

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

Monday, October 7, 2024

7:30 AM

Waunakee Community School District  
905 Bethel Circle  
Waunakee, WI 53597

Members of the public may attend Board of Education meetings in-person, and will be asked to check in with District personnel when you arrive.

Public comments will be limited to 3 minutes. The Board will allow 30 Minutes for public comments.

Public comments may be sent to Rebecca McDonough at [district\\_administrator@waunakee.k12.wi.us](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.

**AGENDA**

**I. CALL TO ORDER**

**II. ROLL CALL**

**III. APPROVE AGENDA**

**IV. PUBLIC COMMENTS**

**V. POLICY RESOURCE GUIDE (PRG) UPDATES** **3**

Amy Johnson will be available to speak about the Literacy policy. Administration is recommending sample policy 1.

A. 341.1 Reading & Literacy Development **5**

**VI. ADMINISTRATION/STAFF RECOMMENDED POLICY UPDATE**

Brian Grabarski will be available to speak and answer questions on the policy changes.

A. Policy 535.21 Coaches **13**

Brian Grabarski will be available to present and answer questions regarding the requested recommendations.

**VII. POLICIES FOR DISCUSSION, REVIEW, AND CONSIDERATION 15**

Attached please find the summary spreadsheet for the policies that will be reviewed at the meeting. These policies have been reviewed by the administration prior to movement to the committee for consideration.

A. 751 Student Transportation Services	18
B. 760 & 760 Rule 1 Food Service Management	22
C. 761 Free and Reduced-Priced Meals	31
D. 762 Vending Machines	32
E. 763 District Wellness	33
F. 772 Telephone Services	37
G. 774 Mail and Delivery Services	38
H. 780 Insurance Management	39

**VIII. FUTURE MEETINGS**

**IX. ADJOURN**

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

Date of WASB Update	Proposed Code #	Proposed Title	WASB recommendation	WASB Resource
3/29/2024	341.1	Reading & Literacy Dev	District Reading Goals and Early Literacy Program (policy): This sample was comprehensively rewritten and restructured for school districts with elementary schools in light of early literacy legislation (2023 Wisconsin Act 20) that will be phased in from 2023-24 into future school years. Many of the significant changes to curriculum, assessment, and intervention requirements will take effect in 2024-25. This sample is an expanded version of PRG 341.1 Sample Policy 1. The expanded text is indicated by editor's notes.	<a href="#">Sample Policy 2 [previous 3/30/16 version]</a>
3/29/2024	341.1	Reading & Literacy Dev	District Reading Goals and Early Literacy Program (policy): This sample was comprehensively rewritten and restructured for school districts with elementary schools in light of early literacy legislation (2023 Wisconsin Act 20) that will be phased in from 2023-24 into future school years. Many of the significant changes to curriculum, assessment, and intervention requirements will take effect in 2024-25. This sample addresses the creation and maintenance of the mandatory Early Literacy Remediation Plan, while continuing to address existing statutory requirements such as the establishment of district reading goals for kindergarten through grade 12.	<a href="#">Sample Policy 1 [previous 3/30/16 version]</a>

Admin. Review

Go with Sample Policy 1


# DISTRICT READING GOALS AND EARLY LITERACY PROGRAM

Wauwaukee Community School District

*{This sample policy addresses requirements found in state law related to formal district reading goals, annual evaluations of the reading curriculum, student reading readiness assessments, and a district early literacy remediation plan. The focus of this sample is on assigning relevant administrative responsibilities and on establishing specific expectations for board approval of the local reading goals and the remediation plan. The reading program goals approved by the board could be documented as an exhibit under this policy, incorporated into a local reading curriculum plan, or maintained in another prominent document that will ensure attention to the goals during the annual evaluation of the reading curriculum. IMPORTANT: This sample is not appropriate for union high school districts that do not operate elementary schools. UHS districts should refer to 341.1 Sample Policy 3.}*

### **District Reading Goals**

The District shall maintain a program of reading goals for grades kindergarten to ~~insert the highest grade level offered in the district—either “8” or “12”~~. Any changes to the District's reading goals shall be approved by the Board.

1. Upon a request made by the Board or at any other time that the District Administrator determines that it would be beneficial or prudent for the District to revisit its existing goals, the District Administrator shall propose specific amendments to the District's reading goals for the Board's consideration.
2. In developing a proposal to maintain or modify specific District reading goals, the District Administrator or a designee shall solicit input from ~~insert applicable positions—e.g., “other administrators who have curricular and instructional responsibilities, from multiple members of the District's instructional staff, and from at least one licensed reading specialist who has responsibilities related to the implementation of the District reading curriculum and who is directly involved in conducting the annual evaluation of the reading curriculum.”~~ **{Editor's Note: This entire paragraph can be treated as optional.}**
3. Following approval by the Board, the District's current reading goals shall be a component of (1) the District's annual evaluation of the reading curriculum and (2) the District's regular and ongoing assessment of reading-related needs across all instructional levels.

### **Annual Evaluation of the Reading Curriculum**

~~The District Administrator shall ensure that the District completes an annual evaluation of the District's reading curriculum, using a process that includes the direct involvement of at least one licensed reading specialist. Insert if desired: “At a minimum, the District Administrator shall also:~~

- ~~1. Ensure that a written executive summary of the results of the annual evaluation is prepared.~~
- ~~2. Ensure that the executive summary is provided to the members of the School Board.”~~

~~At the discretion of the District Administrator, or if scheduled as an agenda item by the Board President, or upon a specific agenda decision made by the Board, the District Administrator shall make appropriate arrangements for the Board to consider the results of the annual curriculum evaluation at a Board meeting.~~

# DISTRICT READING GOALS AND EARLY LITERACY PROGRAM

Waunakee Community School District

**State-Mandated Early Literacy Reading Readiness Assessments**

The District Administrator, or a designee who is licensed either as a reading specialist or as an administrator with curricular and instructional responsibilities, shall (1) determine the annual dates (or date ranges) during which the District will administer the early reading screening assessments required by state law and (2) establish procedures to facilitate and monitor the timely administration and scoring of the screening assessments and, as applicable, any state-mandated reading diagnostic assessments. All District-selected dates for the administration of reading readiness assessments must meet the timing parameters found in state law.

~~*[Insert as an optional clarification, if desired: "The references to state-mandated reading readiness assessments in this policy should not be interpreted to prohibit the use or administration of additional assessments, evaluations, or diagnostic resources that are intended to facilitate the District's compliance with its obligations to identify, diagnose, provide interventions/services, and monitor the progress of students who are experiencing difficulty with reading."]*~~

**Early Literacy Remediation Plan (effective beginning in the 2024-25 school year)**

The District will maintain a written, Board-approved Early Literacy Remediation Plan, which shall be developed under the oversight of the District Administrator. The District administrator shall ensure that ~~*[insert applicable positions—e.g., "at least one licensed reading specialist or other licensed administrator who has direct professional training in the measurement of students' reading skills and the diagnosis of reading difficulties"]*~~ is directly involved in formulating the substantive content of the plan, including any future substantive amendments. Board approval of substantive plan amendments is required. ~~***{Editor's Note: The WASB generally recommends formal board approval of the remediation plan. The plan may have significant implications for the allocation of district resources. However, it is not certain that formal board approval is strictly necessary. It might be sufficient for a board to expressly delegate final approval authority to the district administrator. Refer to the editor's notes found in PRG 341.1 Sample Policy 2 for a further discussion of such potential delegation authority and possible substitute policy language.}***~~

As required by state law, the District's current Early Literacy Remediation Plan shall be posted on the District website.

**Legal References:**

**Wisconsin Statutes**

- [Section 118.015](#) [reading instruction; early literacy curricula and instructional materials; district reading goals and annual reading curriculum evaluation]
- [Section 118.016](#) [reading readiness assessments and interventions; mandatory early literacy remediation plan]
- [Section 118.30\(1g\)\(a\)1](#) [board adoption of academic standards, including in reading]
- [Section 121.02\(1\)\(c\)](#) [school district standards; remedial reading and interventions]
- [Section 121.02\(1\)\(k\)](#) [school district standards; curriculum plans]
- [Section 121.02\(1\)\(r\)](#) [school district standards; annual third grade standardized reading test]

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Policy 341.1

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## Wisconsin Administrative Code

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

[school district standards; remedial reading and interventions]

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

[curriculum plan requirements for school districts]

## Cross References:

WASB PRG Policy 341.1 Sample policy 1

**Adoption Date:** XXXX, 2024

# DISTRICT READING GOALS AND EARLY LITERACY PROGRAM

## Policy 341.1

### Sample Policy 2

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*{This sample policy is an expanded version of PRG 341.1 Sample Policy 1. The additional content included in this sample is expressly identified by editor's notes. Like 341.1 Sample Policy 1, this sample addresses requirements found in state law related to formal district reading goals, annual evaluations of the reading curriculum, student reading readiness assessments, and a district early literacy remediation plan. The focus of the sample is on assigning relevant administrative responsibilities and on establishing specific expectations for board approval of the local reading goals and the remediation plan. The reading program goals approved by the board could be documented as an exhibit under this policy, incorporated into a local reading curriculum plan, or maintained in another prominent document that will ensure attention to the goals during the annual evaluation of the reading curriculum. IMPORTANT: This sample is not appropriate for union high school districts that do not operate elementary schools. UHS districts should refer to 341.1 Sample Policy 3.}*

A critical overall objective for the District's reading program—through the District's educational programs, curricula, instructional methods, intervention strategies, and professional development activities—is to enable the District's educators to provide effective instruction in reading and literacy for all students, including providing timely and appropriate learning assistance to any student who may be experiencing difficulty with reading and related literacy skills. *{Editor's Note: This paragraph, which is not included in the shorter 341.1 Sample Policy 1, can be treated as optional.}*

#### **District Reading Goals**

*{Editor's Note: The WASB recommends that school boards directly approve the local goals for their district's reading program as an exercise of important policy setting authority. Therefore, that is the approach reflected in this section. However, although not known with certainty, it might be sufficient for a board to expressly delegate final approval authority to the administration, perhaps at least requiring that the board receive specific advance notice of any amendments to the goals. This section would need to be modified if a board were to decide to pursue the delegation of final approval authority.}*

The District shall maintain a program of reading goals for grades kindergarten to [insert the highest grade level offered in the district—either "8" or "12"]. Any changes to the District's reading goals shall be approved by the Board.

1. Upon a request made by the Board or at any other time that the District Administrator determines that it would be beneficial or prudent for the District to revisit its existing goals, the District Administrator shall propose specific amendments to the District's reading goals for the Board's consideration.
2. In developing a proposal to maintain or modify specific District reading goals, the District Administrator or a designee shall solicit input from [insert applicable position(s)—e.g., "other administrators who have curricular and instructional responsibilities, from multiple members of the District's instructional staff, and from at least one licensed reading specialist who has responsibilities related to the implementation of the District reading curriculum and who is directly involved in conducting the annual evaluation of the reading curriculum."] *{Editor's Note: This entire paragraph can be treated as optional.}*

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3. *[Insert if desired: "The District Administrator shall ensure that each proposed reading goal is accompanied by at least one proposed method of evaluating progress toward reaching the goal."]* ***{Editor's Note: This optional paragraph is omitted in the shorter 341.1 Sample Policy 1.}***
4. Following approval by the Board, the District's current reading goals shall be a component of (1) the District's annual evaluation of the reading curriculum, and (2) the District's regular and ongoing assessment of reading-related needs across all instructional levels.

The District's reading goals, at a minimum, shall:

***{Editor's Note: This list is not included in the shorter 341.1 Sample Policy 1, To the extent the district is choosing this longer sample, the district can customize the list below by adding to, subtracting from, or modifying any of the potential areas for possible goal development that are offered in the list as suggestions.}***

1. Include at least one goal regarding the District's program of interventions and remedial reading services for students in need of such services in grades kindergarten to 4.
2. Include at least one goal regarding the District's program of interventions and remedial reading services for students in need of such services in grades 5 to 8.
3. Include at least one goal regarding the District's program of interventions and remedial reading services for students in need of such services in grades 9 to 12. ***{Editor's Note: A K-8 school district that does not operate a high school would not include this item.}***
4. Include at least one goal related to the District's efforts to provide appropriately differentiated learning opportunities for students who demonstrate advanced reading skills (or advanced reading levels) relative to their grade-level curriculum and standards.
5. Include at least one goal regarding improving parent involvement in the techniques used to address the needs of students who are experiencing difficulty with reading and related literacy skills.
6. Include at least one goal that sets a specific target outcome that reflects a higher level of future student achievement in reading than the level(s) that are presently reflected in student assessments that are conducted either at a key benchmark or within one or more grade-level ranges. Such a goal may target the reduction or elimination of an achievement gap in reading that affects one or more disaggregated subgroups of students.
7. *[Add any other parameters for the local reading goals that the board wishes to include in place of, or in addition to, the examples listed above.]*

### **Annual Evaluation of the Reading Curriculum**

The District Administrator shall ensure that the District completes an annual evaluation of the District's reading curriculum, using a process that includes the direct involvement of at least one licensed reading specialist. *[Insert if desired: "At a minimum, the District Administrator shall also:*

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1. Ensure that a written executive summary of the results of the annual evaluation is prepared.
2. Ensure that the executive summary is provided to the members of the School Board."

At the discretion of the District Administrator, or if scheduled as an agenda item by the Board President, or upon a specific agenda decision made by the Board, the District Administrator shall make appropriate arrangements for the Board to consider the results of the annual curriculum evaluation at a Board meeting.

#### **State-Mandated Early Literacy Reading Readiness Assessments**

The District Administrator, or a designee who is licensed either as a reading specialist or as an administrator with curricular and instructional responsibilities, shall (1) determine the annual dates (or date ranges) during which the District will administer the early reading screening assessments required by state law and (2) establish procedures to facilitate and monitor the timely administration and scoring of the screening assessments and, as applicable, any state-mandated reading diagnostic assessments. All District-selected dates for the administration of reading readiness assessments must meet the timing parameters found in state law.

*[Insert as an optional clarification, if desired: "The references to state-mandated reading readiness assessments in this policy should not be interpreted to prohibit the use or administration of additional assessments, evaluations, or diagnostic resources that are intended to facilitate the District's compliance with its obligations to identify, diagnose, provide interventions/services, and monitor the progress of students who are experiencing difficulty with reading."]*

#### **Early Literacy Remediation Plan (effective beginning in the 2024-25 school year)**

The District will maintain a written, Board-approved Early Literacy Remediation Plan, which shall be developed under the oversight of the District Administrator. The District administrator shall ensure that *[insert applicable position(s)—e.g., "at least one licensed reading specialist or other licensed administrator who has direct professional training in the measurement of students' reading skills and the diagnosis of reading difficulties"]* is directly involved in formulating the substantive content of the plan, including any future substantive amendments. Board approval of substantive plan amendments is required. **{Editor's Note: The WASB generally recommends formal board approval of the remediation plan. The plan may have significant implications for the allocation of district resources. However, it is not certain that formal board approval is strictly necessary. It *might* be sufficient for a school board to expressly delegate final approval authority to the district administrator, perhaps also requiring the administrator to provide the board with a copy of the initial plan and any subsequent amendments. If a board (perhaps after confirming the scope of its authority to delegate with district legal counsel) is comfortable with delegating both plan development responsibility and plan approval authority to the district administrator, the entirety of the paragraph that precedes this note might be replaced with language similar to the following alternative:**

*"The District Administrator is responsible for overseeing the development and future maintenance of the Early Literacy Remediation Plan required by state law. The District administrator shall directly involve [insert applicable position(s)—e.g., "at least one licensed reading specialist or other licensed administrator who has direct professional training in the measurement of students' reading skills and the*

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## Policy 341.1

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*diagnosis of reading difficulties"] in formulating the substantive content of the plan and any future substantive plan amendments.*

*Subject to any subsequent Board directive(s), the Board authorizes the District Administrator to give final approval to the District's Early Literacy Remediation Plan and to any future amendments to the plan. However, the District Administrator may also elect to bring the plan document and/or any future amendments to the Board for direct Board approval. Further, at a minimum, the District Administrator shall provide the members of the Board with notice and copies of the final initial plan and any future substantive amendments."}*

As required by state law, the District's current Early Literacy Remediation Plan shall be posted on the District website.

The Board recognizes that state law expressly requires the District to provide a program of remedial reading services or interventions under specified circumstances for students in kindergarten to grade 4, and that other intervention and service requirements can also affect students in grades 5 and above. The Board also acknowledges the value and importance of the District's obligation to make appropriate student referrals for an evaluation under the special education laws to determine if a disability may be affecting the student's learning. ***{Editor's Note: This paragraph, which is not included in the shorter 341.1 Sample Policy 1, can be treated as optional.}***

#### **State Mandates and Prohibitions Regarding Reading Curriculum, Related Instructional Materials, and Instructional Practices**

***{Editor's Note: This section, which is not included in the shorter 341.1 Sample Policy 2, expressly acknowledges various state mandates and prohibitions. It also includes a method for staff to use to resolve possible (but not very likely) conflicts that might arise between the state law and a district's federal obligations to individual students. This section can be treated as optional. Further, some of the same information and direction could instead be included in the local Early Literacy Remediation Plan.}***

By state law:

1. Neither the District nor the operator of any District-authorized charter school may purchase curricula or instructional materials that include "3-cueing" (as defined in the statutes).
2. Beginning in the 2024-25 school year, no District school, including any District-authorized charter school, may provide instruction that incorporates "3-cueing" (as defined in the statutes) in the core reading curriculum for grades kindergarten to 3 or in supplemental materials, including materials used for reading intervention, for students in grades kindergarten to 3.
3. The interventions or services provided to a student who is determined to be "at risk" following a universal screening assessment or a diagnostic assessment delivered under section 118.016(3) of the state statutes must include the components of "science-based early reading instruction" (as defined in the statutes). This includes a requirement that a

# DISTRICT READING GOALS AND EARLY LITERACY PROGRAM

personal reading plan created for such a student must include the programming, using science-based early reading instruction, that the student's teacher will use to provide reading instruction to the student, addressing the areas of phonemic awareness, phonics, fluency, vocabulary, and comprehension.

If any employee identifies a concern that District compliance with any of the state law requirements listed immediately above may conflict with the District's federal obligations to a specific student (such as the District's obligation to provide the special education and services expressly defined within the Individualized Education Program (IEP) of a student with disabilities), the employee shall promptly elevate the concern to the [insert relevant position(s)—e.g., "District Administrator and to the District's Director of Special Education"] for further evaluation and direction.

### Legal References:

#### Wisconsin Statutes

- [Section 118.015](#) [reading instruction; early literacy curricula and instructional materials; district reading goals and annual reading curriculum evaluation]
- [Section 118.016](#) [reading readiness assessments and interventions; mandatory early literacy remediation plan]
- [Section 118.30\(1g\)\(a\)1](#) [board adoption of academic standards, including in reading]
- [Section 121.02\(1\)\(c\)](#) [school district standards; remedial reading and interventions]
- [Section 121.02\(1\)\(k\)](#) [school district standards; curriculum plans]
- [Section 121.02\(1\)\(r\)](#) [school district standards; annual third grade standardized reading test]

#### Wisconsin Administrative Code

- [PI 8.01\(2\)\(c\)](#) [school district standards; remedial reading and interventions]
- [PI 8.01\(2\)\(k\)](#) [curriculum plan requirements for school districts]

### Cross References:

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

### Adoption Date:

Coaches in the Waunakee Community School District will adhere to all WIAA and conference regulations as well as regulations and requirements outlined in the Waunakee Community School District Coaches' Handbook.

The Waunakee Community School District shall have a coaches' handbook which outlines coaching responsibilities, eligibility requirements, award requirements, and other information for coaches. It shall be distributed to all coaches. It shall be reviewed and revised annually by the athletic director and secondary principals.

All coaches in the Waunakee Community School District shall be approved by the Board of Education prior to each season (fall, winter, spring).

Coaches will be recruited and hired based on a procedure established by the superintendent.

### Volunteer Coaches

As volunteer coaches are not paid employees of the District, it is necessary that these guidelines be followed for volunteer coaches:

- 1) Volunteer coaches must be approved by the athletic director and follow the regular Human Resources application process.
- 2) The volunteer coach will not be permitted to supervise students without a certified faculty member or regularly employed (paid) coach present *with the exception of volunteer coaches who are regular employees of the district or School Board members.*
- 3) The volunteer coach will not have special access to school facilities at any time other than when the paid coaches are present.
- 4) Volunteer coaches will serve at the pleasure of the District and may be removed from the position by the building principal or activities director at any time.
- 5) The volunteer coach will not be given an assignment that could not be closely supervised by the coach (paid) in charge of a particular team. (e.g. Weight training, drills in another gym or playing field).

### Paid Head Coaches and Assistant Coaches

- 1) New coaches will have a preseason, midseason, and postseason meeting with the Athletic Director. Head coaches meet with the Athletic Director preseason and postseason.
- 2) Non-staff coaches must attend any and all athletic meetings and training sessions.

- 3) All coaches must attend WIAA interpretation meetings or view on-line rules meetings if offered and take WIAA rules exams on-line. Assistants are required to attend or view meetings and take rule exams.

### Present Coaches Resigning

Accepting or denying a resignation will be based on contractual obligations and, if possible, a four (4) month notification.

Cross. Ref.: WIAA Handbook

**Adoption Date:** 4/22/91

**Revised:** March 1994  
April 2002  
August 2013  
May 2024

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	Administration/Committee Recommendation:
751	Student Transportation Services	751	Replace with PRG 751 sample policy 2	Note that there is considerable overlap in content of the WASB sample policy with content in several of your current transportation policies - you may chose to consolidate some of your current policies into this sample.	Admin: agree with recommendation with business serv. Edits.
760	Food Service Management	760	Replace with PRG 760 sample policy 1 and sample rule 1	I edited the PRG samples to exclude requirements for state and federal nutrition programs. Note that there are other nondiscrimination laws (118.13, section 504, the ADA, etc.) that apply to food service programs. I also edited the PRG sample to allow for contracting with third party food service providers.	Admin: agree with recommendation with business serv. Edits.
761	Free and Reduced-Priced Meals	761		The PRG draft policy and rule for 761 assumes participation in the National School Lunch Program and provides for free and reduced lunch availability consistent with the requirements of federal law. I understand that you do not participate in state or federal nutrition programs, but you do offer free and reduced lunch based on board policy. I don't know enough about what you do locally to draft a policy. Your current policy may suffice with deletion of references to the National School Lunch and other food programs. I am reluctant to recommend that because I do not know if the policy you last revised in 2002 aligns with what you do now.	Admin: agree with recommendation with business serv. Edits.

762	Vending Machines	762	Review current policy and update per local policy choices	<p>The PRG does not have a vending machine policy - vending machines would be covered by 458 School Wellness. The School Wellness policy is written to comply with federal nutrition program regulations. As your district does not participate in the National School Lunch Program or other federal nutrition programs, your district is not subject to those regulations. Your current policy is acceptable. You should review the policy to see that it aligns with current practices. There are multiple references to vending machines in your policy 763 District Wellness - the two policies should be reviewed together so that there are no conflicts between the policies.</p>	Admin: agree with recommendation with business serv. Edits.
763	District Wellness	763	Review current policy and update per local policy choices	<p>School wellness policies are required in schools participating in federal school nutrition programs like the National School Lunch Program. Your district does not participate in any federal nutrition program and is not subject to the policy requirement - your board could choose to not have a school wellness policy. If your board chooses to have a wellness policy, the content of the policy is primarily a local policy decision. The PRG has a sample wellness policy (458) but that policy is designed to comply with federal regulations.</p> <p>Your current policy was last revised in 2009. It has references to the National School Lunch Program that may no longer be relevant. Your board should review the current policy and decide first if it wants a wellness policy and if yes, what it wants in its wellness policy.</p>	Admin: Recommend repealing policy

772	Telephone Services	772	Review and update policy	The PRG does not offer samples covering this content. The policy should be reviewed and either amended or deleted. I imagine you no longer have public telephones in all school buildings.	Admin: Recommend repealing policy
774	Mail and Delivery Services	774	Keep current policy	The PRG does not include samples covering this content. The current policy is acceptable as written.	Admin: recommend keeping policy as is
780	Insurance Management	780	Keep current policy	The PRG does not include samples covering this content. The current policy is acceptable as written.	Admin: agree with recommendation with business serv. Edits.

# STUDENT TRANSPORTATION SERVICES

Wauwaukee Community School District

## Policy 751

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*(This sample policy is intended to cover issues unique to school districts that contract for all, or most, of their student transportation services. This general policy does not attempt to specify or list either the situations in which transportation is legally mandated or the situations in which additional non-mandated (but allowable) transportation is provided pursuant to local decisions.)*

The District will meet its legal obligations to provide mandated student transportation services to public school students and private school students using the method(s) that the District deems most appropriate to the particular circumstances. To the extent consistent with applicable law and Board policy, the District may provide student transportation services by contracting with third-party entities, or by using District employees, contracts with parents, or other lawful methods.

In addition to providing legally-mandated student transportation, the District shall also provide student transportation services in other situations where permitted by state law and where such transportation has been appropriately authorized by (a) a Board policy; or (b) a motion or resolution of the Board ~~(include if applicable: "or (c) the school district annual meeting")~~ *or (c) the school district annual meeting*, whichever may be applicable. To the extent permitted by law, the District may charge fees related to such additional transportation.

*The Board, at its discretion, has determined that the district shall provide transportation to students in grades Kindergarten through fourth grade who reside more than 1.0 miles from their assigned school. The 1.0 mile is measured from the intersection of the bus loop and the nearest public road. The district shall provide transportation to students in grades 5-6 who live more than 1.75 miles from the intersection of Aldora Lane and Woodland Drive in the Village of Wauwaukee. The district shall provide transportation to students in grades 7-12 who live more than 1.75 miles from the intersection of Knightsbridge and South Street in the Village of Wauwaukee.*

*The District Administrator may approve the transportation of students within the mileage limits above. The approval shall only be granted upon parent/guardian request for an extenuating circumstance which may include factors such as: financial hardship, medical hardship, language barriers, etc. Documentation of the extenuating circumstance must be provided to the District Administrator. Students will be required to walk to the nearest existing bus stop location. **(NEW LANGUAGE BASED ON DISCUSSION FROM SEPTEMBER BOARD MEETING)***

The *[identify the appropriate staff position – e.g., District Administrator/Executive Director of Operations]* shall direct and manage the transportation services the District provides to public and private school students and coordinate such services among relevant parties in the interest of the students' safety and welfare. The *[Executive Director of Operations/designated position]* may delegate responsibility for the oversight of operational issues related to transportation services to another administrator or supervisory employee. The *[Executive Director of Operations/designated position]* shall also ensure that the District develops any administrative guidelines that may be necessary or advisable for the implementation of the School Board's transportation policies, and the *[designated position/Board of Education]* shall approve such guidelines and any revisions thereto.

<sup>1</sup> The yellow highlighted text is from your current 751. You are not required to include this in your policy. If you do, it should be reviewed to make sure it reflects the current practice of the district.

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# STUDENT TRANSPORTATION SERVICES

Waukeek Community School District

## Policy 751

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At this time, the District neither owns nor leases any school busses, and no District employee operates a District owned school bus as part of his/her regular duties. Accordingly, all student transportation via school bus involves a contracted service provider.<sup>2</sup> The following provisions concern contracted service providers (not including individual parent contracts) that provide student transportation services for the District:

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1. For daily student transportation to and from school using school busses, the District will contract with one or more service providers as the Board determines is in the best interests of the District. The contracting process will involve the periodic solicitation of bids or requests for proposals.
2. Each contract shall require the service provider to ensure that the drivers and vehicles used for student transportation meet the requirements established under state or federal law, Board policy, or the contract itself. Such requirements shall include but are not limited to ensuring proper licensure, verifying all aspects of operator eligibility, providing operator training, maintaining appropriate insurance, conducting vehicle inspections, and monitoring vehicle operation.
3. Subject to approval of the [Executive Director of Operations] position designated above or his/her designee, the contracted provider shall initially determine and schedule regular bus routes<sup>3</sup> and bus stops, taking into account factors such as the number and location of children, the safety of students, and the cost efficiency of the route. Changes to routes and schedules may be required during the school year, and the contracted provider shall provide advance notification of District-approved changes to affected families.
  - a. The [Executive Director of Operations] designated position shall obtain Board approval if he/she and the contractor's representative determine that it may be necessary for any student to spend more than [insert number of minutes – e.g., 45], 60 minutes on the bus on the way to or from school. There could be an occasion where the riding time of some students may exceed this time depending on the weather.<sup>4</sup>
  - b. In connection with formulating routes and schedules, the contracted provider may designate pick-up/drop-off points along a proposed route that require one or more students to walk to the common pick-up/drop-off points. Absent extenuating circumstances, as approved in advance by [the designated position], the contractor shall not create routes and stops that would require a student to walk more than [insert distance or distances if you intend to differentiate by age/grade level] from his/her dwelling to a common pick-up/drop-off point.<sup>5</sup>
4. A contracted provider (via the contracted party, the contractor's driver, and/or any other employee of the contractor who may be assigned to provide services under the

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<sup>2</sup> I assume this is an accurate statement, but if not, edit as appropriate.

<sup>3</sup> This paragraph may require further editing as it is not clear to me from your current policies and rules if routes are determined by the business office, the contract or both. Your current policy 751.1 says that the bus transportation supervisor shall conduct studies of routes but does not explicitly assign the duty of establishing bus routes to anyone.

<sup>4</sup> The added text is from your current 751 Rule 1.

<sup>5</sup> See FN 3.

# STUDENT TRANSPORTATION SERVICES

## Policy 751

Waukeek Community School District

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contract) shall have responsibility to supervise the students who are being transported and shall have the authority to enforce rules and directives and to monitor and appropriately respond to student conduct, except that the contractor is not delegated final authority to suspend or revoke a student's ability to receive/use District-provided transportation services. Further, nothing in this paragraph prevents the District from choosing to exercise concurrent supervisory authority through its officers or employees in any situation.

5. If a student or parent or guardian has a concern about a third-party contractor or any other individual involved in the provision of student transportation services who is not a District employee, the student/parent/guardian is expected to notify and work with the building principal, the District business official, or the **Executive Director of Operations** ~~District Administrator~~ to resolve the concern with the third-party contractor or individual.

### **Student Conduct**

To the fullest extent that state law considers a student who is utilizing the District's transportation services to be (1) at school; (2) under the supervision of a school authority; or (3) otherwise subject to the District's disciplinary jurisdiction or oversight or control, the student must abide by all applicable policies, procedures, rules, and directives that govern student conduct. Rules and directives may be established and enforced that are specific to the context of transportation and/or transportation-related safety. Students using transportation services are subject to appropriate discipline or other consequences or interventions related to their conduct, up to and including loss of transportation services, suspension or expulsion from school.

### **Legal References:**

#### **Wisconsin Statutes**

[Section 115.76](#)

[students with disabilities; definitions]

[Section 118.15\(2\)\(d\)](#)

[technical college attendance for children at risk of not graduating from high school; transportation requirement]

[Section 118.51\(14\)](#)

[full-time public school open enrollment; transportation provisions]

[Subchapter IV of Chapter 121](#)

[student transportation and transportation aid]

[Section 340.01\(56\)](#)

[state law definition of school bus]

[Section 345.05](#)

[municipal liability for motor vehicle accidents]

#### **Wisconsin Administrative Code**

[PI 7](#)

[unusually hazardous areas; parent contracts]

[TRANS 300](#)

[state rules governing the transportation of school children, including driver and passenger requirements]

#### **Federal Law**

[Section 504 of the Rehabilitation Act of 1973](#) [programs/services for handicapped students]

[20 U.S.C. Chapter 33](#)

[Individuals with Disabilities Education Act (IDEA); programs and services for students with disabilities; IDEA regulations at [34 C.F.R. Part 300](#)]

# STUDENT TRANSPORTATION SERVICES

## Policy 751

Waukeek Community School District

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- [McKinney-Vento Homeless Assistance Act](#) [equal access for homeless students; includes transportation provisions]
- [Omnibus Transportation Employee Testing Act of 1991](#) [alcohol and controlled substances use and testing requirements for individuals holding commercial drivers' licenses]
- [49 C.F.R. Part 40](#) [federal procedures for transportation workplace drug and alcohol testing programs]
- [49 C.F.R. Part 382](#) [federal regulations governing controlled substances and alcohol use by drivers and related testing]

### Cross References:

- WASB PRG 751 Sample Policy 2
- [423, Admission of Full-time Open Enrollment Students](#)
- [423.1, Admission of Part-time Open Enrollment Students](#)
- [751-Rule \(1\), Student Transportation Services](#)
- [751-Rule \(2\), Bus Discipline Procedures](#)
- [751-Exhibit, Fee Schedule for Transportation to and from Babysitters](#)
- [751.1, Bus Routes and Schedules](#)
- [751.2, Bus Contractors](#)
- [751.3, Bus Safety Program](#)
- [751.4, Parent Contracts to Transport Students](#)

**Adoption Date:** January 1993

- Revised:**
- April 1996
  - March 1994
  - April 2000
  - June 2002
  - May 2005
  - May 2007
  - September 2017

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# FOOD SERVICES MANAGEMENT

# Policy 760

Wauwaukee Community School District

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~~(This sample policy outlines general expectations and oversight responsibilities related to school food services management in the district. It is intended primarily for districts that do not contract out food service operations to a third-party food service management company and that have not adopted a school-wide or district-wide program that provides free meals to all students. The nondiscrimination statements and complaint information found in this sample are more detailed than general nondiscrimination statements/complaint information found in other district policy topics in order to provide for compliance with special civil rights requirements of the USDA for school nutrition programs.)~~

The District's food service program is intended to provide nutritious and appetizing meals to students. The School Board recognizes that good nutrition is vital to students' health, their mental and physical growth, and their readiness to participate and learn at school.

To the extent consistent with applicable law and Board policy, the District may provide food services by contracting with third-party entities.

~~The food service program is operated in conjunction with federal and state school nutrition programs, including identify the school nutrition programs the district participates in – e.g., the National School Lunch Program, the School Breakfast Program, the Special Milk Program.~~

It is the Board's goal that the food service program shall be operated in a manner that is financially self-supporting on an operational basis, with allowances for capital expenditures (e.g., facilities and capital equipment). The Board shall establish the unsubsidized price to be charged for school meals. Employees and authorized school visitors may be permitted to purchase school meals according to procedures approved by the District Administrator.

The District's ~~identify the applicable staff position – e.g., Director of Food Services~~ Executive Director of Operations shall have primary responsibility for the management of the District's food service program, subject to administrative supervision and Board oversight. The responsibilities of the ~~insert designated position~~ Executive Director of Operations include the following:

1. Establishing a program that meets applicable nutrition standards and that is consistent with the District's school wellness policy.<sup>1</sup>
2. Establishing and monitoring the implementation of a food safety program and plan that includes procedures and standards for the safe and sanitary transportation, storage, preparation, and serving of food.
3. Arranging for the regular inspection of the District's food service preparation and serving facilities as required by law.
4. Working with the District's ~~identify the applicable staff position – e.g., Director of Business Services or Business Manager~~ to implement and monitor sound program accounting practices, appropriate and lawful purchasing and procurement procedures, and program and financial reporting.

<sup>1</sup> "Applicable nutrition standards" is mostly a reference to National School Lunch Program and similar programs. I left it in the policy, though I am uncertain if there are any nutrition standards applicable to a school that does not participation in any state or federal school nutrition programs.

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# FOOD SERVICES MANAGEMENT

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5. Arranging for and monitoring the completion of training received by the District's food service employees and the employees of contracted third-party food service providers, including training related to food safety and the District's civil rights obligations.<sup>2</sup>
6. Ensuring the proper dissemination and processing of free and reduced-price meal applications and establishing standards and procedures to ensure the appropriate confidentiality of application information and eligibility status.<sup>3</sup>
7. Ensuring that students who participate in the free or reduced-price meals program are not overtly identified, distinguished, or served differently than other students, and have the same choice of meals or milk as other students.
- ~~8. Working with individual students and their parents or guardians and school to address special dietary needs.~~
- ~~9. Arranging for and verifying that the District issues and provides required public notices related to the District's food service program. Such notices include (a) the District's annual public release (i.e., the notice of program availability, eligibility requirements, application information, and applicant/participant rights, complaint procedures, etc.); (b) the distribution of information letters to households with children attending schools in the District; (c) the appropriate posting of the most recent food safety inspection report; (d) the appropriate posting of the mandatory federal nondiscrimination poster; and (e) the inclusion of the mandatory nondiscrimination statement in appropriate publications, documents, and other informational sources.~~
- ~~10.8. Establishing a system to collect and report program ethnic and racial data on an annual basis.<sup>4</sup>~~

## District Nondiscrimination Statement and District Complaint Information

The District prohibits all forms of unlawful discrimination in conjunction with all elements of its food service program. In connection with students, no student shall be unlawfully denied access to or the rights and benefits of the food service program or otherwise unlawfully discriminated against because of a student's sex, race, religion, color, national origin, age, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability, or any other legally-protected status or classification. Student discrimination complaints may be filed in accordance with the District's student discrimination complaint procedures. Employee complaints shall be processed using the District's employment discrimination complaint procedures and all other complaints shall be processed using the District's student nondiscrimination complaint procedures. Additional Information about District discrimination

<sup>2</sup> I left the reference to "civil rights obligations" in the policy because there are civil rights applicable to food service programs that do not participate in any state or federal school nutrition program (e.g. section 504 for students with food allergies).

<sup>3</sup> You may choose to edit this and paragraph 7 to align with the free meal program you offer outside of the National School Lunch Program.

<sup>4</sup> Paragraphs 9 and 10 relate to requirements of state or federal nutrition programs. You may choose to include a paragraph identifying any notices your board chooses to require by policy.

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# FOOD SERVICES MANAGEMENT

# Policy 760

## Wauwaukee Community School District

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complaint procedures can be obtained from the Office of the District Administrator or from any of the individuals identified for handling discrimination complaints in the District's nondiscrimination policies.

~~As required by federal law, all complaints filed involving the District's food service program shall additionally be forwarded to either the Wisconsin Department of Public Instruction (DPI) or the U.S. Department of Agriculture (USDA) within three days of receipt and shall be documented using the applicable USDA Civil Rights Complaint Form and recorded in the District's Civil Rights complaint log.~~

~~Discrimination complaints regarding the District's food service program may also be submitted directly to the USDA, as provided below, or directly to the DPI as follows: Wisconsin DPI: Director, Community Nutrition Programs, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707-7841, (608) 267-9129.~~

### Legal References:

#### Wisconsin Statutes

~~[Section 97.33](#)~~

[school lunchroom management food protection practices certificate requirement]

~~[Section 97.59](#)~~

[restrictions on handling foods]

~~[Sections 115.34 to 115.347](#)~~

[school nutrition programs generally]

~~[Section 118.13](#)~~

[student nondiscrimination]

~~[Section 120.10\(16\)](#)~~

[annual meeting authority to direct the board to provide student lunches]

~~[Section 120.13\(10\)](#)~~

[authority to expend funds for a food service program and to charge students and employees for such meals]

#### Administrative Regulations

~~[PI 1.11](#)~~

[appeals by individuals or institutions adversely affected by actions taken by the DPI regarding federally-funded food and nutrition programs]

~~[PI 9.03\(1\)\(i\)](#)~~

[policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]

#### Federal Laws

~~[42 U.S.C. Chapter 13](#)~~

[National School Lunch Act, as amended, program provisions and requirements]

~~[42 U.S.C. Chapter 13A](#)~~

[other federal programs under the Child Nutrition Act, as amended; includes the school breakfast program and special milk program]

### Cross References:

WASB PRG 760 Sample Policy 1

~~[458, School Wellness](#)~~

~~[761, Free and Reduced Price Food Services](#)~~

~~[762, Vending Machines](#)~~

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# FOOD SERVICES MANAGEMENT

Policy 760

Waukegan Community School District

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Adoption Date: June 2002

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### **USDA Nondiscrimination Statement and Complaint Information:**

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Editor's Note: Because this policy directly addresses and concerns the district's federal school meal programs, school districts appear to be required to expressly include the USDA's nondiscrimination statement on the district's policy. The full USDA nondiscrimination statement should be included as written, in the same font size and type as used in the rest of the policy, and the format of the nondiscrimination statement should not be altered. For additional information about the use of the USDA nondiscrimination statement, see FNS Instruction 113-1.**

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# FOOD SERVICES MANAGEMENT

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(2005) the FNS website at <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>, and the Civil Rights web page of the DPI School Nutrition team.

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# ACCOMMODATIONS AND MODIFICATIONS IN SCHOOL FOOD SERVICE PROGRAMS

760-Rule

Waunakee Community School District

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The District has obligations under a variety of state and federal laws to ensure that its programs and services, including its food service program, do not unlawfully discriminate on the basis of a person's disability. These obligations include ensuring that individuals with disabilities have an equal opportunity to participate in the program and appropriate access to the program, including appropriate access to the facilities and areas where meals are provided. The District's legal obligations also include making reasonable modifications to accommodate individuals with disabilities, including reasonable modifications to meals and the meal service.

Requests for modifications and accommodations within the District's food service program due to a student's disability, including meal modifications, should normally be submitted in writing to the District's Section 504 Coordinator for student matters. The Section 504 Coordinator has primary responsibility for coordinating compliance with disability requirements within the food service program. Grievances and complaints related to any such requests or to another disability-related matter within the District's food services program may be submitted to the Section 504 Coordinator. The contact for the District's Section 504 Coordinator for student matters is as follows:

~~[TITLE] Director of Special Education,  
[OFFICE ADDRESS 905 Bethel Circle, Waunakee, WI 53592]  
[OFFICE TELEPHONE NUMBER 608-849-2000]~~

If the designated Section 504 Coordinator is temporarily unavailable or is personally accused of improper conduct, requests or complaints may be submitted to the ~~[insert position, consistent with any similar designation that is made in other disability-related policies or procedures, such as the student nondiscrimination policy (PRG Topic 41.1) or any Section 504 policy or procedures (PRG Topic 342.8)]~~ Executive Director of Operations.

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Complaints and grievances involving students will be processed using the same procedures that are used to process other Section 504 and student discrimination complaints, including an opportunity for a hearing and a review via appeal.

In some cases, a student with a disability may have an individualized education program (IEP), that expressly requires specific instruction, services, or modifications related to the student's nutritional needs. To the extent a parent or guardian is satisfied that a child's food-service-related needs are adequately addressed and specified within the IEP, a separate Section 504 plan or food-service accommodation request is not required. The District will simply implement the IEP as required by law, seeking a clarifying medical statement if necessary. Complaints and grievances regarding the content or implementation of the IEP will be addressed through the district's special education procedures, which include opportunities for an impartial hearing and a procedure for review.

## Modified Meals

~~Federal laws and regulations governing Child Nutrition Programs expressly require the District to provide a modified meal, at no extra charge, for a student who has a disability that restricts the student's diet whenever the need is supported by a sufficient written statement signed by a~~

# ACCOMMODATIONS AND MODIFICATIONS IN SCHOOL FOOD SERVICE PROGRAMS

760-Rule

Waunakee Community School District

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state-licensed healthcare professional who is authorized to write medical prescriptions. The written statement from the qualified healthcare professional must include the following:

1. A description of the child's physical or mental impairment that is sufficient to allow the District to understand how the impairment restricts the child's diet; and
2. An explanation of what must be done to accommodate the disability (for example, identifying the food(s) or ingredient(s) to be avoided, and, to the extent applicable, identifying the choice of foods or ingredients that may be reasonably substituted).

If a medical statement is unclear or lacks sufficient detail, District staff will seek appropriate clarification from the parent or guardian and/or the healthcare practitioner so that a proper and safe meal can be provided.

Even when the need for a modification is supported by a medical statement, the District is not necessarily obligated to (1) prepare a specific meal or provide a specific food item that is chosen by the family, or (2) use a particular brand of food or food ingredient. Rather, the District's obligation is to offer a reasonable modification that effectively accommodates the child's disability, while also taking into account factors such as cost and efficiency.

When a request for an individualized meal modification is not supported by adequate documentation (i.e., a qualifying medical statement and/or a sufficiently explicit IEP requirement), the District may not provide modified meals that do not comply with applicable federal meal pattern requirements and nutrition standards. Further, the District has no legal obligation to accommodate a student's or a parent's or guardian's general food or dietary preferences or general concerns about health, nutrition, or certain foods. Insert if applicable in the district (notice to DPI that the district offers this option is required): "However, when supported by the written request of a parent or guardian or medical authority that identifies the special need, the District does offer a federally approved milk substitute for students with special medical or dietary needs other than a disability."

## Legal References:

### Wisconsin Statutes

[Section 118.13](#) [student nondiscrimination]

### Wisconsin Administrative Code

[PI 9.03\(1\)\(i\)](#) [policy requirement to address nondiscrimination in relationship to school-sponsored food service programs]

### Federal Laws

# ACCOMMODATIONS AND MODIFICATIONS IN SCHOOL FOOD SERVICE PROGRAMS

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- [7 C.F.R. Part 15b](#) [nondiscrimination on the basis of handicap in programs or activities receiving federal financial assistance]<sup>1</sup>
- ~~[7 C.F.R. §210.10\(m\)\(1\)](#) [nondiscretionary meal substitutions for children with disabilities; written statement from a state-licensed healthcare professional required]~~
- ~~[7 C.F.R. §210.10\(m\)\(2\)](#) [fluid milk substitutions in cases other than a disability; written statement required]~~
- ~~[7 C.F.R. §220.8\(m\)](#) [parallel provisions regarding meal substitutions in the school breakfast program]~~
- [20 U.S.C. §1400 et seq.](#) [The Individuals with Disabilities Education Act, providing for programs, Services, and rights for students with disabilities; implementing regulations at [34 C.F.R Part 300](#)]
- [42 U.S.C. §12131 et seq.](#) [The Americans with Disabilities Act, Title II, as amended, nondiscrimination based on disability by state and local governments; implementing regulations at [28 C.F.R. Part 35](#)]
- [29 U.S.C. §794 et seq.](#) [Section 504 of the Rehabilitation Act of 1973, as amended, prohibiting discrimination based on a qualifying disability by recipients of federal funds; implementing regulations at [34 C.F.R. Part 104](#), [28 C.F.R. Part 42, Subpart G](#), and [29 C.F.R. Part 1640](#)]

## Cross References:

WASB PRG 760 Sample Rule 1

## Adoption Date:

### **USDA Nondiscrimination Statement and Complaint Information:**

~~In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.~~

~~Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.~~

<sup>1</sup> I deleted legal references relating to federal nutrition programs. This reference (which I did not delete) relates to section 504 requirements for USDA administered programs, so it may not apply to schools that do not participate in federal nutrition programs.

# ACCOMMODATIONS AND MODIFICATIONS IN SCHOOL FOOD SERVICE PROGRAMS

760-Rule

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To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: <https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

1. **mail:**  
U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410; or
2. **fax:**  
(833) 256-1665 or (202) 690-7442; or
3. **email:**  
[program.intake@usda.gov](mailto:program.intake@usda.gov)

This institution is an equal opportunity provider.

**Editor's Note:** Because this rule/procedure directly addresses and concerns rights of persons with disabilities within the district's federal school meal programs, school districts should likely include the full version USDA's nondiscrimination statement on the document. That is, the current USDA nondiscrimination statement should be included as written by the USDA, in the same font size and type as used in the rest of the rule/procedure, and the format of the nondiscrimination statement should not be altered. For additional information about the use of the USDA nondiscrimination statement, see FNS Instruction 113-1 (2005), the FNS website at <https://www.fns.usda.gov/cr/fns-nondiscrimination-statement>, and the Civil Rights web page of the DPI School Nutrition team.

**FREE AND REDUCED PRICE FOOD SERVICES**

The District shall **may** take part as feasible in the National School Lunch and other food programs which may become available to assure that all children in the District receive proper nourishment. In accordance with the guidelines for participation in these programs and the wishes of the Board of Education, the District shall provide for the following:

Eligibility Criteria and Selection of Children

In selecting children to receive free and reduced price meals, consideration will be given to children from families 1) with income below that established yearly by the state; b) eligible to receive any form of public assistance or certified to participate in the government donated commodities or food stamp programs.

In making individual determinations and in providing the free or reduced price meals, every effort shall be made to avoid overt identification to their peers of children receiving such meals. No child shall be required to work for a free or reduced price lunch.

Application forms shall be provided to all parents or guardians of children along with the required annual notice. A file of applications and/or authorizations shall be maintained by the **Executive Director of Operations** ~~Business Manager~~.

The business manager shall maintain a system of collecting payments from paying children and accounting for free and reduced price meals in a manner which will protect the anonymity of children receiving free or reduced price meals.

Appeal

Any appeal from the decision of the approving officer(s) shall be referred to the ~~superintendent~~ **District Administrator** or his/her designee.

Legal Ref.: Sections 115.34 Wisconsin Statutes  
120.10 (16)  
120.13 (6) + (10)  
PL 91-248  
PL 94-105

Cross Ref.: 760, Food Services Management  
Adopted: 1/10/83  
Revised: March 1994  
June 2002

Waunakee Community School District

Policies of the Board of Education

Series 700: Support Services

**VENDING MACHINES**

762

Vending machines dispensing food or beverages to students are permitted in middle and high schools at the discretion of the school principal, provided the vending program is not competing with the school food service program.

Beverage vending machines for use during school hours (except during lunch times), at athletic or special events in schools are authorized at the discretion of the school principal. Operation and financial management of these machines will be the responsibility of the principal. Machine proceeds will accrue **in Fund 21** ~~to the student's activity funds (Agency Fund).~~

Vending machines are authorized in teacher's lounges subject to the approval and management direction of the school principal.

No food or beverage vending machines other than authorized above are permitted in school buildings. All food or beverages sold in vending machines must comply with the district nutritional guidelines as approved in the district wellness policy 763.

Adopted: 1/10/83

Revised: March 1994  
June 2002  
August 2006

Waunakee Community School District

## **DISTRICT WELLNESS**

763

The Waunakee Community School District is committed to helping all students and staff learn to take responsibility for their own health and wellness, by creating a school culture that promotes and protects students and staff health, well-being and their ability to learn.

- I. The Waunakee Community School District will promote health and wellness by providing age-appropriate health and physical education curricula and related programs.

The physical education curriculum teaches children the importance of physical exercise and exposes students to a wide range of physical activities so that students develop the knowledge and skills to be physically active for life. The district will adopt curriculum standards and learner outcomes for physical education that include an emphasis on total fitness and lifetime physical activities. Physical education is taught at all levels by state licensed physical education teachers. High school students are required to have 1.50 credits in physical education for graduation.

The health curriculum will educate students to develop the knowledge, attitudes, skills and behavior for life long wellness, including, but not limited to: making healthy choices, developing responsible eating habits and encouraging regular physical activity. The district will adopt curriculum standards and learner outcomes for health education that include an emphasis on good nutrition, disease prevention, and healthy lifestyles. Health education will be taught at each grade level, preschool through grade eight. High school students are required to have a quarter credit of health for graduation.

Elementary Students (kindergarten through grade 4) will be provided with an average of at least 45 minutes of physical activity daily. Students should not lose more than two recess periods a week due to incomplete class work.

The district provides additional opportunities for physical development and fitness through co-curricular and intramural sports, health and wellness fairs, and will work cooperatively with other agencies such as the Village of Waunakee Parks and Recreation Department to provide additional programming.

**II.** The Waunakee Community School District will practice and promote good nutrition within the school setting.

The district food service program will provide a quality lunch program for students and staff. Three goals of the food service program are:

Goal 1. To provide students with well balanced nutritional choices of food and beverages throughout the school day. To meet this goal, the district continually expands and explores menu offerings based on nutritional content and student preferences. The food service program strives to exceed the minimum nutrition guidelines required by the National School Lunch Program.

Goal 2. To assist students in making healthy choices. The food service program will work with students, staff, and parents to educate consumers about proper nutrition. This includes providing nutritional analysis information for all entrees provided. The food service program will offer, promote, and display food items deemed high in nutritional value.

Goal 3. To encourage and promote participation in the school food programs. The food service program will work with school administration, staff, parents and students to provide information and incentives to promote participation in school food programs. The district will provide a clean and pleasant eating environment for students and staff, with adequate and appropriate time for eating (recommended 10 minutes minimum for student lunch).

**III.** The total school environment will reflect the Waunakee Community School District's commitment to student and staff wellness.

The district will take a lead in limiting student access to unhealthy snacks and beverages.

All beverage vending machines in school buildings (grades 7-12 only) will be limited to water, milk and flavored milk, and juice products meeting district nutritional guidelines. Soda and artificially sweetened drinks will only be available in school facilities during concession sales at public events such as athletic contests, catered events, and non-school related events held outside of school hours.

Candy and other food items of minimal nutritional value may not be sold in school vending machines or other outlets such as a school store. Candy and other food items of minimal nutritional value will only be sold in school facilities during concessions sales at public events such as athletic contests, catered events, and non-school related events held outside of school hours. These events are encouraged to provide healthy alternatives.

Candy and other food items of minimal nutritional value and intended for student consumption during the school day or busses, may not be sold as a fund raising activity.

Candy is defined as any food product that has sugar (including brown sugar, corn sweetener, corn syrup, fructose, glucose [dextrose], high-fructose corn syrup, honey, invert sugar, lactose, maltose, molasses, raw sugar, table sugar [sucrose], or syrup) listed as one of the first two ingredients. Food items of minimal nutritional value (USDA standards) include soda water (carbonated beverages), water ices (frozen sweetened water – e.g. popsicles), chewing gum and certain types of candies (hard candy, jellies and gums marshmallow candies, fondant, licorice, spun candy and candy-coated popcorn).

**District Nutritional Guidelines:**

Food and beverages sold in vending machines (grades 7-12 only), school stores, and fund raising activities that meet acceptable nutritional standards shall consist of the following.

- Non-carbonated or sparkling water containing no calories or sugar, but may contain natural flavoring;
- Milk, including but not limited to chocolate milk, soy beverage, rice beverage and other similar dairy and nondairy beverage;
- One hundred percent fruit juices or fruit-based drinks that do not contain added sugar;
- An electrolyte replacement beverage that contains forty-two grams or fewer of additional sweetener per twenty-ounce serving;
- Food items that have no more than 30% of their total calories derived from fat and no more than 10 % of their calories derived from saturated fat. Nuts and seeds are exempt due to their nutrient density and levels of monounsaturated fat.
- No soft drink advertising is allowed on the vending machines.

Vending machines available to district staff shall follow the above guidelines.

Recognizing the educational value of this program, the Kokopelli Café program will continue to seek potential alternatives to comply with the above nutrition guidelines.

Parents are encouraged to provide healthy snacks for the morning snack break or birthday celebrations. To reduce the risk to students who have food allergies, parents are encouraged to provide fresh fruit or vegetables, or food items that are commercially prepared or prepared by a city/state health-inspected facility. District food service will assist staff and parents by providing lists of nutritionally appropriate snacks upon request.

This policy is not intended to regulate events where parents or guardians are present, such as a parent group ‘fun fair’ or “pot-luck”, faculty events, or secondary school classroom related cultural events involving food items. These events are encouraged to provide healthy alternatives.

Any food items used as an incentive for students or in instruction are encouraged to adhere to district nutrition standards. Strong consideration should be given to non-food items as part of any teacher-to-student incentive programs.

Annually, the district administration will review the progress of the district wellness plan. Each school building principal is responsible for monitoring the implementation and progress of the plan.

Legal References: Wisconsin Statutes 115.34; 118.01 (2)(d) 2; and 120.13 (10)

Public Law 108-265

Child Nutrition and WIC Reauthorization Act of 2004

Cross Reference: Policy 762 Vending Machines

Adopted: August 2006

Revised: July 2009

Policies of the Board of Education

Series 700: Support Services

**TELEPHONE SERVICES**

772

Office telephones may be used by staff members for making calls regarding students and other school business. They are not to be used for personal business calls except in cases of emergency. Public telephones are provided in all school buildings for any calls not of a school business nature.

Students are not to use the school office telephone, or any of its extensions except in cases of emergency. The use of the telephone by students during school hours is subject to the approval of the teacher or other authorized school personnel.

Cross Ref.: 443.6, Electronic Communication Devices – Students

Adopted: 1/10/83

Revised: March 1994  
June 2002

Waunakee Community School District

Policies of the Board of Education

Series 700: Support Services

**MAIL AND DELIVERY SERVICES**

774

A mail service system shall be maintained within the District in order that in-district communications and communications from outside sources may be delivered to the intended recipient in the most practical way.

The use of District mail facilities and personnel for the distribution of materials and communications shall be restricted mainly to those materials and communications that further the educational purposes of the district. The superintendent may, by regulation, authorize certain exceptions without defeating the intent of this policy.

Political materials shall not be distributed through District mailboxes or school mail systems unless received through the United States mail.

Adopted: 1/10/83

Revised: March 1994  
June 2002

Waunakee Community School District

Policies of the Board of Education

Series 700: Support Services

**INSURANCE MANAGEMENT**

780

The Board of Education will maintain an adequate insurance program to protect the property of the district, to protect Board members and employees against general liability resulting from the discharge of their duties; and to offer protection against injury for all employees while acting in behalf of the school. The Board may also authorize and participate in an insurance program for students and employees.

In order to obtain the best insurance at the most economical cost, the Board will obtain insurance through quotations or bids ~~every three years~~ **as needed**.

Legal Ref.: Wisconsin Statutes  
Chapter 102 (Worker's Compensation Act)  
120.12(6)  
120.13(2) (b)-(g)  
121.53  
895.43  
895.46  
Chapter 108

Cross Ref.: 164.1, Board Member Insurance  
780-Rule, District Insurance Coverage  
451, Student Insurance Program  
Current Employee Agreements

Adopted: 1/10/83

Revised March 1994  
June 2002

Waunakee Community School District