas immediately adjacent to school property. In an effort to carry out its responsibility the school will participate in a cooperative effort with the police department and parents/guardians in the formation and operation of a student safety patrol at the Waunakee community school areas.

The school's participation will not extend beyond those intersections adjoining school grounds. Further, this participation will be limited to those intersections through which vehicular traffic flows in such a manner as to provide gaps sufficient to allow student crossings. The details of the safety patrol will be worked out by the administrators working with the police department ~~and parent volunteers.~~

Legal Ref.: Sections 118.10 Wisconsin Statutes
121.02(1)(I)
PI 8.01(2)(I), Wisconsin Administrative Code

Cross Ref.: 882, Relations with Police Authorities

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

STUDENT SUICIDE PREVENTION AND INTERVENTION

Policy 457

Waukegan Community School District

Page 1 of 3

(This sample policy establishes a general local framework for a school district's efforts regarding youth suicide prevention, intervention, and response. The sample also assigns administrative responsibility and identifies the civil immunity that state law provides in connection with good faith attempts by agents of a school district to prevent suicide by a student.)

General Framework

With the goals of promoting students' well-being, intervening with students who may be identified as struggling or in crisis, reducing actual or attempted incidents of youth suicide and other forms of self-endangerment, and responding appropriately to any such incident that has a connection to the District, the School Board directs the administration to address youth suicide prevention and intervention through a multi-faceted approach that includes at least the following components:

(Editor's Note: Some districts may decide to modify or expand upon the items in the list below to better reflect local goals, expectations, and practices.)

1. Initiatives to increase staff awareness of issues related to youth suicide, including, at a minimum and as required under state law, providing annual notice to the District's licensed staff of the suicide prevention resources and services ~~that are available through the Department of Public Instruction.~~
2. Additional periodic professional development opportunities for appropriate staff, as determined by the administration, that relate to youth suicide prevention and intervention. Such opportunities may be voluntary or required and may be provided internally or through external sources.
3. Age-appropriate instructional programming for students in the area of personal development that, as required under state law, is designed to address matters such as:
 - a. The promotion of students' positive social and emotional development;
 - b. The promotion of positive psychological, emotional, and problem-solving responses among students;
 - c. Skills that help students cope with social change; and
 - d. At appropriate developmental levels, instruction that addresses the causes and signs of suicidal ideation/tendencies or other forms of self-harm, knowledge of the relationship between youth suicide and the use of alcohol and controlled substances, and knowledge of youth suicide prevention and intervention services that are available in the community.
4. The incorporation of services and resources that address student mental health needs, positive social and emotional development, and suicide prevention and intervention within the District's approach to providing guidance and counseling programs and services for students.
5. The incorporation of suicide intervention and response components within the District's crisis intervention and response procedures, including appropriate communication of such

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STUDENT SUICIDE PREVENTION AND INTERVENTION

Policy 457

Waukeek Community School District

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procedures to staff. *{Editor's Note: This item is intended to address the need for procedures that address what staff should do with their observations or direct or indirect reports that identify a student as being in crisis or otherwise potentially at risk of possible suicide. Such procedures generally identify appropriate internal reporting procedures, appropriate external contacts (e.g., parents, emergency services, etc.), initial status assessments, directions to make all reasonable efforts to ensure that the student remains under adult accompaniment/supervision until a transfer of such responsibility occurs, and appropriate near-term follow-up steps. However, such procedures are very localized and generally not at the level of board policy.}*

6. The identification of and, where feasible, the engagement of cooperative efforts with relevant agencies, community organizations, and other experts. This may include identifying qualified agencies or organizations that:
 - a. Offer consultative services to school professionals related to youth suicide prevention, intervention, and response; or
 - b. Serve as emergency and non-emergency points of contact for youth who may be experiencing a suicidal crisis or other form of emotional distress and/or for students or families who may have related concerns regarding themselves or others.

{Editor's Note: School districts that issue student identification cards may wish to insert the following additional statement: "As required by state law, student identification cards shall include specific contact information on the card for organizations that provide support to individuals in crisis." Otherwise, that statutory requirement is also broadly covered by the general reference to compliance with "specific mandates found in state law" that is found in the "Assignment of Responsibility" section of this sample.}

7. ~~*{Insert any additional foundational aspects of the district's local approach to youth suicide prevention, intervention, and response.} {Editor's Note: Examples may include the ongoing implementation of a peer-to-peer suicide prevention program, a protective behaviors program, or specific student mental health collaborations.}*~~

Assignment of Responsibility

The ~~*{insert relevant position title(s)}*~~ *Director of Student Services* shall have primary administrative responsibility and accountability to the Board for overseeing and coordinating the District's approach to youth suicide prevention and intervention in a manner that is consistent with the above-identified general framework and the specific mandates found in state law.

~~*{Editor's Note: A school board could further address its accountability expectations by, for example, requiring the applicable administrator(s) to periodically present to the board a plan document or a report or review of the district's efforts to implement this policy. Alternatively, some boards may conclude that sufficient relevant information is already likely to be presented to the board through other mechanisms — such as through curriculum reviews, departmental reports to the board, the review of school safety and crisis intervention plans, etc. Even with no*~~

¹ If your district issues students identification cards, you may wish to include this language in the policy.

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STUDENT SUICIDE PREVENTION AND INTERVENTION

Policy 457

Waukegan Community School District

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~~additional accountability expectation stated in the policy, the board could always periodically request a report or other update by motion.~~

State Civil Liability Exemption

The State of Wisconsin encourages attempts to intervene in and prevent youth suicide by providing that the School Board and any District officer, employee, or volunteer who in good faith attempts to prevent suicide by a student is immune from civil liability under state law for his or her acts or omissions in respect to the suicide or attempted suicide.

Legal References:

Wisconsin Statutes

Section 49.45(30c)	[licensed treatment professionals]
Section 115.365	[DPI suicide prevention resources and assistance to school; annual notice to professional staff required]
Section 115.366	[grants to support peer-to-peer suicide prevention programs]
Section 115.367	[school-based mental health services grants]
Section 115.368	[assistance to schools for protective behaviors programs]
Section 118.01(2)(d)	[required personal development curriculum]
Section 118.169	[crisis support contact information on student identification cards]
Section 118.295	[liability exemption for suicide intervention]
Section 895.48	[civil liability exemption for certain emergency medical care]

Wisconsin Administrative Code

PI 8.01(2)(e)	[school district standard; guidance and counseling program requirements]
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Cross References:

WASB PRG 457 Sample Policy 1

Adoption Date: ~~10/13/87~~

Revised: ~~March 1994~~

~~March 2002~~

~~June 2022~~

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STUDENT AWARDS AND SCHOLARSHIPS

Waunakee Community School District

Policy 460

Page 1 of 2

~~(This sample policy addresses the regulatory requirement that the District have a policy addressing nondiscrimination in the administration of scholarships and awards. The policy assumes that the District will establish criteria and procedures for administering the state's scholarship programs in a separate policy or rule.)~~

Students in the District shall be informed annually of available scholarships and awards. Literature concerning available scholarships and awards shall be available through the guidance ~~Student Services~~ office and/or posted in the appropriate school building.

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The District will select nominees and alternates for the Wisconsin Academic Excellence Higher Education Scholarship and the Wisconsin Technical Excellence Higher Education Scholarship in accordance with established procedures for those awards.

~~In order for a student to be eligible for scholarships sponsored through or by the district, he/she shall have been a student in the Waunakee Community High School for the last four (4) full semesters before graduating from Waunakee Community High School. This includes the Wisconsin Academic Excellence Higher Education Scholarship. (See policy 460.1)~~

~~Students attending Waunakee Community High School full time under Wisconsin's Open Enrollment Law shall be eligible for scholarships on the same basis as resident students.~~

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The District shall not unlawfully discriminate in the acceptance or administration of awards, scholarships, or other aids, benefits, or services to students — including those from private agencies, organizations, or persons — on the basis of sex, sexual orientation, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, any physical, mental, emotional or learning disability, or any other legally-protected status or classification. Discrimination complaints shall be processed in accordance with established procedures. Accordingly, any scholarship or award granted by, administered by, or advertised/promoted by the District shall be in compliance with the above-stated policy of nondiscrimination.

Legal References:

Wisconsin Statutes

[Section 39.41](#) [Wisconsin academic excellence higher education scholarship]
[Section 39.415](#) [technical education higher education scholarship]
[Section 118.13](#) [student nondiscrimination]

Wisconsin Administrative Code

[PI 9.03\(1\)\(d\)](#) [policy requirement to address nondiscrimination in relationship to scholarships, awards and other benefits for students]
[HEA 9](#) [Wisconsin academic excellence scholarship rules]

Federal Law

[Title IX of the Education Amendments of 1972](#), [Section 504 of the Rehabilitation Act of 1973](#), and related civil rights laws

STUDENT AWARDS AND SCHOLARSHIPS

Waukeek Community School District

Policy 460

Page 2 of 2

Cross References:

{Insert appropriate cross references to the policy as applicable to your district.} WASB PRG 460
Sample Policy 1

411-Rule (1), Student Discrimination Complaint Procedures

345.4-Rule, Promotion/Retention of Students (outlines attainment of senior status)

345.1, Grading Systems

345.1-Rule, Specific Grading Systems (GPA Computation)

460.1, Wisconsin Academic Excellence Higher Education Scholarship

Adoption Date: 10/9/89

Revised: March 1994
September 1994
9/8/97
4/13/98
March 2002

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Policies of the Board of Education

Series 400: Students

STUDENT FEES

470656

The Board of Education shall set the amount of student fees by August first of each year. Optional fees for personal use items such as yearbooks, pictures, t-shirts, schedulers, etc. shall be set annually by each school building.

No individual fees will be charged for academic courses except for behind-the-wheel driving, recorders and instrument rental for music, and materials for art, technical education, and family and consumer education.

A fee will be charged for field trips, workbooks, consumable materials, towels, locks, etc. A participant fee will be charged for participation in co-curricular activities.

Upon completion of the information sharing with others form, Any student who qualifies under the federal guidelines for free or reduced price lunches ~~may~~ shall have their participant or fee waived. The waiving of fees shall include fees for curriculum related field trips, workbooks, consumable materials, towels, locks, etc. Students who qualify under the federal guidelines for free or reduced price lunches may participate in co-curricular activities at no cost.

This policy and the established fees apply to all students attending Waunakee Community Schools, including open enrollment and tuition students. Part time open enrollment students will pay a prorated general fee based on a one-semester course being 1/16th of a maximum load.

Legal Ref.:	Sections	118.001 Wisconsin Statutes
		118.03
		118.17
		120.13
		120.13 (2m)
		120.12 (11)
		121.41

Cross Ref.: 761, Free and Reduced Price Meals

Adopted: 12/13/82

Revised: 4/22/91
 March 1994
 4/13/98
 March 2002
 July 2009
 May 2016

Waunakee Community School District

Policies of the Board of Education

Series 400: Students

STUDENT VOLUNTEERS FOR SCHOOL AND PUBLIC SERVICE

480

The Board of Education encourages the utilization of student volunteers in the educational program (~~e.g. student librarians, student office helpers, etc.~~) and in useful community services. However, student volunteers must be capable of carrying out the additional load without endangering their academic achievement. Therefore, all student volunteers shall be expected to maintain their grades, attend all classes, and recognize that the activity to which they are volunteering their services is secondary to their primary goal of obtaining an education.

Teachers and members of the community are encouraged to check with the ~~guidance~~ **school** counselor and **or** the principal before students are sought for volunteer help, to make sure that the students can afford academically to undertake the additional responsibility.

Legal Ref.: Sections 118.001 Wisconsin Statutes
120.13 (currently coded as 861)

Cross Ref.: 353.1, School Volunteers

Adopted: 12/13/82

Revised: March 1994
March 2002

Waunakee Community School District

CHILDREN OF DIVORCED/SEPARATED PARENTS AND PARENTS NOT SHARING THE SAME HOUSEHOLD

Waukeek Community School District

Policy 491

Page 1 of 2

~~(This sample policy requires school personnel to maintain neutrality when it comes to dealing with parents involved in legal actions affecting the family. School personnel may limit a parent's access to student record information or involvement in the schools only to the extent specified in an official court order or other legally binding document presented to the district.)~~

The District recognizes the importance of parent participation and involvement in the education of their children. When parents are involved in a legal action affecting the family such as divorce or legal separation, it is important for the District to have the information necessary to make appropriate decisions regarding their child(ren)'s educational program and parent involvement in the schools.

The District shall maintain neutrality between parents who are or have been involved in a legal action affecting the family, unless otherwise directed by a court order or other legally binding document. It is the responsibility of a student's parent(s) to notify the ~~their child's~~ ~~identify the appropriate staff position — e.g., building principal, Director of Student Services, District Administrator or designee~~ of any court document restricting a parent's rights. Upon receipt of such document, the ~~designated position building principal or designee~~ shall inform classroom teachers and other staff, as appropriate, of any restrictions placed on a parent's access to a student, access to a student's school records, or participation in school-related activities.

The parent of any student enrolled in a school subject to District control may be provided all report cards, notices of school activities, disciplinary reports, conference appointments or summaries, or other student records, unless otherwise expressly curtailed or restricted by a provision of a court order or other legally binding document that has been provided to the District. The parent may participate in all school activities related to their child, including conferences, unless a court order or other legally binding document provides otherwise. The school generally will conduct only one conference meeting for parents at appropriate times in which both parents of a student will be permitted to participate. Exceptions may be permitted as agreed to by school personnel.

A student enrolled in the District may be released from school to either parent, unless a court order or other legally binding document has been provided to the District that prohibits such a release. The building principal or designee shall not allow a parent to remove a student from school if the school has been notified that the parent has been denied periods of physical placement with the student. If such parent requests to remove his/her child from school during the school day, or takes other action to do so, local law enforcement authorities shall be contacted immediately by the building principal or designee.

Each parent is individually responsible for observing his/her respective parenting rights, obligations, and restrictions in all of the parent's interactions with the District. As a general rule, if one parent believes that the other parent is acting in a manner that is inconsistent with such rights, obligations, or restrictions, his/her primary method of obtaining recourse is to seek enforcement of applicable laws, court orders, and applicable agreements by involving law enforcement and/or the courts. Further, if parents disagree with one another about their

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CHILDREN OF DIVORCED/SEPARATED PARENTS AND PARENTS NOT SHARING THE SAME HOUSEHOLD

Policy 491

Waukegan Community School District

Page 2 of 2

respective rights, obligations, or restrictions, it is the responsibility of the parents to obtain appropriate clarifications of, or modifications to, any applicable agreements or court orders through the family court system.

Parents of students enrolled in District schools shall be informed of this policy via student and parent handbooks or through other appropriate means as determined by the building principal.

Legal References:

Wisconsin Statutes

[Section 118.125\(2\)\(m\)](#) [access to student records by parents denied periods of physical placement]

[Section 767.41](#) [child custody and physical placement]

[Section 767.41\(7\)](#) [parent access to records]

Federal Laws

[20 U.S.C. § 1232\(a\)](#) [Family Educational Rights and Privacy Act; the federal student records law]

[34 C.F.R. part 99](#) [U.S. Department of Education FERPA regulations]

Cross References:

WASB PRG 491 Sample Policy 2

~~[347-Rule, Student Records Procedures](#)~~

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Adoption Date: ~~4/22/91~~

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Revised: ~~March 1994~~

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~~March 2002~~

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GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

491-Rule

Waunakee Community School District

Page 1 of 6

A. Definitions

1. "Action affecting the family" means a divorce, legal separation, custody or child support action, paternity proceeding, or other legal action that may affect parental rights, whether pending or completed.
2. "Court order" means any order, adjudication or decree, temporary or permanent, entered by a judge or court commissioner of competent jurisdiction in Wisconsin or any other state as a result of an action affecting the family. Letters from attorneys or other individuals will not be construed as a court order. The District will treat a court-approved parenting plan as a court order.
3. "Custodial parent" means a parent having sole legal custody of a child by virtue of a court order.
4. "Joint custodial parent" means a parent who shares legal custody of the child with the other parent by virtue of a court order.
5. "Enrolling parent" means a parent who: (a) is a party to an action affecting the family and resides in a residence separate from the other party to such action; and (b) enrolls or intends to enroll in a District school a child subject to the jurisdiction of the court in which such action affecting the family is venued.
6. "Parent with physical placement rights" as used within these guidelines means a parent who by virtue of a court order has a right to have the child physically placed with him/her and has the right and responsibility to make routine daily decisions regarding the child's care during the placement, which are consistent with the major decisions made by a parent having legal custody.
7. "Parent denied periods of physical placement" means a parent who has been denied periods of physical placement with a child by virtue of a court order. A parent may be denied periods of physical placement with a child when a court finds that the physical placement with a child would endanger the child's physical, mental or emotional health.

B. Providing Information to the District Regarding Actions Affecting the Family

1. It is the parents' responsibility to keep the District informed of: (a) any legal action affecting the family that may have an impact on parent involvement and participation in the schools; and (b) any court order that may define or restrict a parent's rights in relation to children enrolled in the schools, including any changes to a court order.
2. At the time of enrollment or prior to the commencement of each school year, each enrolling parent shall be requested to provide the following information to the [identify the appropriate staff position – e.g., building principal or designee, District Administrator], as may be applicable to their family's situation:

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

491-Rule

Waunakee Community School District

Page 2 of 6

- a. Name and current contact information (mailing address, telephone number and email address) of the enrolling parent and type of any applicable action affecting the family;
- b. Name of each of the enrolling parent's children who is, or who has a parent who is, subject to a court order as a result of any action affecting the family that is relevant to child's enrollment in school;
- c. Name of each school in which such children will be enrolled (if known);
- d. Identity and location of the court having jurisdiction over the action affecting the family;
- e. Whether there is any court order currently in effect that addresses child custody or physical placement rights, or any other matter that may be relevant to the child's school enrollment;
- f. Whether the enrolling parent is the custodial parent or a joint custodial parent;
- g. Whether the child(ren) physically reside with the enrolling parent, the other parent who is a party to the action affecting the family, or both (i.e., the parent should clarify the residency arrangements as to each child);
 - If the child regularly resides with both parents during the normal school year, declare a primary residence for school purposes for each child.
 - If the child regularly resides with both parents and the enrolling parent fails to declare a primary residence, the address of the enrolling parent will be identified as the children's primary residence for school purposes.
- h. Name and current contact information (mailing address, telephone number and email address) of the non-enrolling parent;
- i. Whether the most recent court order in effect restricts the rights and privileges of either parent with respect to making decisions regarding their child's educational program, access to their child, access to the child's school records, or the parent's participation in school-related activities; and
- j. Whether the most recent court order expressly prohibits or permits the child(ren) to be released from school to either parent who is a party to the action affecting the family.

In the event any enrolling parent advises the designated position above building principal or designee that the most recent court order in effect restricts parental rights in relation to children enrolled in the District, the enrolling parent shall be requested to provide the District with a certified copy of the most recent court order reciting such restriction(s). Should an enrolling parent fail to provide the District with a certified copy of

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

the most recent court order clarifying any parental rights, privileges or restrictions related to an action affecting the family, or fail to provide the current contact information of the non-enrolling parent, the non-enrolling parent may provide this information. In addition, the non-enrolling parent may, at any time, provide the school with court records or other documentation that refutes or supplements the information provided by the enrolling parent.

3. Upon receipt of a court order, the ~~(designated position above or his/her building principal or designee)~~ shall review the court order to see if it grants one parent rights over the other parent with regard to their child(ren) or education-related decision making, or restricts a parent's rights in relation to children enrolled in the District. The ~~(designated position building principal or designee)~~ may, with permission from the District Administrator and consistent with Board policy, request assistance from the District's legal counsel in interpreting the court order and in understanding its applicability to the schools. Any relevant information from the court order restricting parental rights in relation to school activities or parent access to their children or school records shall be entered in the student's record and shared with the child's classroom teacher(s) and other staff as appropriate.
4. Should neither parent to an action affecting the family notify the District of the existence of such a court order, neither parent shall be deemed to have rights superior to the other with respect to any child enrolled in the District or with respect to parent participation in school-related activities.
5. In addition to providing copies of court orders related to actions affecting the family, the enrolling parent, the non-enrolling parent, or any other person with a legal relationship to the child (e.g., a guardian, an individual acting under a power of attorney) may provide the District with other official documents or other records that are relevant to the child's school enrollment and attendance. Such records may include (a) letters of guardianship; (b) court orders related to a "CHIPS" (child in need of protection or services) petition; or (c) court orders related to any other legal proceedings that may be relevant to the child's school enrollment and attendance (e.g., a restraining order or harassment injunction that relates to the child).

C. School Communications with Parents Involved in Actions Affecting the Family and Access to Student Records

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to school communications with parents and access to student records:

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

491-Rule

Waunakee Community School District

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1. A parent, regardless of whether the parent has legal custody of the student, shall have equal access to the student's medical, dental and school records as required by law unless the parent has been denied periods of physical placement with the student or otherwise denied access to the records under a court order on file with the District.
2. The parent with whom a student primarily resides (provided the parent is also a custodial or joint custodial parent) shall be the primary contact person for school communication purposes and for receipt of routine school mailings. Routine mailings include parent newsletters, parent-teacher conference information and report cards, behavioral information, parent surveys, parent-teacher organization events, etc.
3. A joint custodial parent or a parent with physical placement rights who resides at a location other than his/her child(ren)'s primary residence, may file a request with the District to receive a copy of the materials and communications routinely provided to the parent with whom the child normally (or primarily) resides. Such requests will be honored to the extent practicable, but would not include, for example, making copies of all school work that is returned to the student. However, nothing in this rule shall be construed to permit a parent denied periods of physical placement with a child to have access to a child's school records or other school information in violation of a court order on file with the District.

D. Participation in Parent-Teacher Conferences and Meetings

Except as restricted in a court order on file with the District, both parents of a student are generally welcomed and encouraged to participate in parent-teacher conferences, disciplinary meetings or hearings, individualized education program team (IEP team) meetings, and any other conferences or meetings called by District personnel regarding the student's education or school activities. Scheduling information for such conferences and meetings shall be provided to the parent with whom the student primarily resides (provided the parent is also a custodial or joint custodial parent). The parent with whom the student primarily resides is expected to share the scheduling information with the other parent. The District will provide conference/meeting scheduling information separately to both parents only in the following circumstances: (1) where any applicable law, regulation, or District policy expressly requires the District to do so; or (2) the District has received a ~~written~~ request from the child's parent asking for such duplicate notification.

E. Parent Visits with Their Children at School During the School Day

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to parent visits with their children at school during the school day:

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

491-Rule

Waunakee Community School District

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1. A custodial or joint custodial parent, or a parent with physical placement rights, may visit their child at school during school hours as authorized by the building principal or designee in accordance with the school visitor policy, unless the visitation is prohibited by the court order on file with the District. Unless expressly prohibited by a court order, it is not a violation of District policy or these procedures for such a parent to, for example, volunteer in his/her child's class or chaperone a school field trip on a day when the parent does not have physical placement of the child. All parents visiting their child at school shall abide by established school visitor rules.
2. The District may prohibit either parent (regardless of custodial status and the language of the court order) from entering the school during school hours, or otherwise participating in school-sponsored activities, if he/she disrupts the educational process or his/her presence is detrimental to the health, safety, academic learning or productivity of students or others at school.

F. Release of Students from School to a Parent During the School Day

If the District has been informed of an action affecting the family as outlined above, and has received a court order clarifying parental rights and privileges and any restrictions on parental rights, the following guidelines shall apply to the release of students from school during the school day:

1. As a general rule, no student may be released from school during the school day to any person other than the custodial parent, or joint custodial parent as authorized by the court order on file with the District, without the written authorization of the custodial or joint custodial parent.
2. A student may be released from school during the school day to a parent with physical placement rights who does not have legal custody of the student when authorized by the custodial parent, or as expressly authorized by the court order on file with the District. If a parent with physical placement rights who does not have legal custody seeks to remove a student from school on a day or at a time that the school staff members who are dealing with the matter know is outside of the time period during which the parent has been awarded physical placement, and if specific permission has not been provided to the school by the custodial parent, the staff is expected to take the precaution of attempting to contact the custodial parent. If the custodial parent cannot be contacted, the staff member should involve the building principal or other administrator to determine a course of action that appropriately accounts for the safety of the child, which may involve contacting law enforcement.
3. The building principal or designee shall not allow a parent denied periods of physical placement with a child as specified in a court order on file with the District to remove a child from school. If such parent requests to remove his/her child from school during the school day in violation of the court order, or takes

GUIDELINES FOR WORKING WITH PARENTS INVOLVED IN LEGAL ACTIONS AFFECTING THE FAMILY

Waunakee Community School District

491-Rule

Page **6** of **6**

other action to do so, local law enforcement officials shall be contacted immediately by the building principal or designee.

Cross References:

WASB PRG 491 Sample Rule 1

Adoption Date:

Policies of the Board of Education

Series 400: Students

STUDENT PHOTOGRAPHS

492

Student photographs may be taken on school premises by commercial photographers only when there is a school purpose for them such as a yearbook, class pictures, athletics, student records, or identification cards. Fundraising activities by school-related organizations will not be considered a school purpose.

When permission to take such photographs has been granted, they may be taken either during or outside school hours, and teachers or other school personnel may assist in the process.

The commercial photographer who is taking the photographs may advise students by means of a card, brochure, or other appropriate device, that copies may be purchased directly from the photographer. However, school personnel may not participate during school hours or on school grounds in the solicitation of orders or the collection of charges.

The commercial photographer shall be selected by the ~~building principal~~ District Administrator or his/her designee and bids should be sought at least once every three years to assure that the price for services and packages are competitive.

Cross Ref.: 672.4, Vendor Relations
850, Public Sales and Solicitations on School Premises

Adopted: 12/13/82

Revised: 4/22/91
March 1994
March 2002

Waunakee Community School District