

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

Friday, June 28, 2024

8:30 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](mailto: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

**Starting June 24, 2024 - August 17, 2024 the parking lot at 905 Bethel Circle will be under construction.**

**Visitors may park in the indicated spaces at Benda Welding (900 Bethel Circle), or Humane Restraint Co. (912 Bethel Circle). There will be very limited parking along Bethel Circle for brief visits. Please follow the signage to enter the building. If anyone has handicapped accessibility needs, please contact the district office during business hours at (608)849-2000 and we will accommodate you.**

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENTS**

**V. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION**

**4**

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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<b>VI. <u>POLICY RESOURCE GUIDE (PRG) UPDATES</u></b>	<b>43</b>
A. 345.6 HS Graduation Requirements	45
B. 133 Filling Board Vacancies	52
<b>VII. <u>DISCUSS AND CONSIDER POLICIES PER REQUEST</u></b>	
A. Policy 362.2 Rule - Departmental Guidelines to Ensure Access to LMTC	64
B. Policy 751-Exhibit Fee Schedule for Transportation to and from Babysitters	66
<b>VIII. <u>TITLE IX POLICIES</u></b>	
The administration will discuss the policy updates and process.	
<b>IX. <u>FUTURE MEETINGS</u></b>	
<b>X. <u>ADJOURN</u></b>	

“Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires assistance with access or materials should contact the Waunakee Community School District Office at 849-2000, 905 Bethel Circle Drive Waunakee, WI 53597, at least

twenty-four hours prior to the commencement of the meeting so that necessary arrangements can be made to accommodate the request.”

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Admin Recommendation:
720	Safe and Healthful Facilities	720	Replace with PRG 720 sample policy 2		Agree with WASB Include Edits
720 R	Building Inspection Procedures	720 R	Review current rule and modify if needed	The PRG does not provide a sample covering this content. The content is acceptable as written, but should be reviewed to determine if the district is still following these procedures. Modify the rule if needed to describe current practices.	Keep with Edits
720 E	Hazard Identification Form	720 E	Review current exhibit and modify if needed	The PRG does not provide a sample covering this content. The content is acceptable as written but should be reviewed to determine if it is still in use and if it continues to meet needs of district.	Keep with Edits
	Inspection of Buildings	721	Delete current policy	Content is covered in proposed PRG 720 sample policy 2.	Agree with WASB
721.2	Playground Equipment Inspection	721.2	Keep current policy	The PRG does not provide a sample covering this content. It is acceptable as written.	Keep with Edits
722	Accident Reporting	722.1	Renumber and adopt PRG 722 sample policy 1		Agree with WASB Including Edits

722.1 E	Accident Report Form	722.1 E	Keep current exhibit	The PRG does not provide content covering this exhibit. It is acceptable as written.	Repeal
	Emergency Plan Procedures	723	Delete current policy	Content is covered in proposed PRG 720 sample policy 2. Note - if you wish for a more detailed school safety plan policy, the PRG offers 2 samples under code 723.	Repeal
723.3	Emergency School Closings	723.3	Replace with PRG 723.3 sample policy 1		Agree with WASB Include Edits
731	Building and Grounds Security	731	Keep current policy	The PRG does not offer a sample for this topic. The policy is acceptable as written.	Agree with WASB
731.1	Privacy in Locker Rooms	731.1	Keep current policy	Your board has adopted PRG 731.1 sample policy 1 and there are no updates since your last revision.	agree with WASB
731.2	Vandalism	731.2	Keep current policy	The PRG does not offer a sample for this topic. The policy is acceptable as written. Note that the policy (what you open when clicking on the link) is numbered 731.1, which is your privacy in locker rooms policy.	Agree with WASB Number correctly

732	Buildings and Grounds Maintenance	732	Keep current policy	The PRG does not offer a sample for this topic. The policy is acceptable as written.	Agree with WASB Include Edits
741	Maintenance and Control of Instructional Materials	741	Keep current policy	The PRG does not offer a sample for this topic. The policy is acceptable as written. Note that cross references will need an update to reflect adoption of WCSD 361.1 and 361.1 Exhibit.	Repeal covered by Policy 361
741 R	Maintenance and Control of Instructional Materials	741 R	Keep current policy	The PRG does not offer a sample for this topic. The policy is acceptable as written. Note that cross references will need an update to reflect adoption of WCSD 361.1 and 361.1 Exhibit.	Keep with Edits and renumber as 361 Rule

742	Use of District Equipment and Supplies by Persons Affiliated with the District	742	Replace with PRG 742 sample policy 1	Note that incidental personal use of some school property is allowed by the PRG sample. That is not required by law and you may change the policy to prohibit all personal use if you wish. Note that prohibiting all incidental personal use may be unrealistic. Review relevant employee handbook provisions to make sure that the handbook and policy are aligned.	Agree with WASB
742 R	Equipment use Guidelines for Departments	742 R	You can keep the current rule if you wish.	The current rule 742 is consistent with the PRG 742 sample policy 1 and you can keep it or modify it to update rules governing equipment use.	Agree with WASB
725	Asbestos Management	743 R	Recode and replace with PRG 725 sample policy 1		agree with WASB
725 E	Notice of Asbestos Management Plan and Asbestos Activities		Adopt PRG 725 sample exhibit 1		agree with WASB

# HEALTH AND SAFETY IN DISTRICT FACILITIES AND PROGRAMS

Waukegan Community School District

## Policy 720

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*(This sample policy is an expanded version of PRG 720 Sample Policy 1 that (1) provides general direction for the development and implementation of a school safety program in the district; (2) appoints and assigns specific responsibilities to a district-level school safety coordinator; and (3) requires building principals to appoint building-based school safety officers. School districts using this sample should consider pairing this general policy with additional policies or rules that more specifically address (1) school safety plans, PRG Topic 723; (2) emergency drills, PRG Topic 723.1; (3) reporting threats of school violence, PRG Topic 723.2; (4) emergency school closings, PRG Topic 723.3; and (5) injury and accident reports, PRG Topic 722.)*

The administration shall develop and implement appropriate safety-related initiatives and procedures, across all District facilities, programs, and operations, that are consistent with applicable legal requirements and Board policies.

### **PURPOSE AND GOALS OF THE DISTRICT'S OVERALL SAFETY PROGRAM**

*Editor's Note: The items in the list below are examples of typical goals that may be specified for a school district safety program. The list can be modified at a district's discretion, or this section of the sample could even be omitted from the sample in its entirety.* The purpose and goals of the District's overall safety program include all of the following:

1. Provide a safe and healthy school and work environment for students and employees;
2. Protect the safety of students, employees and other persons present on District property and at school-sponsored events to the extent reasonably possible;
3. Facilitate compliance with applicable health and safety laws, codes, and regulations;
4. Minimize mechanical hazards and unsafe conditions in school facilities and on school grounds so as to prevent accidents;
5. Facilitate appropriate responses to safety-related incidents and to the discovery of conditions that present a danger to safety;
6. Inform students and employees of acceptable safety procedures and practices;
7. Develop an attitude of safety-mindedness among students; and
8. Develop an attitude of safety-mindedness among staff that will help ensure a safe and healthy school and work environment, appropriate safety instruction, and enforcement of safe practices among students.

*Insert any additional local points of emphasis regarding the goals and purpose of the district's safety program.*

### **DISTRICT SAFETY COORDINATOR**

*Editor's Note: While DPI regulations require school districts to assign one person to be responsible "for coordinating all activities related to the safety and health considerations of the facilities for the entire district," the exact scope of that regulatory requirement is unclear. Accordingly, any district using this sample should verify that it is accurate that each of the*

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# HEALTH AND SAFETY IN DISTRICT FACILITIES AND PROGRAMS

Waukegan Community School District

## Policy 720

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responsibilities listed in this section is, in fact, assigned to the same person. The list should be modified, if necessary. For example, in some districts, the district administrator may retain primary responsibility for overseeing the formal school safety plan that is required under section 118.07 of the state statutes, even though another employee is otherwise designated as the safety coordinator for purposes of [PI 8.01\(2\)\(f\)](#) of the Wisconsin Administrative Code.

*[Choose one of the following: "The District Administrator shall serve as" or "The District Administrator shall designate an administrative-level or other supervisory-level employee to serve as" or "The [insert position title] Director of Facilities shall serve as"]* the District Safety Coordinator. The Coordinator shall have primary responsibility for the coordination and management of the District's comprehensive safety program, including responsibility for the following:

1. Coordinate and participate in the development, implementation, review, and annual<sup>1</sup> updating of the District's formal school safety plan.
2. Coordinate the implementation and periodic review of the District's long-range plan for maintaining District-operated facilities at the level of the standards established for safe and healthful facilities. Any concerns or suggestions regarding the status of the long-range plan shall be brought to the attention of the Director of Facilities [insert applicable position(s); e.g., District Administrator and the Director of Business Services].
3. At least once annually, conduct a general inspection of each District facility for potential or demonstrated hazards to safety and health. In response to any such hazard that may be identified, this individual shall coordinate and verify the completion of any corrective action, the installation of any compensating device(s), or the completion of any other special arrangement that is made in response to the hazard.
4. Annually coordinate the implementation of the current-year's facility maintenance schedule.
5. Coordinate the implementation and periodic review of the District's indoor air quality monitoring and maintenance plan.
6. Provide supervision and managerial oversight intended to ensure that maintenance procedures and custodial services are conducted in such a manner that the safety and health of persons conducting the services and of the persons using the facilities are protected.
7. Coordinate and monitor the dissemination of relevant information about the District safety program and the District's formal school safety plan, including the scheduling and performance of related drills and training activities.
8. [Insert any additional locally defined duties and responsibilities.]

In the event of the temporary absence of the District Safety Coordinator or a temporary vacancy in the relevant position, the [insert position Executive Director of Operations] or a supervisory-level designee appointed by the [insert position District Administrator] shall perform the duties that would otherwise be performed by the District Safety Coordinator.

<sup>1</sup> Your current policy 723 requires annual renewal of the school safety plan.

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# HEALTH AND SAFETY IN DISTRICT FACILITIES AND PROGRAMS

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### **BUILDING-LEVEL SCHOOL SAFETY OFFICERS**

~~Editor's Note: There is no state law or regulation that requires districts to appoint building-level school safety officers. Accordingly, a school district using this sample could delete this section if (1) it is not consistent with current local practices/circumstances/intent, or (2) the district prefers to leave the specification of any such role to the discretion of the administration and/or to the content of the formal school safety plan.~~ The building principal of each school shall ensure that at least two regular employees within the building are designated to actively serve as building-level School Safety Officers. The building principal may be one of the designees. Under the direction of and in consultation with the District Safety Coordinator, such School Safety Officers shall have site-level responsibilities for monitoring and implementing relevant aspects of the District's safety program and formal school safety plan.

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### Legal References:

#### Wisconsin Statutes

- [Section 101.055](#) [public employee safety and health]
- [Section 101.11](#) [employer's duty to furnish safe employment and workplace]
- [Section 115.33](#) [state inspections of school buildings]
- [Section 118.07](#) [health and safety requirements, including school safety plans, safety drills and related staff training]
- [Section 118.075](#) [indoor air quality]
- [Section 118.08](#) [school zones; signage and designated street crossings]
- [Section 118.09](#) [school safety zones for loading/unloading of students]
- [Section 120.12\(1\)](#) [board duty; care, control and management of district property]
- [Section 120.12\(5\)](#) [board duty; repair of school buildings]
- [Section 121.02\(1\)\(f\)](#) [school district standard; safe and healthful facilities]
- [Section 167.32](#) [safety at sporting events]
- [Section 175.32](#) [mandatory reporting of threats of school violence]
- [Sections 254.11 to 254.178](#) [toxic substances in buildings]
- [Section 255.30](#) [safety eye protective goggles]

#### Wisconsin Administrative Code

- [PI 8.01\(2\)\(i\)](#) [safe and healthful facility rules]

### Cross References:

- WASB PRG 720 Sample Policy ~~21~~
- ~~[721, Inspection of Buildings](#)~~
- ~~[722.1, Accident Reporting](#)~~
- ~~[731, Buildings and Grounds Security](#)~~
- ~~[751.3, School Bus Safety Program](#)~~
- ~~[732, Buildings and Grounds Maintenance](#)~~

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# HEALTH AND SAFETY IN DISTRICT FACILITIES AND PROGRAMS

Waunakee Community School District

Policy 720

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723-Rule, Emergency Plan Procedures  
School Safety Plans

**Adoption Date:** January 1982

**Revised:** March 1994  
January 2000  
June 2002

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**BUILDING INSPECTION PROCEDURES**

720-Rule

There shall be ~~three~~ **two** types of inspections. They are as follows:

- 1) ~~Inspections and periodic surveillance - Asbestos: Every six months the asbestos program manager is to conduct an inspection of each building. The inspector must record the date of the inspection, his/her name and any observable changes in the condition of any asbestos containing building material. Asbestos inspection forms shall be used. Periodic surveillance is to be done by all building custodians and any changes in condition noticed shall be reported to the asbestos program manager immediately. Guidelines for corrective action taken are listed in Board policy as well as the management plan. Copies of all six month inspection reports and any corrective action taken shall be reported to the safety coordinator.~~
  
- 2) Inspection - Fire Department: At least twice annually (once in fall and once in spring) an inspection of all buildings shall take place. Individuals involved in the inspections shall be an inspector from the local fire department and the director of buildings and grounds. At each of the buildings inspected, the respective building principal and head custodian shall join the fire inspector and director of building and grounds for their building inspection. They will inspect for fire exits, storage of flammable materials and any other hazardous conditions. A facilities inspection checklist shall be used and a copy of each building checklist shall be submitted to the safety coordinator, director of buildings and grounds and building principal following each inspection. Information and action taken from the inspections shall be forwarded to the safety committee.
  
- 3) Inspection - Insurance Company: At least once annually an inspection of all buildings and grounds shall be done by the District's property and liability insurance provider. The inspector will do a walk through of each building with the respective head custodians and the director of buildings and grounds. The inspector will look for hazardous conditions related to safety and employee injury situations. He/she will hold a post conference with the safety coordinator and the director of buildings and grounds as to what hazardous conditions were found. The inspector will submit a written report to the safety coordinator who will send copies to the respective building principals and the director of buildings and grounds. The report will be reviewed with the Safety Committee and they will recommend a specific timeline when corrective action should be taken. This timeline will be passed on to the respective building principals and head custodians.

Cross Ref.: 743, Management of Hazardous Substances/Asbestos

Adopted: 2/13/89

Revised: March 1994

Waunakee Community School District

**HAZARD IDENTIFICATION FORM**

720-Exhibit

Along with the accident reporting and investigation program, there must be a hazard identification program for all employees in the school system. The safety approach should utilize attempts to reduce accidents and injuries through voluntary inspections and enforcement of physical hazard safety codes. Because inspections are limited, the gap must be bridged by a continuous, on-going hazard identification program. The data collected through this program are the foundation for the continuous information needed by the administration to reduce potential accident producing hazards.

GOALS

1. To establish communications between employer and employees relating to hazard identification.
2. To allow individual employees an opportunity to express their views concerning specific hazards in their work areas.
3. To protect the anonymity of the individual employee and stimulate safety awareness on the job.
4. To provide administrative staff with a tool for continuous monitoring of safety problems.
5. To provide data which will allow for early detection and correction of hazards.

Use this form to report any unsafe act or condition to your immediate supervisor or building principal.

BUILDING: \_\_\_\_\_ AREA: \_\_\_\_\_ DATE: \_\_\_\_\_

\_\_\_\_\_ Unsafe Act                      \_\_\_\_\_ Condition

DESCRIPTION:

ACTION TAKEN - (DESCRIPTION/DATE):

**Copies sent to:**

~~White Copy:~~ Safety Coordinator

~~Other Three (3) Copies:~~ Building Custodian After Action is taken.

~~PINK COPY:~~ Building Office

~~YELLOW COPY:~~ Safety Coordinator

~~GREEN COPY:~~ Director of Buildings & Grounds

Adopted: 4/11/88

Revised: March 1994  
June 2002

Waunakee Community School District

Policies of the Board of Education

Series 700: Support Services

## **INSPECTION OF BUILDINGS**

721

School facilities shall be inspected at least annually for potential or demonstrated hazards to safety and health. The findings of unsafe conditions by means of inspection and their prompt safeguarding is one of the best methods for management to demonstrate to its employees its interest and sincerity in accident prevention.

Inspection reports should be clear and concise, but with sufficient explanation to make each recommendation understandable.

Legal Ref.: Sections 121.02(1)(i) Wis. Stats.  
PT 8.01(2)(i) Wis. Administrative Code

Adopted: 2/13/89

Revised: March 1994

Waunakee Community School District

Policies of the Board of Education

Series 700: Support Services

## PLAYGROUND EQUIPMENT INSPECTION

721.2

The **Director of Facilities** ~~Board of Education's safety committee, in conjunction with the director of buildings and grounds~~ and building principals, will recommend acceptance of all playground equipment designs. The schematic for requested equipment must be submitted to the ~~safety committee~~ **Director of Facilities** by the school administration or parent groups.

The ~~safety committee,~~ **Director of Facilities** ~~building and grounds,~~ and building principal will inspect the playground site and check for:

- a) compliance with safety standards.
- b) proper implementation of playground area design and available space,
- c) prevention of interference between groups or activities,
- d) easy facilitation of supervision,
- e) consideration of needs of and ages of the students, and
- f) utilization beyond the school day and school year (older or younger children, vandalism, etc.)

After study, the ~~safety committee~~ **Director of Facilities** will make a recommendation to the Board whether to accept or reject the equipment. If accepted, the playground equipment must be inspected by the building principal at regular intervals and by the maintenance staff every month.

Legal Ref.: Sections 121.02(1 1)(i) Wisconsin Statutes  
P1 8.01(2)(i), Wisconsin Administrative Code

Adopted: 9/9/85

Revised: March 1994  
June 2002

Waukegan Community School District

# REPORTING INJURIES AND UNSAFE CONDITIONS

Policy 722

Waukegan Community School District

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For purposes of this policy, reportable injuries shall include at least any injury which restricts an individual's activities in more than a fleeting and incidental manner or which required, or which can reasonably be expected to require, medical care.

**Students.** If a student is injured or an accident endangering student health occurs at school or in connection with any school-sponsored or school-supervised activity, the incident shall be reported and documented, as soon as reasonably practicable, pursuant to the procedures defined within the District's emergency nursing services program and any other established safety protocols. If an employee or supervisory agent of the District is aware of such an injury or accident and is unsure of the specific reporting procedures that may apply in the particular situation, the employee or agent shall, at a minimum, promptly notify (1) the student's parent, guardian, or emergency contact; and (2) the relevant building principal, the relevant school health office, or a District-level administrator of the injury and the relevant circumstances.

**Employees.** Work-related illnesses and injuries affecting District employees and work-related incidents that create a danger to employee health shall be reported and documented, as soon as reasonably practicable, as further provided in the District's *Employee Handbook* and pursuant to any other established employment procedures. If a work-related illness or injury occurs and the affected employee is not aware of other procedures that may apply in the particular situation, the employee shall, at a minimum, promptly notify his/her immediate supervisor, via a written communication, of the work-related incident.

**Other Persons.** Injuries to other persons occurring on District property or in connection with any District-sponsored activity shall be promptly reported to the relevant building principal or to the Director of Facilities insert the applicable district level position by (1) any District employee or supervisory agent of the District who witnesses the injury; or (2) an employee or supervisory agent of the District who is otherwise notified or made aware of the injury. If, under the relevant circumstances, it is not practical to promptly notify the building principal or the designated District-level administrator or supervisor, the report may be made to the individual who has primary on-site responsibility for supervising the particular site or activity on behalf of the District. The injured person is also strongly encouraged to personally contact the relevant building principal or the Director of Facilities insert the applicable district level position to report any such injury as soon as reasonably practicable after the incident occurs.

**Property Damage and Other Unsafe Conditions.** Damage to District property or other conditions related to a District facility or other District property facility that create a clear risk to health or safety, regardless of the cause, shall be promptly reported to the relevant building principal or to the Director of Facilities insert the applicable district level position by (1) any District employee or supervisory agent of the District who witnesses or personally discovers the damage or other unsafe condition; or (2) an employee or supervisory agent of the District who is otherwise notified or made aware of the issue. If, under the relevant circumstances, it is not practical to promptly notify the building principal or the designated District-level administrator or supervisor, the report may be made to the individual who has primary responsibility for coordinating or supervising the relevant building, facility, or operational activity on behalf of the District at the relevant time.

## Legal References:

### Wisconsin Statutes

# REPORTING INJURIES AND UNSAFE CONDITIONS

Policy 722

Waunakee Community School District

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<a href="#">Section 101.055</a>	[public employee safety and health]
<a href="#">Section 101.11</a>	[employer's duty to furnish safe employment and workplace]
<a href="#">Section 115.33</a>	[state inspections of school buildings]
<a href="#">Section 118.075</a>	[indoor air quality]
<a href="#">Section 120.12(1)</a>	[board duty; care, control and management of district property]
<a href="#">Section 120.12(5)</a>	[board duty; repair of school buildings]
<a href="#">Section 121.02(1)(g)</a>	[school district standard; emergency nursing services requirement]
<a href="#">Section 121.02(1)(i)</a>	[school district standard; safe and healthful facilities]
<a href="#">Sections 254.11 to 254.178</a>	[toxic substances in buildings]
<a href="#">Section 255.30</a>	[eye protective safety goggles]

## Wisconsin Administrative Code

<a href="#">PI 8.01(2)(g)</a>	[school district standard; emergency nursing services policy/procedure requirements]
<a href="#">PI 8.01(2)(i)</a>	[safe and healthful facility rules]

## Cross References:

WASB PRG 722 Sample Policy 1  
453.1, Emergency Nursing Services  
722.1-Exhibit, Accident Report Form  
721-Rule, Building Inspection Procedures  
721-Exhibit, Hazard Identification Forms  
743-Rule (2), Hazardous Materials Accident/Emergency Plan

**Adoption Date:** 4/11/88

**Revised:** March 1994  
June 2002

<i>For Business Office Use Only</i>
Case Number: _____
District / School: _____

**WAUNAKEE COMMUNITY SCHOOL DISTRICT  
MEDICAL INCIDENT / ACCIDENT REPORT**

**Directions:**

In the event of an accident, significant illness or medical emergency in a school while an individual is under the direction of the district (field trips, extra-curricula activities) a Medical Incident / Accident Report should be completed by the supervising staff as soon as possible. It is imperative that the form be completed in detail, signed, dated and submitted to your direct supervisor within 24 hours.

**Injured or Ill Individual:**

Last Name	First Name	M.I.	Sex
_____	_____	_____	<input type="checkbox"/> Male <input type="checkbox"/> Female

Student _____	Position/Grade Level	School/Building
Employee _____	_____	_____
Visitor _____	_____	_____

**Home Address:**

Street	City	State	Zip
_____	_____	_____	_____

**Incident Information:**

Date of Illness/Accident	Time of Illness/Accident	Illness/Accident Location (Building)
_____	_____	_____
mo. / day / yr.	hour / a.m. or p.m.	

**First Adult Responder**

Name	Position	Building/School
_____	_____	_____

**Detailed Description of the Incident:**

**Witnesses to Onset of Illness and/or Accident:**

1. \_\_\_\_\_  
Name and Title
2. \_\_\_\_\_  
Name and Title
3. \_\_\_\_\_  
Name and Title



Policies of the Board of Education

Series 700: Support Services

### **EMERGENCY PLAN PROCEDURES**

723

The district shall maintain a “Crisis Management Plan” that outlines how the district personnel will respond to different emergencies and crises. This plan shall be renewed annually and revised as necessary by administration.

Cross Ref.: (Same as old 723-Rule as updated by WASB)

Revised: June 2002

Waunakee Community School District

# EMERGENCY SCHOOL CLOSINGS

# Policy 723.3

Waukegan Community School District

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~~(This sample policy addresses emergency school closings for inclement weather and other threats to health and safety. It covers issues such as the authority to make the decision to close school and cancel activities, the possible use of virtual learning in connection with a school closure, scheduling make-up days/hours for students, and the impact of school closings on other activities and programs. This sample assumes that details such as target times for making decisions and the specific methods that are used to announce and communicate school closings and other cancellations will be handled as administrative decisions/procedures. This sample also does not address the expectations for different employee groups/positions (e.g., who is expected to report to work, who is not expected to report to work, and whether any hours or contract days that are not worked would be paid, unpaid, or subject to a make-up procedure), with the assumption that such personnel matters would be separately addressed via the district's employee handbook, a separate personnel policy, in some employment contracts, and/or in administrative procedures. This sample is identical to PRG 723.3 Sample Policy 2, except for the section addressing "Remote/Virtual Learning During a School Closure." Depending to some extent on the specific choices a district makes in that section of the sample, this sample presents a comparatively less-complex approach to the issue and generally gives more authority to the administration to determine when and how often particular grade levels or schools will shift to remote/virtual instruction for reasons related to emergency school closings.)~~

The District Administrator, or an administrative-level designee in the temporary absence or unavailability of the District Administrator, shall make decisions regarding school closings, delayed starts, early releases, and any program or activity cancellations due to inclement weather or due to other health or safety concerns. Examples of other health or safety concerns include a communicable disease outbreak, a credible threat to safety, damage to a building, or a utility failure.

In certain circumstances, a decision to close school due to a health or safety concern for a full or partial day may apply only to one or more individual schools.

If any District school is closed by an order of a local health officer or by an order of the Wisconsin Department of Health Services, the administration shall implement the order.

When any District school is closed under this policy for a reason other than inclement weather, the administration shall ensure that the Department of Public Instruction is promptly notified of the closing and reopening of the school(s) and of the reason(s) for and length of the closure(s).

## **Remote/Virtual Learning During a School Closure**

The District Administrator or his/her administrative-level designees may direct a full or partial day of remote/virtual learning for specific grade level(s) or for one or more District schools on any day that a school is closed under this policy, subject to the following requirements and limitations and to any more specific direction or authority that may be given by the School Board for the specific school year:

~~Editor's Note: The following list presents some examples of possible requirements and restrictions. Accordingly, the list should be edited to reflect local goals and intent. Keep in mind that the purpose of this list is to document any broad parameters on the use of remote/virtual learning in place of an emergency school closure, not the specific details of implementation.~~

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# EMERGENCY SCHOOL CLOSINGS

# Policy 723.3

Waukeek Community School District

Page 2 of 5

1. Prior to permitting any shift to remote/virtual instruction, the District Administrator shall determine that the affected school(s) have an adequate instructional plan established for all affected students, including planning for any necessary accommodations based on individual student need, such that the District may appropriately designate all or a material portion of the day as hours/minutes of direct student instruction.

2. The administration shall **not** shift students ~~insert the applicable grade range—e.g., “who are in early childhood programming or in 4K through fourth grade” or “below fifth grade”~~ to remote/virtual learning on an ~~choose one: “emergency closure day” or “inlement weather day”~~ unless the administration determines that the applicable school(s), considering the remaining annual calendar, would have a projected deficit of ~~insert if desired: “more than [insert number of hours]”~~ required hours of direct instruction for the school year if no instruction occurs on the day(s) in question. ~~Editor’s Note: The entire “unless ...” statement in this paragraph could be deleted to create a stronger prohibition. Or, this entire paragraph could be deleted to grant more discretion to the administration under the next paragraph, immediately below.~~

3. For students ~~identify the applicable grade range, taking into account the district’s approach to subsection 2 of this section, immediately above—e.g., “in fifth grade or above” or “in each affected school or program”~~, the administration shall take into consideration the reason for the emergency closing, the expected length of the emergency closing, the value of maintaining continuity of instruction via remote/virtual learning, the school’s then-projected status with regard to annual state-mandated hours of direct student instruction for the applicable grade levels, and the remaining school calendar. ~~if desired, insert the following as a restriction on administrative authority: “However, the administration shall not shift any grade level(s) or school(s) to remote/virtual learning on any of the first [insert number of days] days that a school is closed due to inclement weather in any school year, provided that such full closure(s) would not cause the affected grade level(s) or school(s) to have a projected deficit in the state-mandated minimum number of direct instructional hours for the school year.”~~

4. ~~insert any additional or alternative local requirements or limitations—e.g., “The administration shall not shift any grade level(s) or school(s) to remote/virtual learning on a school day during which schools are closed for part of a day either as a non-scheduled (i.e., unplanned) late start or a non-scheduled early release.”~~

The administration shall determine the daily schedule of any such full or partial days of remote/virtual learning and the number of hours/minutes that may appropriately be counted as hours of direct student instruction. Subject to the reason for the school closure and applicable safety considerations, the administration may also determine that some students with special educational needs may be permitted to receive instruction or services at the school or at an alternate site.

### Make-Up Days/Hours for Students

When any District school has been closed for a full or partial day under this policy and scheduled hours/minutes of direct student instructional have been lost ~~insert if the district may use virtual learning time to at least some extent: “(i.e., school was closed and the scheduled in-person instructional time was not replaced, in whole or in part, with remote/virtual instruction)”~~,

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# EMERGENCY SCHOOL CLOSINGS

# Policy 723.3

Waunakee Community School District

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additional school days or extended hours for affected students will **not** be added to the school calendar/schedule **unless** at least one of the following applies:

1. Additional instructional time is required to meet a state or federal requirement;
2. A specific procedure or standard for making up school days or hours of direct instruction was incorporated into the school calendar/schedule that was adopted for the school year in question; or
3. Such an adjustment is otherwise directed or approved by the School Board.

Subject to the requirements of this policy, and unless otherwise directed by the Board, the administration may determine whether such make-up days or make-up hours of instruction will be conducted in person, through remote/virtual instruction, or by using a combination of both approaches. ~~Editor's Note: Some districts that do not intend to authorize remote/virtual learning for certain younger students on emergency school closings may wish to expressly prohibit or restrict the use of remote/virtual learning on planned make-up days or as planned make-up hours. If so, this paragraph, the reference to remote/virtual instruction in the first paragraph of this section, and also the statement found in subsection 2.b of the previous section would need to be modified and coordinated.~~

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## Excused Absences for Inclement Weather

It is possible that inclement weather may affect specific portions of the District's territory more severely, or that other circumstances unique to a particular student or family may create a special safety hazard in connection with a weather event. If a student's school is not closed, but a parent, guardian, or adult student makes the determination that it would be unsafe for a student to attempt to attend school on a day that is subject to severe weather, then the parent, guardian, or adult student may contact the school. The school shall approve an excused absence for the student(s) for any reasonable request. ~~Editor's Note: If this circumstance is already covered in the district's attendance policy, or if the district prefers to cover it only in the attendance policy, then this section can be deleted from this sample. If this section is retained in this policy, ensure that it does not conflict with the district's attendance policy.~~

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## Before-School and After-School Activities and Programs

~~Editor's Note: The standards listed below represent only one way to approach the issue of how school closings affect other activities and programs. Modify the sample language as needed to capture district-specific practices and preferences.~~

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When any District school is closed for a full or partial day due to inclement weather:

1. For a delayed start, all before-school activities and programs at the affected schools shall be cancelled for the day. After-school and evening activities and programs will be held as scheduled unless specifically cancelled by a separate announcement.

<sup>1</sup> I looked at your current policy 431 and it is consistent with this paragraph. It also covers parent decisions to keep a child at home due to inclement weather such that you can delete this paragraph if you do not with it covered in both policies.

# EMERGENCY SCHOOL CLOSINGS

# Policy 723.3

Waunakee Community School District

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2. For an early release, all after-school and evening activities and programs that were scheduled to take place at the affected school(s) shall normally be cancelled for the day, except that the administration shall clearly specify any exceptions in the announcement(s) of the early release (e.g., for an after-school child care program).
3. When District school buildings have been closed to students for the full day due to inclement weather, all before-school activities and programs shall be cancelled for the day. After-school and evening activities and programs shall also normally be cancelled for the day, except that any exceptions shall be approved by the District Administrator or his/her designee and expressly identified in a notice or announcement as early in the day as practicable. An exception to hold an after-school or evening event on such a day should only be made if weather conditions have substantially improved, the administration determines that there is a strong justification for holding the event, and affected persons can reasonably be notified of the decision to hold the event.

The standards listed immediately above for inclement weather situations apply to all District-sponsored activities and programs involving students, all community education and community recreation activities or programs that are scheduled to take place at a District facility, and to all previously-approved third-party use of District facilities.

When a school building or other District facility is closed for a reason other than inclement weather, the holding of previously-scheduled activities and programs shall be addressed by the administration on a case-by-case basis. In addition, regardless of whether school was held for students on a particular day, the administration may decide to cancel any District-sponsored activity or program, or any event that is scheduled to take place at a District-controlled facility, in order to address a concern with health or safety or with the condition of specific property.

This policy does not address or apply to the cancellation of School Board meetings or meetings of Board committees. ~~Editor's Note: The final sentence of this sample reflects the premise that board meetings are potentially different from other school activities because, for example, it is possible that urgent or important business may need to be addressed at a previously-noticed board meeting notwithstanding a school closure. If the board has a more definitive position related to the possible cancellation of board meetings, the final sentence of this sample could be replaced with a statement of that position, or the board could adopt a separate policy in the board operations section/series of its policies.~~

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## Legal References:

### Wisconsin Statutes

<a href="#">Section 115.01(10)</a>	[school days and school closings due to inclement weather or other conditions affecting health or safety]
<a href="#">Section 118.07</a>	[school safety plans]
<a href="#">Section 120.12(15)</a>	[school board duty to establish the hours of a normal school day]
<a href="#">Section 120.12(27)</a>	[duty to notify the department of public instruction of certain school closures]
<a href="#">Section 121.02(1)(f)</a>	[standards for annual hours of instruction]
<a href="#">Section 252.02(3)</a>	[authority of public health officials to close schools to control outbreaks and epidemics]

### Wisconsin Administrative Code

<a href="#">PI 8.001(6g)</a>	[definition of "innovative instructional design"]
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# EMERGENCY SCHOOL CLOSINGS

# Policy 723.3

Wauwaukee Community School District

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[PI 8.01\(2\)\(f\)](#) [standards for annual hours of instruction]  
[PI 8.01\(4\)](#) [criteria for waivers from required hours of instruction]

### Cross References:

WASB PRG 723.3 Sample Policy 1

~~[321, School Year/Calendar](#)~~

~~[431, School Attendance](#)~~

~~[720, District Safety Policy](#)~~

~~[School Safety Plans](#)~~

**Adoption Date:** ~~1/10/83~~

**Revised:** ~~March 1994~~

~~June 2002~~

~~August 2007~~

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**BUILDINGS AND GROUNDS SECURITY**

Buildings of the Waunakee Community School District constitute one of the greatest investments of the District. It is deemed in the best interest of the District to protect the investment adequately.

Security should mean not only maintenance of a secure (locked) building but protection from fire hazards and faulty equipment and safe practices in the use of electrical, plumbing, and heating equipment. The Board requires and encourages close cooperation with local police, fire, and sheriffs departments and with insurance company inspectors.

An adequate key control system shall be established which will limit access to buildings to authorized personnel and will safeguard against the potential of entrance to buildings by keys in the hands of unauthorized persons.

Records and funds shall be kept in a safe place and under lock and key when required.

Protective devices designed to be used as safeguards against illegal entry and vandalism shall be installed when appropriate to the individual situation.

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

Cross Ref.: 664, Cash in School Buildings  
720, District Safety Policy

Adopted: 1/10/83

Revised: March 1994  
June 2002

Waunakee Community School District

# Privacy in Locker Rooms

## Policy 731.1

### Waunakee Community School District

Page 1 of 2

The District shall observe measures intended to protect the privacy rights of individuals using school locker rooms. The following provisions outline the extent to which that protection can and will be provided:

- (1) Locker rooms are provided for the use of physical education students, athletes and other activity groups and individuals authorized by the building principal or by District policy. No one will be permitted to enter into the locker room or remain in the locker room to interview or seek information from an individual in the locker room at any time. Such interviews may take place outside of the locker room consistent with applicable District policies and/or school rules.
- (2) No cameras, video recorders or other devices that can be used to record or transfer images may be used in the locker room at any time.
- (3) No person may use a cell phone to capture, record or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room.

Students and staff violating this policy shall be subject to school disciplinary action and possible legal referral, if applicable. Other persons violating the policy may be subject to penalties outlined in state law. The building principal or his/her designee shall be responsible for enforcing this policy.

This policy shall be publicized annually and posted in each locker room in the District.

### Legal References:

#### Wisconsin Statutes

- [Section 120.13\(35\)](#) [access to school buildings]
- [Section 175.22](#) [privacy in locker room policy]
- [Section 942.08](#) [invasion of privacy]
- [Section 942.09](#) [representations depicting nudity]
- [Section 995.50](#) [right of privacy]

### Cross References:

- WASB PRG 731.1 Sample Policy 1
- 822, News Media Relations
- 830-Rule, Use of Facility regulations
- 830-Exhibit (1), Facility Use Rental Fee Exemption Request
- 830-Exhibit (2), Community Use of Recreational Facilities
- 832, Public Conduct on School Property
- 833, Facility Use – Pet Restriction
- 833 – Exhibit, Facility Use – Pet Restriction
- 851, Advertising in the Schools

**Adoption Date:** October 2008

# Privacy in Locker Rooms

Policy 731.1

Waunakee Community School District

Page 2 of 2

**Revised:** December 2023

Policies of the Board of Education

Series 700: Support Services

**VANDALISM**

731.4<sup>2</sup>

Every citizen of the District, students, and members of the police department are urged by the Board to cooperate in reporting any incidents of vandalism to property belonging to the District and the name(s) of the person (s) believed to be responsible. Each employee of the District shall report to the building principal every incident of vandalism known to him/her and, if known, the names of those responsible.

The superintendent is authorized to sign a criminal complaint and to press charges against perpetrators of vandalism against school property, which includes school buses owned by the District or owned by a contractor, and is further authorized to delegate, as he/she sees fit, authority to sign such complaints and to press charges.

Legal Ref.: Sections 120.13(8) Wisconsin Statutes  
895.035

Adopted: 1/10/83

Revised: March 1994

Waunakee Community School District

**BUILDINGS AND GROUNDS MAINTENANCE**

The Waunakee Community School District Board of Education shall maintain school facilities and properties in good physical condition.

A long-range plan and annual building maintenance schedule shall be developed by the District and adopted by the Board which defines the patterns and schedule for maintaining the District facilities at the level of the standards established for safe and healthful facilities according to mandates of state law and the Department of Public Instruction. Such standards include all regulations, state codes, and orders of the Department of Workforce Development and the Department of Commerce, Department of Health and Family Services and all applicable local safety and health codes and regulations. Responsibility for coordinating all activities related to the safety and health considerations of the facilities for the District shall be assigned to the District's safety coordinator (**Director of Facilities** ~~business manager~~).

The long-range plan shall include the following considerations:

- 1) An analysis of major areas of all facilities shall be made and a schedule shall be established for monitoring the condition of the areas and for taking expected necessary action to assure proper long-term maintenance.
- 2) Facilities shall be brought up to the level of current codes, wherever possible.
- 3) Access to all parts of all buildings by the physically handicapped/disabled, according to state and federal laws.

An attempt shall be made to analyze the physical surroundings such as buildings, walks, streets, and other features with which individuals must cope.

Legal Ref.: Sections 120.12(5) Wisconsin Statutes  
121.02(1)(i)  
P1 8.01(2)(i), Wisconsin Administrative Code

Cross Ref.: 720, District Safety Policy  
721, Inspection of Buildings

Adopted: 1/10/83  
Revised: 4/22/91  
March 1994  
June 2002

Waunakee Community School District

Policies of the Board of Education

Series 700: Instruction

**MAINTENANCE AND CONTROL OF  
INSTRUCTIONAL MATERIALS**

741

The Board of Education will provide textbooks and other instructional materials and equipment which are necessary to meet the curriculum requirements and special instructional needs of students.

The superintendent will establish regulations pertaining to the acquisition, inventory, maintenance, and replacement of textbooks and instructional materials and equipment, including library books, reference materials, audio-visual aid, and special instructional materials.

Legal Ref.: Section 120.12(1) Wisconsin Statutes

Cross Ref.: 361, Textbook Selection  
362, Selection of Instructional Materials  
363, Special Interest Materials  
683, Inventories  
741-Rule, Maintenance and Control of Instructional Materials

Adopted: 1/10/83

Revised: 4/22/91  
March 1994  
June 2002

Waunakee Community School District

**MAINTENANCE AND CONTROL OF  
INSTRUCTIONAL MATERIALS**

**361**741-Rule

The following regulations will govern the issuance of textbooks and supplies:

- 1) All textbooks will be numbered and marked as the property of the school.
- 2) Students will be issued textbooks free of charge for their course work-, **unless approved by the Board of Education**
- 3) **Each school building** ~~Principals~~ will develop a register of all books and supplies issued to students. They will see that they are used with care and returned at the appropriate time.
- 4) Students will be held responsible for any loss or damage to books issued to them.
- 5) Students may be allowed the use of textbooks during the summer with the permission of the building principal. ~~They will deposit with him/her a guarantee for the return of such books in good condition at least one week before the opening of the fall term.~~

Legal Ref.: Sections 120.13(5)

Cross Ref.: 361, Textbook Selection and Adoption  
362, Instructional Materials Selection  
363, Special Interest Materials

Adopted: 1/10/83

Revised: 4/22/91  
March 1994  
June 2002

Waunakee Community School District

# USE OF DISTRICT EQUIPMENT AND SUPPLIES BY PERSONS AFFILIATED WITH THE DISTRICT

## Policy 742

Waukeek Community School District

Page 1 of 2

~~*(This sample policy establishes a basic expectation that persons who are affiliated with the district (i.e., students and all officials, employees, and agents of the district) may use district equipment and supplies only for district-authorized purposes. In some circumstances, authorized use may include incidental personal use. This sample also provides staff and administrators with general guidelines for responding to inquiries related to the use of district equipment and supplies. A school district that considers this sample policy should ensure that there are no conflicting policies or guidelines in its Employee Handbook.)*~~

Students, officials, employees, and agents (e.g., a school volunteer) of the District shall use District equipment and supplies only for District-authorized purposes. If any person is uncertain whether a particular use of such equipment or supplies is District-authorized, the District expects the person to seek clarification and permission, in advance, from an appropriate administrator or other supervisor.

1. When authorized by the District and when used in compliance with any applicable policies, conditions, or restrictions that have been established by the District, incidental personal use of District equipment or supplies does not violate this policy.<sup>1</sup>
2. To the extent any student or any District official, employee, or agent of the District is authorized to use a material quantity of consumable District supplies for a non-District purpose (i.e., for reasons that do not relate to the individual's District-connected role), the person shall be required to reimburse the District for the reasonable cost of such supplies. However, no such authorization shall be given for any outside, for-profit activity, including self-employment.
3. Nothing in this policy prevents a student or any District official, employee, or agent from requesting use of District facilities and District equipment for non-District purposes on the same basis that a non-affiliated third party may request such use, including possible fees, not to exceed the actual costs, incurred by the District as a result of such use.

Consistent with this policy and any other applicable Board policies, the District Administrator or an administrative-level designee may create additional rules and procedures to facilitate the implementation of this policy in specific contexts and to protect the District's interests (e.g., check-out and return procedures for students and employees who are authorized to take temporary possession of District equipment; financial responsibility agreements; etc.).

In the absence of either (1) a clear, District-related operational or educational purpose, or (2) an established rule, procedure, directive, or practice, building-based staff and supervisors who receive requests for clarification/permission regarding authorized use under this policy shall normally either deny the request or refer the inquiry to the District Administrator or his/her administrative-level designee for further review. Reasons that the administration may deny permission include, but are not limited to, avoiding special treatment/favoritism, ensuring

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<sup>1</sup> The allowing of incidental personal use is not required by law, and you may prohibit personal use if you wish. The PRG sample allows incidental personal use because such use seems inevitable.

# USE OF DISTRICT EQUIPMENT AND SUPPLIES BY PERSONS AFFILIATED WITH THE DISTRICT

Policy 742

Waukeek Community School District

Page 2 of 2

appropriate use of publicly-funded equipment and supplies, and avoiding any unacceptable risk of loss, damage, injury, or liability.

Violations of this policy may lead to disciplinary action. Examples of inappropriate use that would violate this policy (and that would not be likely to be authorized even if permission were requested) include the following:

1. A staff member, without permission, removes District landscaping equipment and power tools from District property to use for a home project.
2. A staff member with access to the building brings a small group of friends or family members to privately use a school's fitness center equipment during a school vacation period.
3. A student, without permission and unrelated to any authorized school project, uses a school's 3D printer and related supplies to create objects for personal use or sale.
4. A staff member uses a District copying machine for a non-District purpose without following District procedures for documenting and paying for personal copies. *Editor's Note: This example should be modified or deleted if a district does not have any procedures that permit staff to make some personal copies of cost.*
5. *[Add any additional examples based on district experience or a desire to emphasize a certain issue.]*

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## Legal References:

### Wisconsin Statutes

[Section 120.13\(17\)](#) [temporary use of school property, including equipment]

## Cross References:

WASB PRG 742 Sample Policy 1

[742-Rule, Equipment Use Guidelines for Departments](#)

[830-Rule, Use of Facility Regulations](#)

**Adoption Date:** 1/10/83

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**Revised:** March 1994

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Policies of the Board of Education

Series 700: Support Services

**EQUIPMENT USE GUIDELINES FOR DEPARTMENTS**

742-Rule

1. Each instructor will be responsible for keeping an accurate inventory of equipment.
2. Each instructor will develop a procedure for signing out equipment to District employees for use in school-related activities.
3. Students will have first priority to the tools and equipment for classroom use. It will be the instructor's responsibility to see that any equipment that has been checked out is returned promptly for the student's use.
4. All repair or replacement cost will be the responsibility of the individual checking out the equipment.
5. Departments will not check out consumable material.

Adopted: 1/10/83

Revised: March 1994

Waunakee Community School District

~~(This sample policy provides general direction regarding the school district's responsibilities under the federal Asbestos Hazard Emergency Response Act (AHERA) and related state laws and regulations. The sample designates one individual to serve as the district-wide asbestos management coordinator, as expressly required under AHERA and under Chapter DHS 159 of the Wisconsin Administrative Code.)~~

To create and maintain a safe environment in its buildings and to comply with the state and federal laws and regulations that govern asbestos management in schools, the [insert position title e.g., "District Administrator," "Director of Facilities and Maintenance," or "District-wide facilities safety coordinator"] shall serve as the District's designated Asbestos Management Coordinator. The Coordinator shall be appropriately trained in his/her duties related to the management of asbestos in the schools. The Coordinator has primary responsibility for ensuring that the District complies with the federal Asbestos Hazard Emergency Response Act (AHERA) and related state laws and regulations. [Editor's Note: The asbestos coordinator will often be the same person/position who has been designated as the district-wide facilities safety coordinator under [PL 8.01\(2\)\(f\)](#) of the Wisconsin Administrative Code. The trained asbestos coordinator does not necessarily have to be a school district employee.]

The District shall annually notify the Department of Health Services of the name and contact information of the District's designated Asbestos Management Coordinator. [Editor's Note: See the Department of Health Services' [Form F-00047](#).]

The District will not discharge any employee or take other retaliatory adverse employment action with respect to the employee's compensation or other terms and conditions of employment because the employee has, in good faith, brought to the attention of the public information concerning any asbestos problem in school facilities.

### **School District Responsibilities**

The District asbestos-related obligations under state and federal law include, but are not limited to, the following:

1. Develop, maintain, and update an Asbestos Management Plan covering each school facility, and retain a current copy of the District-wide plan at the District Office and a copy of the plan for each school facility at the applicable facility. [Editor's Note: AHERA is generally understood to cover facilities used for education programs and the administration of education programs, and also maintenance and storage facilities that are in active use.]
  - a. These plans document the location of asbestos (if any) within each facility, identify recommended asbestos response actions (e.g., abatement or management), and document any action taken to repair or remove asbestos or asbestos-containing material.
  - b. The District is required to maintain a variety of records and documentation for inclusion in the Asbestos Management Plan.
2. Provide annual notice regarding the availability of the District's asbestos management plans. This notice is to be provided to parent and employee organizations, or, in the absence of any such organization(s), to the members of the relevant group.
3. At least once each school year, ensure that workers, students, and other building occupants (or their parents/legal guardians) are informed about asbestos-related inspections, response

actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress.

4. Perform an original inspection to determine whether asbestos-containing materials are present in any school facility (including leased and temporary facilities) and then re-inspect asbestos-containing material in each building (if any) every three (3) years.
5. Perform periodic surveillance of known or suspected asbestos-containing building materials.<sup>1</sup>
6. Ensure that trained and licensed individuals perform all inspections and response actions.
7. Comply with applicable regulations concerning the disposal or transportation of asbestos and asbestos-containing materials.
8. Provide the District's maintenance and custodial staff with asbestos-awareness training and such other training as may be required or appropriate for specific roles.

### Legal References:

#### Wisconsin Statutes

<a href="#">Section 118.075</a>	[indoor environmental quality in schools; local plan required]
<a href="#">Section 121.02(1)(i)</a>	[school district standard for safe and healthful facilities]
<a href="#">Chapter 254, Subchapter II</a>	[toxic substances under state law, including asbestos]
<a href="#">Section 254.20</a>	[state certification card required to perform any asbestos abatement activity or asbestos management activity]
<a href="#">Section 254.21</a>	[requirement for Department of Health Services to regulate asbestos management and asbestos abatement in schools]

#### Wisconsin Administrative Code

<a href="#">Chapter DHS 159</a>	[certification and training course requirements for asbestos activities]
<a href="#">Chapter DHS 159, Subchapter VII</a>	[requirement of each local education agency to designate a trained asbestos coordinator]
<a href="#">PI 8.01(2)(i)</a>	[regulations related to safe and healthful facilities; plan, inspection, and district-wide coordinator mandates are specified]

#### Federal Law

<a href="#">20 U.S.C. § 4011 et seq.</a>	[asbestos hazard abatement in schools; technical and financial assistance program ( <i>no recent funding</i> )]
<a href="#">15 U.S.C. § 2641 et seq.</a>	[federal Asbestos Hazard Emergency Response Act (AHERA)]
<a href="#">40 C.F.R. Part 763 Subpart E</a>	[federal AHERA regulations; local asbestos management plan, training, notice, and documentation requirements]
<a href="#">40 C.F.R. Part 763 Subpart G</a>	[federal regulations covering asbestos worker protection]

### Cross References:

WASB PRG 725 Sample Policy 1  
[823, Access to Public Records](#)

<sup>1</sup> [Your current policy provides for 6 month periodic inspections.](#)

# ASBESTOS MANAGEMENT

Policy 725

Waunakee Community School District

Page 3 of 3

Asbestos Management Plan

**Adoption Date:** 4/11/88

**Revised:** March 1994  
June 2002

# NOTICE OF ASBESTOS MANAGEMENT PLAN AND ASBESTOS ACTIVITIES

725-Exhibit

Waunakee Community School District

Page 1 of 3

*(This sample exhibit addresses two annual notice requirements of the Asbestos Hazard Emergency Response Act (AHERA) in a combined fashion and on district-wide (rather than school-by-school) basis. The first notice requirement (under 40 C.F.R. § 763.91(g)(4)) is to inform certain stakeholders of the availability of the asbestos management plan for school facilities. The second notice requirement (under 40 C.F.R. § 763.84(e)) is to ensure that workers and other building occupants (such as students), or their legal guardians, are informed at least once each year about asbestos-related inspections, response actions, and post-response action activities, including periodic reinspection and surveillance activities that are planned or in progress. There are other ways to structure the notices required by AHERA, such as by addressing the two annual notice requirements separately. In addition, the more buildings that a district has, the less practical it becomes to provide a single, district-wide notice.)*

~~**[Insert official name of school district]**~~ **Waunakee Community School District:**  
**[Insert School Year] NOTICE OF ASBESTOS MANAGEMENT PLAN AND ASBESTOS MANAGEMENT ACTIVITIES**

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Dear staff members, parents/guardians, high school students, and representatives of parent-school organizations *[insert if applicable: "and employee organizations"]*: *[Editor's Note: The notice is provided only to high school students because they are the only students who may be adults.]*

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The *[insert official name of school district]* strives to create and maintain a safe and healthful environment at each of its facilities. In the pursuit of safety and to comply with state and federal laws and regulations that govern asbestos management in schools, the District has designated the following individual to serve as the District-wide Asbestos Management Coordinator:

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*[Coordinator's Name]*  
*[Job title/Position] Director of Facilities*  
*[Office Address]*  
*[Telephone Number]*  
*[Email address]*

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If you have any questions or concerns related to this notice or regarding the presence, management, or removal of asbestos or asbestos-containing materials in any District building, please contact the Coordinator.

In addition, the District maintains an Asbestos Management Plan for its school facilities. *[insert if applicable: "The Asbestos Management Plan that applies to each District school can be found on the District's website at insert web page."]* Upon request, the Asbestos Management Plan for any District school facility is *[also]* available for inspection at the District, without cost, by any person. Upon request, the District will also make and provide a copy of any such plan(s). A reasonable copying fee may be charged as further provided in the District's public records policies/procedures. Please submit requests to inspect or receive a copy of any school's plan to either the Coordinator, the District Administrator, or the Principal of the relevant school(s).

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# NOTICE OF ASBESTOS MANAGEMENT PLAN AND ASBESTOS ACTIVITIES

725-Exhibit

Waunakee Community School District

Page 2 of 3

Under the Asbestos Hazard Emergency Response Act (AHERA) and related state laws, the District ensures that qualified persons conduct periodic asbestos-related inspections and perform any asbestos abatement or other asbestos management activities. Below, please find some additional information about the status of asbestos management in the District's school facilities, including any planned or in-progress management activities at particular facilities.

*Editor's Note: Among the structures covered in the definition of "school building" in AHERA and its implementing regulations are any facilities used for the administration of education programs. In addition, according to the EPA, any maintenance and storage facilities that are in active use are also generally covered by AHERA.*

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## School Facilities Without Asbestos Containing Materials

The following school facilities in the District do not include any known asbestos-containing building materials that are subject to AHERA or other asbestos management regulations:

- Insert the applicable list of school facilities (perhaps by name and street address.)*

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There are no planned inspections, asbestos abatement, or other asbestos management activities planned for the above-listed facilities.

## School Facilities Where Asbestos Containing Materials Have Been Identified

In most cases, the presence of asbestos-containing materials in a building is a function of the age of the building. Please note that the identification of asbestos-containing materials does not itself amount to a finding that an active health hazard exists. Some materials can be appropriately managed "in place." The following school facilities in the District are known to have some asbestos-containing building materials that require monitoring, special removal procedures, or other management activities:

- School/Facility:** *Insert*  
**Date of Most Recent Inspection:** *Insert*  
**Approximate Date of Next Reinspection:** *Insert*

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The following asbestos management activities are in progress or planned to occur at this facility within the next 12-months:

*Insert a list or other description, as applicable to this school.*

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- School/Facility:** *Insert*  
**Date of Most Recent Inspection:** *Insert*  
**Approximate Date of Next Reinspection:** *Insert*

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The following asbestos management activities are in progress or planned to occur at this facility within the next 12-months:

*Insert a list or other description, as applicable to this school.*

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## Cross References:

**NOTICE OF ASBESTOS  
MANAGEMENT PLAN AND  
ASBESTOS ACTIVITIES**

Waubakee Community School District

WASB PRG 725 Sample Exhibit 1

**Adoption Date:**

**725-Exhibit**

Page **3** of **3**

Date of WASB Update	Proposed Code #	Proposed Title	WASB recommendation	WASB Resource
1/25/2024	345.6	HS Graduation Requirements	<p>High School Graduation Requirements (policy):</p> <p>This sample policy has been updated to address a new state mandate that students must earn a 0.5 credit in personal financial literacy in order to graduate from high school. The legislation provides that the mandate first applies to students graduating from high school in 2028 (i.e., the cohort of students that starts high school in the 2024-25 school year). As further explained in an "Editor's Note" within the sample, different districts (e.g., a district that already requires such a credit) may need to describe the effective date of the credit requirement in different ways. See also the December 2023 issue of the WASB's Policy Perspectives newsletter for</p>	<p><a href="#">Sample Policy 1 [Highlighted Changes]</a></p>

12/4/2024	133	Filling Board Vacancies	<p>Filling Board Vacancies (policy): This sample was reviewed and extensively modified in connection with the publications of the October 2023 issue of The FOCUS, which serves as a handbook for vacancy policy development and implementation. Although the overall approach of the sample remains the same, the main changes are that (1) the sample does more to expressly address the contingency of having no applicants; (2) the sample now identifies more language as being optional/discretionary, which makes it more flexible-- particularly for smaller 3 or 5 member boards; and (3) multiple new editor's notes have been edited to provide better guidance about the policy options. Additional changes improve overall flow and clarity. Although the previous version of this sample remains acceptable, working through this updated version would result in an overall better local policy</p>	<p><a href="#">Sample Policy 1 [Highlighted Changes]</a></p>
12/4/2024	133	Filling Board Vacancies	<p>Notice of School Board Vacancy (exhibit): This sample notice of a school board vacancy has been edited to make it more flexible and for purposes of overall clarity. The editor's notes were also modified to provide additional</p>	<p><a href="#">Sample Exhibit 1 [Highlighted Changes]</a></p>

# HIGH SCHOOL GRADUATION REQUIREMENTS

## Policy 345.6

Waukeek Community School District

Page 1 of 7

*(This sample policy addresses basic high school graduation requirements. The sample requires a number of local choices to be made (e.g., early graduation under set conditions, earning of credit prior to the point the student is enrolled in the high school grades). A school district adapting this policy for local use should especially verify that the sample's standard for awarding a regular high school diploma to students with disabilities accurately reflects the district's desired policy position and current practices. School boards are reminded that the Wisconsin Administrative Code requires a district to notify the Department of Public Instruction of any changes to policies that establish high school graduation requirements.)*

The School Board awards diplomas to recognize those students who have met District-established requirements for high school graduation as set forth in this policy. The District Administrator and High School Principal(s) shall be responsible for the general supervision and management of the graduation of students under this policy. The District's general student nondiscrimination policy applies in all respects to the methods, practices, and materials used for determining the graduation status of students.

### A. Attendance/Participation Requirements

One requirement of high school graduation is that the high school student, throughout his/her enrollment in the District, must have been enrolled in a class or participated in an activity approved by the Board during each class period of each school day, or enrolled in an alternative education program approved by the District. The only exceptions to this enrollment and participation requirement are those authorized under state law and approved by the District for the individual student.<sup>1</sup>

Four years of high school attendance is generally required for high school graduation. ~~Early graduation may be permitted, but only if the student has attended a high school (or an equivalent educational program) for a total period of at least [insert relevant minimum period, e.g., "three full regular school terms from the date the student first attends a high school program on a full-time basis"] and met all other applicable graduation requirements. (Editor's Note: Include this paragraph in its entirety only if the district limits a student's eligibility for "early" graduation to a certain minimum period of attendance. If the district does not restrict the timing of "early" graduation, delete this entire paragraph. If the district never permits "early" graduation, then delete the word "generally" from the first sentence and delete the entire second sentence of this paragraph.)~~ The Board of Education acknowledges that some students are pursuing educational goals which include graduation from high school at an earlier date than their designated class. An application for early graduation must be submitted to the high school principal in accordance with school regulations. The principal may honor this request if all conditions for graduation are met, and the student fulfills the graduation requirements. If a decision is made to deny the early graduation request, the student or parent/guardian may appeal the decision to the Superintendent/District Administrator, whose decision shall be final. The student may participate in the graduation ceremonies with his/her designated class.<sup>2</sup>

<sup>1</sup> I left this language as is as it tracks the statutory graduation requirement in Wisconsin Legislature: 118.33(1)(b). The second paragraph of your current 345.5 addresses this with regard to Juniors and Seniors only.  
<sup>2</sup> I inserted the language of your current 345.8.

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# HIGH SCHOOL GRADUATION REQUIREMENTS

## Policy 345.6

Waukeew Community School District

Page 2 of 7

A student who has attended a high school program (or an equivalent educational program) for the equivalent of four regular school terms (i.e., the equivalent of completing grades 9 through 12) and who has satisfied all other requirements to receive a regular high school diploma does not have the option to unilaterally choose to defer his/her high school graduation date and continue to attend high school.

The District also requires a meaningful period of enrollment in the District and attendance in a District school or program in order to earn a District high school diploma. The minimum period of attendance shall generally include the full semester immediately preceding the student's graduation, during which period the student earned high school credit. An exception to this minimum period may be granted by the District Administrator in extraordinary circumstances where the District Administrator determines that (1) the reason the student did not meet the requirement was reasonably beyond the control of the student and, if under the age of 18, the student's parent or guardian; and (2) instructional staff are able to make a sufficient assessment of the student's academic performance.

### B. Course Credit Requirements

The District has established standard credit requirements for high school graduation. All required credits must be earned by completing the course with a minimum passing grade while the student is enrolled in the high school grades. High school course(s) enrolled in by middle school students will not be counted toward high school course credit requirements or GPA. *insert exceptions, if any; for example: "except that (1) the District offers a health education curriculum to students prior to 9<sup>th</sup> grade that, if completed, satisfies the .5 credit requirement in health education; and (2) the District offers qualifying students who are in (choose as applicable: "8<sup>th</sup> grade" or "7<sup>th</sup> or 8<sup>th</sup> grade") additional opportunities to take certain courses for credit toward high school graduation to the extent further specified in established procedures accompanying this policy"*.

#### 1. Standard Credit Requirements for Students Granted a Diploma:

- |  |                            |
|--|----------------------------|
| • English/Writing Composition  | 4 credits                  |
| • Social Studies   | 3 credits                  |
| • Math   | 3 credits                  |
| • Science  | 3 credits                  |
| • Physical Education   | 1.5 credits                |
| • <u>Personal Financial Literacy</u>   | <u>0.5 credit</u>          |
| • <u>The financial credit requirement applies to students graduating from high school in 2028.</u> |                            |
| • Health Education   | 0.5-25 credit <sup>3</sup> |
| • <u>Career Workshop</u>   | 0.25 credit                |

<sup>3</sup> Your current policy requires 0.25 credits. Wisconsin Legislature: 118.33(1)(a)2. requires 0.5 credits of health education in grades 7 to 12. If you are complying with the 0.5 health credit requirement in some other way (a DPI waiver or 0.25 health credits required in 7<sup>th</sup> or 8<sup>th</sup> grades) note that in the policy Wisconsin Legislature: PI 18.05(2) directs school boards to notify DPI whenever changes are made to high school graduation policies and Wisconsin Legislature: PI 18.05(4) authorizes DPI to periodically review high school graduation requirement policies and notify boards when those policies do not comply with state law.

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# HIGH SCHOOL GRADUATION REQUIREMENTS

Wauaukee Community School District

## Policy 345.6

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~~{Editor's Note: If the district requires students to earn additional, locally-required credits in particular subject areas, insert that detail in the space below.}~~

~~0.5 Health credits are required for graduation by Wisconsin Statute 118.33(1)(a). 0.25 Credits are graded through completion of the Health class at the Middle School and the remaining 0.25 credits are required per the Health Class at the High School.~~

- ~~• [insert subject] Career and Technical Education, World Language, Fine Arts, and other courses~~

~~• [insert subject] [No. of credits] [No. of credits]~~

- ~~• [insert subject] [No. of credits]~~
- ~~• [insert subject] [No. of credits]~~

- ~~• Additional Approved Elective Credits Required for Graduation (no specific subject area) [No. of credits]~~

~~0.5 Health credits are required for graduation by Wisconsin Statute 118.33(1)(a). 0.25 Credits are graded through completion of the Health class at the Middle School and the remaining 0.25 credits are required per the Health Class at the High School.~~

Up to 0.5 credits of Physical Education requirements may be earned through district approved virtual learning.

The personal financial literacy requirement applies to students graduating from high school beginning in 2028 and beyond.

### 2. Credit and Graduation Requirement Determination:

~~a. The high school principal shall determine if a student has met all requirements for graduation. This includes an evaluation of courses taken at other schools and institutions and accommodations made for students with exceptional educational needs, interest or requirements. The minimum passing grade required for the awarding of credit for each course constitutes a recommendation of instructional staff with regard to the student's academic performance and eligibility for graduation.~~

~~a.~~

~~b. 3. Courses taken at other institutions or schools must have the prior approval of the high school principal to be granted credit at Wauaukee Community High School. This prior approval stipulation applies only to students enrolled in the Wauaukee Community School District and not to transfer students. Transfer students' records will be evaluated by the high school principal upon the student's acceptance into Wauaukee Community High School and the student and his/her parents/guardians will be informed of the remaining credits necessary to meet graduation requirements.~~

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# HIGH SCHOOL GRADUATION REQUIREMENTS

Wauaukee Community School District

## Policy 345.6

Page 4 of 7

c. The decision of the high school principal may be appealed to the superintendent/District Administrator within ten calendar days of the above notification. Appeals to the Board of Education must be made within ten days of the notification of the superintendent/District Administrator's decision.<sup>4</sup>  
Credit for a course of study that a student successfully completes outside of the District may be granted credit toward high school graduation as a transfer credit. The administration shall apply established procedures to the granting of all transfer credits that a student seeks to apply toward his/her high school graduation requirements.

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43. Certain courses may satisfy one of the state-mandated credit requirements under an equivalency standard. Where the District approves and offers a course under a credit equivalency standard, a student may be eligible to take the course to satisfy a state-mandated credit requirement. ~~Include this sentence if the district concludes that it is applicable to any of the courses that the district offers under an equivalency standard:~~ "One limitation is that the student must not have already taken and received a state-mandated credit for any course that is a direct substitute for the proposed equivalent course such that the student would be repeating essentially the same content/learning standards in two courses."<sup>5</sup> It is the responsibility of the student to verify that he/she will be eligible to receive the specified equivalency credit toward a state-mandated credit requirement.<sup>6</sup>

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54. With District approval and if the student satisfies all requirements as set forth in a related ~~[choose: 'policy' or 'rule']~~, a student who has participated in a District-approved organized physical activity may substitute an additional one-half credit in ~~[choose up to all of the following: English, social studies, math, science, or health education]~~ in lieu of one-half credit of the 1.5 required credits in physical education. ~~[Editor's Note: Include this paragraph only if the district permits such credit substitution. Under the preceding sample language in this paragraph, the additional parameters and procedures applicable to such substitution should be identified in a related policy or rule. See samples of such parameters and procedures under topic 345.64 in the PRG.]~~<sup>6</sup>

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### C. Civics Test Requirement

In order to be eligible for a District high school diploma, a student must have taken and successfully completed the state-required civics test while enrolled in the high school grades in the District or, as determined by the administration, in another qualifying school or program. For students with disabilities who have an individualized education program (IEP), this requirement shall be modified or waived to the extent provided by the student's IEP and/or by applicable law.

### D. Other District-Established Graduation Requirements

<sup>4</sup> I substituted your current policy language for a similar provision in the sample.

<sup>5</sup> Your current policy does not address accepting credits under an equivalency standard — if your district does not do this, delete paragraph, otherwise edit as appropriate.

<sup>6</sup> Your current policy does not address substituting extracurricular sports for part of the physical education credit requirement — if your district does not do this, delete paragraph, otherwise edit as appropriate.

# HIGH SCHOOL GRADUATION REQUIREMENTS

Waukegan Community School District

## Policy 345.6

Page 5 of 7

~~Insert additional local high school graduation requirements, if any. As examples, some school districts have a service learning requirement, an academic portfolio requirement, a technology proficiency requirement, etc. If there are no such additional local requirements, delete this entire section from the sample before adopting the policy.~~

### **E.—Alternative Education Programs and Other Accommodations for Students with Exceptional Educational Interests, Needs or Requirements**

Any high school student who has satisfied each of the graduation requirements defined above shall be awarded a diploma signifying his/her graduation from high school. In addition, the District provides other routes to high school graduation, including the following:

~~1. A student with a disability who has not otherwise satisfied the District's high school graduation requirements shall earn his/her high school diploma if the student meets the requirements established in the student's Individualized Education Program (IEP), including goals, objectives, accommodations or modifications that provide the student with an opportunity to be eligible for high school graduation. A student with a disability who has not otherwise satisfied the District's high school graduation requirements shall earn his/her high school diploma if the student meets the requirements established through the student's IEP, including goals and objectives that the IEP team has determined represent a demonstration of academic proficiency that is at least equivalent to the proficiency the student would have attained if the student had satisfied the applicable minimum credit accumulation requirements defined in state law.~~

2.1. The District provides one or more Board-approved alternative education programs for high school students that provide an opportunity for the student to become eligible for high school graduation. In order to receive a District-issued high school diploma through an alternative education program, the District Administrator, High School Principal or designated program administrator must determine, in consultation with instructors who are familiar with the student's work and progress, that the student has successfully completed the program and demonstrated a level of proficiency in the subjects for which credit is required under the state's minimum graduation requirements that is equivalent to the proficiency the student would have attained if he/she had satisfied the applicable minimum credit requirements defined in state law.

3.2. For students with exceptional needs, interests or requirements not otherwise addressed in this section, the District may also approve, on an individualized basis, a curriculum or program modification for a high school student that provides an opportunity for the student to become eligible for high school graduation.

4.3. In the event that a qualified veteran, as determined under state law, requests the Board to award a high school diploma, the request shall be filed with the District Administrator and brought to the Board for review and approval.<sup>2</sup>

<sup>2</sup>Your current policy does not directly address graduation of disabled students or the granting of a high school diploma to qualified veterans. Your current policy cross-references 345.6 HSGT, Alternative Graduation Criteria, but I do not find that policy on your website.

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# HIGH SCHOOL GRADUATION REQUIREMENTS

Waukeek Community School District

## Policy 345.6

Page 6 of 7

### F.— Graduation from a Board-Authorized Charter School Located in the District

*Include this section and the following language only if the District has one or more Board-authorized charter schools serving high school students: "High school students attending a charter school authorized by the Board and located in the District are required to meet the graduation requirements established in this policy."*

### Legal References:

#### Wisconsin Statutes

<a href="#">Section 38.12(14)</a>	[attendance at technical college courses]
<a href="#">Section 115.28(7)(e)1</a>	[alternative education program definition]
<a href="#">Section 115.915</a>	[accommodations for school-age parents]
<a href="#">Section 115.997(7)</a>	[on-time graduation of children of military families; waiver and other requirements]
<a href="#">Section 118.13</a>	[student nondiscrimination]
<a href="#">Section 118.15</a>	[compulsory attendance; programs for at-risk students and program/curricular modifications]
<a href="#">Section 118.35</a>	[gifted and talented students]
<a href="#">Section 118.52</a>	[part-time open enrollment]
<a href="#">Section 118.55</a>	[early college credit program]
<a href="#">Section 118.153</a>	[children at risk of not graduating from high school]
<a href="#">Section 118.33(1)</a>	[high school graduation standards, including requirements and local options]
<a href="#">Section 118.33(1)(f)1</a>	[required periodic review and revision of graduation requirement policy]
<a href="#">Section 118.33(1m)(a)</a>	[high school graduation; civics test requirement]
<a href="#">Section 120.12(17)</a>	[school board duty; payment of tuition for University of Wisconsin system courses taken by students for high school credit under certain conditions]
<a href="#">Section 120.13(37)</a>	[awarding high school diplomas to veterans]
<a href="#">Section 121.02(1)(p)</a>	[school district standards; graduation standards]
<a href="#">Chapter 115, Subchapter V</a>	[children with disabilities]

#### Wisconsin Administrative Code

<a href="#">PI 18</a>	[high school graduation standards]
<a href="#">PI 25</a>	[children at risk plans and programs]

### Cross References:

WASB PRG Sample Policy 1

Adoption Date: 11/8/82

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# HIGH SCHOOL GRADUATION REQUIREMENTS

Waunakee Community School District

## Policy 345.6

Page 7 of 7

- Revised:**
- [9/8/86](#)
  - [9/11/88](#)
  - [5/11/92](#)
  - [3/94](#)
  - [2/12/96](#)
  - [2/8/99](#)
  - [4/5/99](#)
  - [10/6/00](#)
  - [February 2002](#)
  - [May 2004](#)
  - [July 2004](#)
  - [January 2005](#)
  - [December 2005](#)
  - [August 2009](#)
  - [January 2014](#)
  - [August 2016](#)
  - [June 2018](#)
  - [January 2023](#)

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# FILLING BOARD VACANCIES

# Policy 133

## Sample Policy 1

## Page 1 of 6

~~{This sample policy provides a set of basic procedures for filling a school board vacancy, including any vacancy that has not been filled within 60 days of the date on which the vacancy first exists. The procedures establish a process under which the board will generally consider potential appointees following a public notice of the vacancy and an opportunity for interested individuals to declare their interest in serving on the board. If a vacancy remains unfilled after 60 days and upon reaching a voting deadlock among the remaining members of the board, the deadlock is resolved through the random selection of a qualifying nominee. Please refer to PRG 133 Sample Exhibit 3 for an example 1 (notice of a sworn vacancy), 133 Sample Exhibit 3 (declaration of eligibility to hold for office, as expressly referenced within), and 133 Sample Exhibit 4 (notice of appointment) can all be used in connection with this sample policy. If a board is looking for more detailed procedural guidance either as an alternative to this sample policy or in connection with implementing the guidelines established in this sample policy, please refer to either PRG 133 Sample Policy 2 or to the combination of PRG 133 Sample Policy 3, 133 Sample Rule 1, and 133 Sample Rule 2.}~~

~~The appropriate Board officer (normally the Board clerk), as specified in section 17.01(13)(b) of the state statutes (for resignations) or in section 17.17(5) (for other vacancies), or a designee acting on behalf of such officer, shall promptly notify the full Board of any resignation or other vacancy that arises on the School Board. (Editor's Note: This paragraph could be omitted. However, even if the paragraph is omitted, there are statutory requirements for certain officers (almost always the board clerk) to provide notice of board vacancies to the full school board.)~~

Vacancies on the School Board shall be filled in accordance with state law and in substantial compliance with the ~~procedural~~ guidelines ~~outlined~~ and procedures established in this policy. ~~Any appointee to the School Board must be a qualified elector of the District and otherwise eligible to hold the office. (Include if applicable to at least one school board seat in the district: "Any person who fills a Board vacancy in a seat assigned to an apportioned area of the District must also be a resident of the applicable area in which the vacancy occurs.")~~

~~The Board clerk or the clerk's designee shall provide an appointee with notice of the appointment. A qualified elector who is selected to fill a Board vacancy shall not take office unless and until he/she/the person has taken and filed the official oath of office. The An appointee shall file the official oath shall be filed on or before any final deadline that the Board establishes for the appointee to take office. Upon taking and filing the official oath, the individual will an appointee shall also promptly file a campaign finance registration statement if required to do so by law.~~

### **APPOINTMENT GUIDELINES AND PROCEDURES DURING THE FIRST 60 DAYS OF A VACANCY**

During the 60 days immediately following the date on which a vacancy first exists, the Board may fill the vacancy only by an appointment made by a vote of the remaining members of the Board. ~~Any such initial attempt to the fill the vacancy during this 60-day period shall be consistent~~ substantially comply with the following guidelines ~~and procedures, supplemented by any additional procedures that the Board may adopt:~~

1. The District Administrator, or ~~his/her~~ designee, shall give notice of the vacancy to the public: ~~by, at a minimum, posting information on the District website.~~ The notice shall include ~~relevant information about expressing interest in serving as an appointee, including identifying any~~ deadline for ~~applying to fill the vacancy, submitting letters of application.~~ The

# FILLING BOARD VACANCIES

## Policy 133

### Sample Policy 1

### Page 2 of 6

deadline shall be at least [14] days after the date that the notice is first placed on the District website ~~or otherwise first posted or published~~. ***{Editor's Note: There is no statutory mandate to issue a notice soliciting interest in serving as an appointee. This sample assumes the board is willing to take that approach for at least a minimum of 14 days.}***

2. Any qualified elector of the District who is interested in filling the vacancy ~~may~~ **shall** submit ~~a letter of application (addressing qualifications and interest)~~ **the following materials** to the ~~office~~ **Office** of the District Administrator. ~~Applications received by the specified deadline are assured consideration. If no applications are received by:~~

a. ~~A letter of application that includes the deadline~~ **applicant's name**, the ~~Board President may direct applicant's residential address, contact information, and a statement of the District Administrator to re-issue individual's qualifications and his or her reason(s) for seeking the solicitation of interest with appointment.~~ ***{Editor's Note: This paragraph can be modified to reflect local preferences regarding the deadline for assured consideration extended by up to an additional 14 days. The Board President shall ensure that all Board members are informed information and format of any such extension submissions.}***

b. On or before the date of the Board meeting at which the Board considers the potential appointees, each potential appointee shall also submit a ~~signed~~ ***insert if desired: "and sworn"*** declaration of eligibility to hold the vacant ~~board~~ **Board** seat. ***{Editor's Note: Many boards are likely to prefer that such declarations be sworn. However, this provision is not a statutory requirement. It is intended to provide a documented basis for concluding that the potential appointee is eligible to hold office. Other parts of this sample, below, assume that such a declaration will be required. The See PRG includes a 133 Sample Exhibit 3 for sample forms for this specific purposes such declarations.}***

3. ~~The Applicants who have submitted the required materials by the applicable deadline(s) are assured consideration. If no letters of application are received by the deadline, the Board president may direct the District Administrator to re-post the vacancy notice on the District website, with the deadline for letters of interest being extended by up to an additional [14] days. The president or the president's designee shall consider ensure that all of the Board members are informed of any such extension(s). Step 4 and Step 5 apply only if at least one potential appointee has been identified potential appointees at.~~

2.4. ~~At a properly noticed insert only if desired: "regular" Board meeting of the Board. Each that is held after the deadline for submitting letters of application, each potential appointee who submitted the required materials on a timely basis shall be given have an opportunity to make a brief statement, up to [5 minutes] in length, in support of their possible appointment to serve on the Board. The Board may decide by motion or by unanimous consent to ask questions of one or more of the potential appointees. {Editor's Note: Adding the optional limitation to "regular" meetings would restrict the board's potential meeting options, as further described in the definitions section, below. It would be reasonable to conclude that the potential complications caused by restricting the process to "regular" meetings outweigh the advantage of trying to avoid the possible manipulation of the appointment process through the timing of meetings. If the board does not limit the process to "regular" meetings, then the appointment process could also occur at any special board meeting that has been called and convened consistent with state law.}~~

# FILLING BOARD VACANCIES

# Policy 133

## Sample Policy 1

## Page 3 of 6

5. ~~Unless a majority of the Board approves~~Following any debate or deliberation among the Board members regarding the applicants, a standard majority of the total votes cast is required to make an appointment to fill a Board vacancy at this stage.

~~***(WASB Editor's Note: The following sub-paragraphs regarding voting procedures are all optional. As an alternative to including such details in the policy, the board could instead establish voting procedures and/or resolve any voting issues on an ad hoc basis.)***~~

a. ~~Unless an appointment is made by unanimous consent or unless the Board expressly directs~~ the use of a roll call or voice vote, the possible selection of an appointee to fill the vacancy will proceed with the use of signed, written ballots. ~~A standard majority of votes cast shall be required to make an appointment, with any vote for "none of the above" counting as a vote cast~~Any completed ballots shall be retained as District records.

b. ~~If a~~Any write-in vote or any vote for "none of the above" on a ballot shall be counted as a vote cast. However, if a Board member announces that they are abstaining from participation in the decision, then no ballot shall be issued to the Board member, the abstention shall be recorded in the minutes, and the abstention shall not be counted as a vote cast.

c. If needed, multiple rounds of voting will occur. If any Board member objects to conducting more than ~~[5]~~ rounds of voting at any single meeting, he or she may demand that the question of continuing with voting at that meeting be put to a Board vote. Voting will continue only if supported by a majority vote.

~~***(WASB Editor's Note: The remainder of this sample could be considered independently. It does not directly depend on the procedures outlined above for filling vacancies during the first 60 days that the vacancy exists.)***~~

### APPOINTMENT GUIDELINES AND PROCEDURES AFTER 60 DAYS

If a Board vacancy has **not** been filled by an appointment made within 60 days of the date on which the vacancy first exists, ~~then~~ the Board will attempt to fill the vacancy ~~using in substantial compliance with~~ the following ~~procedure~~guidelines and procedures, supplemented by any additional procedures that the Board may adopt:

1. If a duly-elected successor (i.e., ~~a person~~ elected at a Spring Election) will be taking office in the seat that is currently vacant within the next 60-day period that follows the initial 60-day period of the vacancy, ~~no other appointee shall serve in the vacant seat in the interim.~~~~then~~ no appointee shall serve in the vacant seat in the interim unless an individual is appointed by a majority vote. ~~***(Editor's Note: There is some legal uncertainty regarding the extent to which a school board may consider the proximity of an election as part of its policy for filling board vacancies. Courts have not addressed the issue in any precedent setting published decisions.)***~~

2. If the ~~unfilled~~ vacancy is **not** filled by the duly elected successor in office pursuant~~subject~~ to the previous paragraph, then at a ~~insert only if desired: "regular"~~ Board meeting ~~that shall be~~ held no later than 45 days after the end of the initial 60-day period of the vacancy, the Board shall ~~make an~~ attempt to appoint a qualified elector to fill the vacancy by a majority vote. ~~If after 5 rounds of voting~~~~***(Editor's Note: Adding the optional limitation to "regular"***~~

# FILLING BOARD VACANCIES

## Policy 133

### Sample Policy 1

### Page 4 of 6

meetings would restrict the board's potential meeting options, as further described in the definitions section, below.}

- a. Prior to such Board still-meeting, the Board may direct the District Administrator to post and otherwise publicize a notice of the vacancy that solicits potential appointees and that includes appropriate instructions for expressing interest in serving as an appointee.
- b. To be eligible for consideration for appointment by a Board vote at such meeting, a potential appointee minimally (1) must have submitted a signed ~~insert if desired: "and sworn"~~ declaration of eligibility to fill the vacancy in question at any time after the occurrence of the vacancy, and (2) must not have withdrawn from consideration. ~~**{Editor's Note: This paragraph can be modified to reflect local preferences for such minimum requirements.}**~~

2.3. Assuming that there is at least one potential applicant who has been identified for possible appointment, voting will occur at the Board meeting described in the previous step. If the Board is still unable to fill the vacancy after (5) rounds of voting, or after fewer rounds if reduced by unanimous consent, then the chairperson of the meeting shall declare a deadlock and immediately call for nominations in order to break the deadlock by the random selection of a nominee. The following shall apply:

- a. A nominee for the random selection process must be a qualified elector who has submitted a signed ~~insert if desired: "and sworn"~~ declaration of eligibility to fill the vacancy in question and who has not withdrawn from consideration. ~~Each Board member who is present at the meeting may nominate, or support the nomination of, only one nominee.~~
- b. Each nominee, if any, ~~insert if desired: "whose nomination is supported by at least two Board members (inclusive of the Board member who initially made the nomination)"~~ will be included in the random selection process. Each Board member who is present at the meeting may nominate ~~insert if the board requires a nominee to be supported by at least two board members: "or support the nomination of"~~ only one person who is included in the random selection process. The nominee chosen by the random process is thereby selected to fill the vacancy. Each nominee, if any, whose nomination is supported by at least 2 Board members (inclusive of the Board member who initially made the nomination) will be included in the random selection process. Any nominee selected as a result of the random process is thereby selected to fill the vacancy. ~~**{Editor's Note: School boards that have only 3 total members should not include the two optional inserts found in this paragraph. Some 5-member boards, which will have at most only 4 members involved in the appointment process, may similarly wish to consider permitting each remaining board member to nominate one potential appointee to the random selection process without requiring the nomination to be supported by a second board member.}**~~

3.4. If, for any reason (including the lack of any identified potential appointee), the vacancy is still unfilled 105 days following the date on which the vacancy first existedexists, then steps 2 and 3 of the procedures listed above shall be repeated at ~~insert only if desired: "regular"~~ Board meetings that are held at approximately monthly intervals until either (1) the vacancy is filled, or (2) there are fewer than 60 days before a duly-elected successor will take office in the vacant seat.

# FILLING BOARD VACANCIES

# Policy 133

## Sample Policy 1

## Page 5 of 6

### DEFINITIONS

The term "days" as used in this policy means calendar days unless otherwise expressly stated.

**IMPORTANT:** Select and insert the appropriate definitional paragraph, based on the type of school district. **ONLY** if the district has chosen elsewhere in this policy to expressly require any candidate evaluation procedures or final appointment decisions to be made only at a "regular Board meeting":

#### OPTION 1 for Common and Union High School Districts:

"For purposes of this policy, a "regular Board meeting" is any Board meeting that is convened pursuant to the Board's lawful authority (e.g., a meeting scheduled by a specific vote of the Board, the regular monthly meeting(s) established by a Board decision or under a Board policy, etc.) other than a meeting that has been is requested scheduled and convened as a special board meeting under section 120.11(2) of the state statutes [insert if desired: "and attended by fewer than all currently seated board members"]. upon the call or request of an individual board member. Regular Board meetings include any meeting scheduled by a specific vote or directive of the Board and any regular monthly meeting(s) scheduled by a previous Board decision or under a Board policy that establishes a schedule of meetings."

#### OPTION 2 for Unified School Districts (i.e., districts that do not hold an annual meeting of the district's electors):

"For purposes of this policy, a "regular Board meeting" is any Board meeting that is convened pursuant to the Board's lawful authority other than a meeting that is called at the individual instance of the Board president [insert if desired: "and attended by fewer than all currently seated board members"]. Regular Board meetings include any meeting scheduled by a specific vote of the Board and any regular monthly meeting(s) scheduled by a previous Board decision or under a Board policy that establishes a schedule of meetings. In addition, a meeting that is scheduled pursuant to the filing of a request signed by a majority of Board members under section 120.43(2) [choose either: "shall" or "shall not"] be considered a regular Board meeting for purposes of this policy."

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### Legal References:

#### Wisconsin Statutes

<a href="#">Section 11.0202(1)</a>	[individuals holding a local office shall file a campaign registration statement]
<a href="#">Section 17.01(13)</a>	[board member resignations; how made]
<a href="#">Section 17.03</a>	[cause of vacancies]
<a href="#">Section 17.035</a>	[military leave vacancies]
<a href="#">Section 17.17(5)</a>	[clerk to provide notice of vacancies to school board]
<a href="#">Section 17.26</a>	[filling school board vacancies]
<a href="#">Section 17.28</a>	[an appointee takes office immediately upon qualification]
<a href="#">Section 19.01</a>	[oath of office]
<a href="#">Section 59.23(2)(s)</a>	[reporting board member information to county clerks]

## FILLING BOARD VACANCIES

## Policy 133

### Sample Policy 1

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[Section 120.05\(1\)\(d\)](#)

[board member residency]

[Section 120.06\(10\)](#)

[clerk to provide notice of appointment; timely oath required]

[Section 120.12\(28\)](#)

[school board required to adopt a policy on filling vacancies not filled within 60 days of the date on which the vacancy first exists]

[Section 120.17\(1\)](#)

[clerk to provide municipalities with names and addresses of new board members]

### Cross References:

*[Insert appropriate cross references to the policy as applicable to your district.]*

### Adoption Date:

# NOTICE OF SCHOOL BOARD VACANCY

Sample Exhibit 1

133-Exhibit

Page 1 of 2

*{This sample notice announces a school board vacancy and outlines the general process for submitting a letter of interest and a declaration of eligibility to hold the vacant office as an appointee. This sample notice could be used for publishing formal notice of a board vacancy in the legal notices section of a newspaper, for posting on the district website, and/or for giving notice by other means (e.g., by posting the notice at locations where meeting notices are posted). This sample notice was drafted to coordinate with PRG 133 Sample Policy 1. For any district with a policy and procedures that do not require each applicant for a vacancy to file a sworn declaration of eligibility, this sample can be adapted by modifying or deleting the provisions related to the sworn declaration.}*

[ INSERT THE NAME OF THE SCHOOL DISTRICT ]

## NOTICE OF SCHOOL BOARD VACANCY AND SOLICITATION OF INTEREST TO SERVE AS AN APPOINTEE

NOTICE IS HEREBY GIVEN to the electors of the [insert name of school district] that there is a current vacancy on the School Board in the office formerly held by [insert name of prior incumbent]. The School Board intends to attempt to appoint a qualified elector of the District to fill the vacancy under a term of office that shall expire on [insert the expiration date of the appointee's term].

[Include the following sentence if the vacant seat is assigned to either an apportioned area of the school district or to a designated election district: "In order to be eligible to serve as an appointee in the vacant seat, the individual must also reside in [insert a description of the relevant geographic portion of the school district]."]

Any eligible person who desires to be considered for appointment to this public office may file the following materials at the Office of the District Administrator:

***{Editor's Note: List the locally-required application materials, as determined by the applicable board policy or pursuant to any other decision of the school board. The two items listed below are included because they are the materials required by PRG 133 Sample Policy 1. A district should modify the list as needed to reflect the actual local requirements.}***

1. A letter of interest that identifies the potential appointee's name, residential address, [insert if desired: "email address,"] and phone number, and that also addresses the individual's qualifications and the reasons that the applicant is interested in serving on the School Board.
2. A Declaration of Eligibility to hold the vacant board seat. The relevant form is available upon request from the Office of the District Administrator." [Include if the board requires a sworn declaration: "The Declaration must be signed and sworn to before a notary public or another official who is authorized to administer general oaths."]

[Insert the applicable filing instructions/deadlines—e.g., "To ensure consideration as a potential appointee, the letter of interest must be **received in the Office of the District Administrator by 4:00 p.m.] on [insert the appropriate date]**, and the Declaration of Eligibility must be completed and received in the Office on or before the date of the Board meeting at which the Board considers the potential appointees."]

# NOTICE OF SCHOOL BOARD VACANCY

133-Exhibit

Sample Exhibit 1

Page 2 of 2

The required materials may be hand delivered during the District's regular business hours at the Office of the District Administrator, which is located at [insert the street address]. Alternatively, the materials may be sent via U.S. Mail to [insert mailing address] [insert if desired: "or sent as a scanned email attachment to [insert the relevant email address]" ]. It is the sole responsibility of the individual who is submitting the materials to verify that the District has received the completed materials on a timely basis.

Inquiries regarding this Notice may be directed to [insert District Administrator's name and title] by telephone at [insert telephone number] or by email at [insert email address].

Date of Notice: [DD/MM/YYYY]

**Adoption Date:**

# DECLARATION OF ELIGIBILITY TO HOLD OFFICE

## Sample Exhibit 3

133-Exhibit

Page 1 of 4

*{The following is an optional form, to be completed by potential appointees to fill a vacancy, that a school board could choose to require to establish a basis for believing that the individuals who express an interest in serving as an appointee for a vacancy would be fully eligible to hold the office, if appointed.*

*The sample is provided in three different versions, ordered from most formal (a sworn declaration) to least formal (a “signed and dated” declaration):*

- 1. VERSION 1: A sworn declaration that must be administered by and additionally signed by a notary public or by another official who is authorized to administer general oaths for sworn documents. This version is the most formal of three samples and is modeled on the mandatory “Declaration of Candidacy” form that is used in connection with becoming a candidate in an actual school board election (i.e., to qualify for the ballot). A false statement on a sworn document could subject the potential appointee to a legal penalty. IMPORTANT: Due to statutory limitations on the school district clerk’s authority to administer oaths, the school district clerk may not administer the oath for this sworn version of the form unless the current clerk is also a notary public. See sections [120.17\(10\)](#) and [887.01\(1\)](#) of the state statutes.*
- 2. VERSION 2: A declaration that must be signed in the personal presence of a witness who is at least 18 years of age and who is not related to the potential appointee. The witness also signs the form.*
- 3. VERSION 3: A declaration that only needs to be “signed and dated” by the potential appointee. In this least formal version, the various statements are structured as self-certified statements of agreement.*

*IMPORTANT: If a school board decides to require potential appointees to submit such a declaration of eligibility to hold office, the board should clearly specify (whether in policy or by a motion applicable to a specific vacancy) which version(s) of the form the board will treat as sufficient. Due to the significance of the appointment process, it is likely that many boards will choose to require the formal sworn declaration.*

*If desired, locally-relevant information about filing the form (e.g., filing office, permissible method(s) of filing, and any deadline) could be added to the bottom of any of the versions of the form. Consider placing any such filing instructions in a box or giving some other visual signal that both separates and highlights the instructions.}*

# DECLARATION OF ELIGIBILITY TO HOLD OFFICE

Sample Exhibit 3

133-Exhibit

Page 2 of 4

## VERSION 1: Sworn Declaration

### **[PRE-INSERT THE NAME OF THE SCHOOL DISTRICT]**

#### **DECLARATION OF ELIGIBILITY TO HOLD OFFICE AS AN APPOINTEE TO THE SCHOOL BOARD**

*This document shall be sworn before a notary public or other official who is authorized to administer oaths.\**

I, \_\_\_\_\_, being duly sworn, state that  
*(Print the name of the person wishing to be considered for appointment)*

I am willing to be considered for selection as an appointee to a vacancy in the public office of school board member *[if either is applicable, pre-insert any seat number or a description of any apportioned area relating to the vacant seat]*, in the *[pre-insert the name of the school district]*.

I further state that I meet the applicable age, citizenship, residency, and voting qualification requirements prescribed by the constitutions and laws of the United States and the State of Wisconsin for holding said public office and that I will otherwise qualify for said public office if I am selected as the appointee.

I further state that I have not been convicted of a felony in any court within the United States for which I have not been pardoned and that I know of no reason that would otherwise make me ineligible to hold said public office.

My municipality of residence for voting purposes and my present residential address are as follows:

Town of \_\_\_\_\_ OR Village of \_\_\_\_\_ OR City of \_\_\_\_\_

House (or Fire) No. \_\_\_\_\_ Street Name \_\_\_\_\_ Mailing Municipality and State \_\_\_\_\_ Zip Code \_\_\_\_\_

\_\_\_\_\_  
*(Signature of the person, named above, wishing to be considered for appointment)*

STATE OF WISCONSIN

County of \_\_\_\_\_ } ss.  
*(County where sworn)*

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*(Signature of person authorized to administer oaths)*

\_\_\_\_\_  
*(Printed name)*

Notary Public or  \_\_\_\_\_  
*(Official title, if not a notary)*

For a Notary: My commission expires \_\_\_\_\_ or  is permanent

**NOTARY SEAL REQUIRED IF THE OATH HAS BEEN ADMINISTERED BY A NOTARY PUBLIC.**

**\* THE SCHOOL DISTRICT CLERK MAY NOT ADMINISTER THE OATH FOR THIS FORM UNLESS THE CLERK IS ALSO A NOTARY PUBLIC.**

# DECLARATION OF ELIGIBILITY TO HOLD OFFICE

Sample Exhibit 3

133-Exhibit

Page 3 of 4

## VERSION 2: Declaration with a Witness Signature

### [PRE-INSERT THE NAME OF THE SCHOOL DISTRICT]

#### DECLARATION OF ELIGIBILITY TO HOLD OFFICE AS AN APPOINTEE TO THE SCHOOL BOARD

*This document shall be signed in the presence of a witness who is at least 18 years of age and who is not related to the declarant by blood, marriage, or adoption.*

I, \_\_\_\_\_, state and represent that I am willing  
*(Print the name of the person wishing to be considered for appointment)*

to be considered for selection as an appointee to a vacancy in the public office of school board member *[if either is applicable, pre-insert any designated seat number or a description of any apportioned area relating to the vacant seat]*, on the School Board of the *[pre-insert the name of the school district]*. I further state, represent, and agree with all of the following:

1. I meet the applicable age, citizenship, residency, and voting qualification requirements prescribed by the constitutions and laws of the United States and the State of Wisconsin for holding said public office.
2. I have not been convicted of a felony in any court within the United States for which I have not been pardoned.
3. I will otherwise qualify for said public office if I am selected as the appointee, and I know of no reason that would otherwise make me ineligible to hold said public office.
4. My municipality of residence for voting purposes and my present residential address are as follows:

Town of \_\_\_\_\_ OR Village of \_\_\_\_\_ OR City of \_\_\_\_\_

House (or Fire) No. \_\_\_\_\_ Street Name \_\_\_\_\_ Mailing Municipality and State \_\_\_\_\_ Zip Code \_\_\_\_\_

By signing this Declaration, I, as declarant, certify and affirm that all of the information stated and represented in this Declaration is true and accurate to the best of my knowledge. I understand and agree that the officers of said School District may act in reliance on the statements and representations that I have made herein.

\_\_\_\_\_  
*Signature of the person, named above, wishing to be considered for appointment*

\_\_\_\_\_  
*Date Signed*

#### **STATEMENT AND SIGNATURE OF WITNESS:**

I am the witness whose signature appears below. I am at least 18 years of age. I personally know the above-named declarant, or I have personally verified the identity of the above-named declarant using a government-issued photo ID. I am not related to the declarant by blood, marriage, or adoption. **The declarant personally signed this document in my physical presence.**

Witness Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Legibly Print the Name of the Witness: \_\_\_\_\_

Address of the Witness: \_\_\_\_\_

# DECLARATION OF ELIGIBILITY TO HOLD OFFICE

Sample Exhibit 3

133-Exhibit

Page 4 of 4

## VERSION 3: Signed and Dated Declaration (Self-Certified)

**[PRE-INSERT THE NAME OF THE SCHOOL DISTRICT]**

### DECLARATION OF ELIGIBILITY TO HOLD OFFICE AS AN APPOINTEE TO THE SCHOOL BOARD

I, \_\_\_\_\_, state and represent that I am  
*(Print the name of the person wishing to be considered for appointment)*

willing to be considered for selection as an appointee to a vacancy in the public office of school board member *[if either is applicable, pre-insert any designated seat number or a description of any apportioned area relating to the vacant seat]*, on the School Board of the *[pre-insert the name of the school district]*. I further state, represent, and agree with all of the following:

1. I meet the applicable age, citizenship, residency, and voting qualification requirements prescribed by the constitutions and laws of the United States and the State of Wisconsin for holding said public office.
2. I have not been convicted of a felony in any court within the United States for which I have not been pardoned.
3. I will otherwise qualify for said public office if I am selected as the appointee, and I know of no reason that would otherwise make me ineligible to hold said public office.
4. My municipality of residence for voting purposes and my present residential address are as follows:

Town of \_\_\_\_\_ OR Village of \_\_\_\_\_ OR City of \_\_\_\_\_

\_\_\_\_\_  
*House (or Fire) No.                      Street Name                      Mailing Municipality and State                      Zip Code*

By signing this Declaration, below, I certify and affirm that all of the information stated and represented in this Declaration is true and accurate to the best of my knowledge. I understand and agree that the officers of said School District may act in reliance on the statements and representations that I have made herein.

\_\_\_\_\_  
*Signature of the person, named above, wishing to be considered for appointment*

\_\_\_\_\_  
*Date Signed*

**Adoption Date:**

**DEPARTMENTAL GUIDELINES TO  
ENSURE ACCESS TO LMTC**  
Waunakee Community School District

**Policy #362.2**  
**Rule**  
Page 1 of 2

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

- 1) Collections of print and non-print materials to support the Waunakee Community School District (“District”) curriculum and to provide for District student recreational interests shall be provided in sufficient amounts, ~~subject to the discretion of the District.~~ See policy 361.2 for a more detailed description of the District selection policy.
- ~~2) Duplicate copies of titles may be made available if patron demand requires it, and titles will be placed on reserve.~~
- 3) **2) WCSD Internal** Interlibrary Loans shall be provided for all students and staff members.
  - ~~a. District media centers will participate in inter library loan and other resource sharing operations with other school districts and public libraries (via DPI’s Wisconsin Reference & Loan Library) to the extent feasible.~~
  - b. The decision to loan material is at the discretion of the lending library media center. Prior to deciding to loan materials, the lending library media center shall first consider the interests of its primary clientele.
  - c. The lending media center retains the privilege of deciding in each case whether a particular item is available for loan, and ordinarily will not loan licensed software, equipment, reference materials, and materials for which there is a recurring high demand.
  - d. **WCSD lending media centers will** ~~In cases where the District is the borrowing media center, the District shall make every effort to exhaust its own resources before requesting an inter library loan;~~ maintain accurate records of those using borrowed materials; and make every effort to return borrowed materials promptly.
- ~~4) Basic reference materials, such as dictionaries, shall be provided for District classrooms on a permanent loan basis.~~
- 5) **3) Classroom collections to support units of study and reserve books may be furnished to District classrooms upon request. Learning materials to support units of study may be loaned to District teachers upon request.**
- ~~6) Special collections such as professional materials for teachers and high interest/low vocabulary materials for students with reading problems may be supplied upon request.~~
- ~~7) Equipment necessary to utilize non-print materials shall be furnished in sufficient amounts to allow reasonable access to such materials in District facilities.~~
- 8) **4) Circulation regulations policies** shall allow District students and staff to readily obtain materials for use throughout the District and at home.
- 9) **5) Circulation policies** ~~Loan regulations~~ shall allow designated materials to circulate **be checked out** for reasonable periods of time with provision for easy material renewal, and ~~District students shall be permitted to exchange materials.~~

# DEPARTMENTAL GUIDELINES TO ENSURE ACCESS TO LMTC

Waunakee Community School District

Policy #362.2  
Rule

Page 2 of 2

- ~~10) Subject to copyright guidelines, single photocopies of information shall be provided to District students for purposes of study or research at no cost.~~
- 11 **6)** The quantity of materials borrowed shall not be limited for District students in grades **6 7** through 12. Reasonable quantity restrictions may be placed on District students in grades K through **5 6**.
- 12 **7)** Subject to reasonable limitations established by the District **staffing and school schedules**, the District media centers shall be open **during the entire school day, as well as before school, after school, and during the noon hour** **for use by our learning communities within staff contract hours.**
- 13 **8)** The District media centers shall not be used for activities which interfere with their use by District students, unless approved by the Board of Education.
- 14 **9)** ~~District students shall have access to a District media center through study halls as well as scheduled class visits.~~ **Students with study halls will have access to their school's media center.** In addition, an open and flexible schedule for all media centers **servicing seventh to twelfth grade** will ~~shall~~ be administered to provide an opportunity for use by District classes and by individual District students when that use is appropriate, timely, and educationally significant.
- 15 **10)** Subject to reasonable **and contractual** limitations established by the District, the District media center staff shall be available whenever needed by District students and teachers.
- 16 **11)** Subject to reasonable limitations established by the District, the District media centers **and/or materials** shall be accessible and usable by all District students.

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

**Adoption Date:** 4/11/88

**Revised:** March 1994  
January 2002  
July 2005

**Revised/  
Renumbered:** April 2023

Policies of the Board of Education

Series 700: Support Services

**FEE SCHEDULE FOR TRANSPORTATION  
TO AND FROM BABYSITTERS**

751-Exhibit

Parents/guardians of children in grades K-64 who live in the Village of Waunakee within the 1.0 mile range and would like their children to be transported by bus to and/or from a babysitter or licensed daycare center who lives beyond the 1.0 mile range, but within the District boundaries, shall be charged a fee as follows:

\$125.00 per year per student – 1-way transportation

\$250.00 per year per family – 1-way transportation

\$250.00 per year per student - 2-way transportation

\$500.00 per year per family - 2-way transportation

Parents/guardians of children in grades PreK-64 who live in the Village of Waunakee within or outside the 1.0 mile range and would like their children to be transported by bus to and/or from a licensed daycare provider with more than 17 students, but within the 1.0 mile range shall be charged based on the fee schedule listed above.

~~Parents/guardians of children in grades 5-12 who live in the Village of Waunakee within the 1.75 mile range and would like their children to be transported by bus to and/or from a babysitter who lives beyond the 1.75 mile range, but within the District boundaries shall be charged a fee based on the schedule above.~~

~~Fees will be pro-rated for partial year transportation. There will be no overloading of buses.~~

This service will be provided only as long as space is available on the bus for all students living outside the one or 1.75 mile limit whichever is applicable.

Should the transporting of a student to a babysitter create an overload of a bus, this service will be discontinued and a pro-rated refund will be made to the parent/guardian.

For safety reasons, the district can only allow for one consistent pick-up point in the morning and one drop-off point in the afternoon. The district's business manager **Executive Director of Operations** may approve a second pick-up or drop-off point if it is consistent every week.

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