

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

Tuesday, February 4, 2025

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. STUDENT STAFF RELATIONSHIPS POLICIES** 3

Brian Grabarski will share information regarding this policy.

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

A. EV Policies 5

Steve Summers will share information regarding this policy.

B. 800 & 900 Series Policies (871 - 935) 8

Attached please find the spreadsheet with the WASB & Administrative recommendations for policies .

1. Current policies 871, 871 Rule, 871 Exhibit. Complaints about 16

Curriculum or Instructional Material	
2. Current Policy 872 Public Complaints	26
3. Policy 881.1 E Parent Organizations/Booster Club Guidelines	31
4. Current Policy 882 and 882.1 Student Interviews with Law Enforcement	34
5. 882.2 & 882.2E Sex Offender Notification	38
6. 883 Relations with Fire Authorities	40
7. 886 Relations with Armed Services Recruiters	41
8. 890 Education Agency Relations Goals	42
9. 891.1 Cooperative Educational Programs	43
10. 892 Relations with Colleges and Universities	44
11. 892.1 Student Teaching and Interns	45
12. Current Policy 893 Relations with Educational Researchers	46
13. Current Policy 893 R Relations with Educational Researchers	48
14. 894 State Education Agency Relations	50
15. 895 Relations with the WIAA	51
16. 910 Facilities Development Goals.	52
17. 920 Facilities Planning	53
18. 921 & 921 R Petitions for Facility Improvement	54
19. 922 Facilities Capitalization Program and Bond Campaigns	59
20. 923 Energy Efficiency Management	60
21. 931 Educational Specifications	61
22. 933 Construction Contracts Bidding and Awards	62
23. 933.1 Contractor's Fair Employment Clause	64
24. 933 R Standards For Performance and Payment Assurances	65
25. 935 Supervision of Construction	69

**VII. FUTURE MEETINGS**

**VIII. 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.”

## Electronic Communications with Students

Unless otherwise expressly permitted by Board policy or rule, District staff may only engage in electronic communication with students using a district provided or otherwise District-approved means of electronic communication (e.g., a district-approved social media account, district-approved online learning platform, or district-provided email account). The District will establish and maintain a list of district-approved means of electronic communications.

District staff are prohibited from communicating electronically with students using a personal (i. e., non-district) email, text messaging, or social media account unless, 1) exigent circumstances are present that suggest that there is an imminent threat to the health safety or property of any person and the staff member promptly communicates their reliance on this exception to the school principal or other appropriate administrator; or 2) the appropriate school principal or administrator has granted written approval for such communication for a limited purpose.

“Electronic media” includes all forms of social media, such as but not limited by enumeration to the following: text messaging, instant messaging, electronic mail (email), web logs (blogs), electronic forums (chat rooms), video sharing websites (e.g., YouTube), editorial comments posted on the internet, and social network sites (e.g, Facebook, Snapchat, X, Instagram, Tik Tok), and all forms of telecommunications such as landlines, cell phones, and web-based applications.

1. The employee shall limit communications to matters within the employee's professional responsibilities (e.g., for teachers, matters relating to virtual learning, class work, homework, or assessments).
2. Staff shall not engage with students in inappropriately peer-like social relationships, via activities or communications that reasonably may compromise the staff member's ability to perform their District role, including their ability to serve as an effective and objective adult authority figure.
3. Staff shall not foster, encourage, or maintain relationships with students in which there is an inappropriate level of communicative, interpersonal, or emotional intimacy that reasonably may compromise the staff member's ability to perform their District role, including their ability to serve as an effective and objective adult authority figure.

Limitations on the scope and application of this policy: This policy and any rules or guidelines developed under this policy shall not be construed or applied in a manner that would impede a staff member's ability to:

1. Reasonably perform their District authorized role and responsibilities, provided that their communications and conduct remain grounded in legitimate educational purposes and sound professional practice. Depending on the staff members' specific District authorized role(s), legitimate educational purposes may include matters that relate to academics, extracurricular activities, counseling, advising, health and medical matters, social services, or operational services(e.g., transportation or food service).

2. Reasonably respond to exigent circumstances that suggest there's an imminent threat to the health, safety, or property of any person. If a staff member relies on this exception to engage in communication or interaction with the student that may otherwise be inappropriate (e.g., due to the time, location, method, or subject matter), the staff member is expected to promptly report the relevant circumstances to the applicable school principal or other appropriate administrator.
3. An employee is not subject to this prohibition to the extent the employee has a pre-existing social or family relationship with the student. For example, an employee may have a pre-existing relationship with a niece or nephew, a student who is the child of an adult friend, a student who is a friend of the employee's child, or a member or participant in the same civic, social, recreational, or religious organization.

Consequences for policy violations.

District staff who violate this policy or any rules or directives that the district issues in furtherance of this policy may be subject to discipline or other consequences, up to and including termination of their District role(s) (e.g., employee, volunteer, etc.). The district may also report the circumstances relating to certain violations to law enforcement and other applicable authorities.

*(This sample policy creates procedures for use of Electric Vehicle charging stations consistent with state law. EV charging stations may be used to charge district vehicles and may be accessed by the public. Boards wishing to limit EV charging station use to district vehicles should use Sample Policy 2. The policy sets rules and conditions for use of EV charging stations and assigns responsibility for management of EV charging stations.)*

The **Wauwaukee Community** School District is committed to promoting sustainable practices and supporting the use of electric vehicles (EV). EV charging stations will be installed at designated locations on District property. ~~[Choose one of the following options: "This policy outlines the procedures for District use of EV charging stations and, when not being used by the District, any member of the public (including employees, students, and visitors to the schools," or "This policy outlines the procedures for District use of EV charging stations and, when not being used by the District, any current employee, student, or member of the public who is an approved/authorized visitor at the school/facility at which the charging station is located."]~~ **{Editor's Note: State law does not define the term "public," and a district's authority to limit access to subgroups of the public such as employees or students is unclear.}** The ~~[insert appropriate administrative position]~~ **Executive Director of Operations or their designee** is responsible for management of EV charging stations.

Priority for using the EV charging stations will be given to school district vehicles and operations. When not in use by the District and when the EV charging station/charger is otherwise available, individuals may use a District EV charging station to charge a non-District vehicle to the extent consistent with this policy and with any additional rules or conditions that may be established by the administration.

~~Level 3 chargers are used solely to charge district vehicles and are not available to the public.~~

**Rules governing use of EV charging stations:**

***{Editor's Note: The following rules are mostly optional. Section 66.0442 requires school districts to charge non-district users reasonable fees for use of chargers installed on or after March 22, 2024. That statute also requires school districts to not charge fees for chargers installed before March 22, 2024, that are made available to non-district users.}***

By using a District EV charging station to charge a non-District vehicle, an individual accepts and must abide by the following rules and conditions, as well as any additional rules and conditions that are established by the administration:

1. EV charging station hours of operation: ***{Editor's Note: select any combination of the following}***
  - ~~a. EV charging stations will be available for use during school district operating hours.~~
  - b. EV charging stations are available for use during the hours of **5:00 AM** and **10:00PM**.
  - ~~c. Hours when EV charging stations are open to individuals to charge non-district vehicles will be posted.~~
  - d. No overnight parking or use of EV charging stations except by district vehicles.

- ~~e. [Insert any additional rules related to EV charging station hours of availability.]~~
2. Limits on an individual's use of EV charging stations: **{Editor's Note: select any combination of the following}**
    - a. Employees, students, visitors to the schools and the public may use EV charging stations on a first come-first serve basis when not required for school district operations.
    - ~~b. Use of an EV charging station is limited to \_\_\_\_\_ hours per use.~~
    - ~~c. The district reserves discretion to limit an individual's use of EV charging stations.~~
    - ~~d. [Insert any additional rules related to limits on an individual's use of EV charging stations.]~~
  3. EV charging station parking spots are reserved for electric vehicles actively charging.
  4. The school district shall charge reasonable fees for the use of the charging stations to cover electricity and other costs and maintenance except where such fees are prohibited by law. Fee details and payment methods will be posted at each charging station.
  5. Users of the EV charging stations must follow all posted safety guidelines and instructions.
  6. The District is not responsible for any damage or theft of vehicles.
  - ~~7. [Insert any additional rules.]~~

**{Editor's Note: Districts may request municipalities to regulate parking in district parking lots. District authority to issue fines and tow vehicles for violations of parking lot rules without supporting municipal ordinances is unclear.}**

Rules governing the use of EV charging stations, guidelines and instructions will be posted. Vehicles parked in EV charging spots in violation of posted rules may be subject to fines or towing at the owner's expense. Individuals who violate rules governing EV charging stations may be prohibited from the use of EV charging stations. Employees and students violating EV charging station rules may be subject to discipline and may be prohibited from the use of EV charging stations.

The ~~[insert appropriate administrative position]~~ **Executive Director of Operations or their designee:**

1. Will determine the availability of chargers, when are the chargers reserved for district use and when they are available to employees, students, visitors to the schools and the public.
2. Will determine and collect fees charged to employees, students, visitors to the schools and the public for use of chargers.
3. May make additional rules for use of EV charging stations consistent with this policy.
4. Will give notice to users of EV charging stations of rules governing the use of EV charging stations through the posting of signs and other means.

5. May grant exceptions for limits on times when EV charging stations are available and for limits on an individual's use of EV charging stations.
6. If required by state law or if otherwise permitted by state law and consistent with District needs, may designate one or more specific charging stations as being exclusively for District use for District vehicles at all times.
7. Shall ensure that District's EV charging stations are registered with the Wisconsin Department of Revenue to the extent required by state law and establish procedures that will ensure the timely payment of any applicable taxes.
8. [Insert additional delegated duties/powers as needed/desired.]

### Legal References:

#### Wisconsin Statutes

[Section 66.0442](#) [local governmental unit ownership, operation, management or lease of an electric vehicle charging station]

[Section 118.105](#) [control of traffic on school premises]

[Section 346.55\(4\)](#) [other restrictions on parking and stopping]

[Subch. XIII of Ch. 77](#) [electronic vehicle charging tax; charging station registration requirements]

### Cross References:

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

### Adoption Date:

Proposed Code #	Proposed Title	Current policy code	WASB recommendation	WASB Comment (if any)	WCSD Recommendation:
361.1	Selection of Textbooks and other Classroom Instructional Materials and Resources	361 871 871 R 871 E	Replace and recode WCSD 361, 871, 871 Rule and 871 Exhibit with PRG 361.1, 361.1 Rule and 361.1 Exhibit	I sent you the drafts for PRG 361.1, 361.1 Rule and 361.1 Exhibit with the 300 series policies. I checked your current policies online and it appears that you have posted the 361.1 policy and exhibit but not the rule. I will include a copy of the draft of 361.1 rule with the first set of 800 series policies I send to you. I imagine you may have adopted the policy but not posted the policy on your website.  You should delete 871, 871 Rule and 871 Exhibit from the website.	Repeal 871 policies
870	Public Complaints	872	Replace and recode with PRG 870 sample policy 1 and sample rule 1	Note that your current policy is limited to complaints about employees. The PRG samples are a general complaint policy and rule.  With regard to the list of specific complaint procedures in policy 870, I reviewed your policy manual and you have all of the listed specific complaint procedures.	Replace
881.1 E	Parents Organization/Booster Club Guidelines	881.1 E	Keep current exhibit	The PRG does not provide a sample covering this content. Note that gifts to the schools is generally covered by your policy 840. This exhibit is consistent with your policy 840 and is acceptable as written. Add a cross reference to this exhibit in policy 840.	
445	Student interviews with law enforcement officials	882	Replace 882 Relations with police authorities with PRG 445 sample policy 2 and recode	The PRG covers this content in sample policy 445	Replace

445 R	Procedures for student interviews with law enforcement officials	882.1	Replace 882.1 with PRG 445 sample rule 1 and recode	The PRG covers some of this content in PRG 445 rule 1 and other content in PRG 446 (which you have adopted).	Replace
882.2	Sex Offender Notification	882.2	Review and consider revising or deleting policy	<p>I searched for sex offender notification requirements and did not find a requirement that the Department of Corrections notify school districts of placement of sex offenders near schools. Information about sex offenders is available to schools and the public when requested, but the law appears to only require that DOC notify victims and in certain cases local law enforcement agencies. Note that DOC does not have a Division of Probation and Parole.</p> <p>If you wish to have a policy addressing this topic, you will first need to determine how the district will identify sex offenders residing near schools - you will likely need to periodically check the information available to the public - and then decide what if anything you do with that information. Note there is no requirement that you have a policy addressing this topic and you may consider deleting this policy.</p>	Repeal
882.2 E	Sample letter to parents	882.2 E	Review and consider revising or deleting exhibit	See comments for policy 882.2 above.	Repeal
883	Relations with Fire Authorities	883	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Revise

884	Relations with Health Authorities	884	Keep current policy, see note for possible edit.	The PRG does not provide a sample covering this content. The policy is mostly acceptable as written. You may wish to clarify the statement "Teachers may consult health authorities about an individual student's health problems, . . ." While there are exceptions, parental consent is generally required for sharing of student information.	Bring back next month
885	Relations with Social Services Authorities	885	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Bring back next month
886	Relations with Armed Services Recruiters	886	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
890	Education Agency Relations Goals	890	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
891.1	Cooperative Education Programs	891.1	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
892	Relations with Colleges and Universities	892	Keep current policy	The link on the website is to 892.1 Student Teaching and Interns. The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
892.1	Student Teaching and Interns	892.1	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
336	Relations with Educational Researchers	893	Replace policy with PRG 336 Sample Policy 1 and recode	Some of the content of your current policy 893 is not related to non-district research involving students - see for example the last paragraph of 893 relating to surveys by the Waunakee Teachers Association. That content does not fit into 336 and you may consider adopting a separate policy that addresses surveys of staff (the PRG does not provide a sample policy covering surveys of staff).	Revise

336 R	Relations with Educational Researchers	893 R	Either delete rule or recode as rule for policy 336	Some of the content of this rule is covered by the proposed 336 and your current 333 and 333 R. This rule could work as a rule for policy 336. Note some of the content of this rule may overlap content in 333 and 333 R and you should review 333, 333 R, the proposed 336 and this rule together to make certain they are internally consistent and provide the policy and rule your board wants.	Repeal
894	State Education Agency Relations	894	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
895	Relations with the WIAA	895	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written. You may wish to cross reference this policy and policy 370.	
910	Facilities Development Goals	910	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
920	Facilities Planning	920	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
921	Petitions for Facility Improvement	921	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
921 R	Facility Improvement	921 R	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
922	Facilities Capitalization Program and Bond Campaigns	922	Keep current policy, consider review by bond counsel	The PRG does not provide a sample covering this content. I do not have concerns with the current policy. Note that you may wish to review this policy with bond counsel as I do not have expertise in that area of the law. Note that the Citizen's Advisory Board referenced in the policy is likely a body created by government rule or order that is subject to the public records and open meeting law.	Revise

923	Energy Efficiency Management	923	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Revise
931	Educational Specifications	931	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
933	Construction Contract Bidding and Awards	933	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written. You should add a cross reference to 672.1 Purchasing Approvals and 672.1 Rule Bidding Procedures if those policies and rules are relevant to your policy 933.	Keep
933.1	Contractor's Fair Employment Clause	933.1	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Keep
933 R	Standards for Performance and Payment Assurances	933 R	Keep current policy, consider updating dollar amounts per 779.14	The PRG does not provide a sample covering this content. The policy is acceptable as written. Note the dollar amounts for the different assurance requirements in section 779.14 have increased and you may wish to update the policy to align with those new dollar amounts.	Revise
935	Supervision of Construction	935	Keep current policy	The PRG does not provide a sample covering this content. The policy is acceptable as written.	Revise





1

1

# SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES

Policy 361.1

Waunakee Community School District

Page 1 of 3

Textbooks and other classroom instructional materials and resources, including audio-visual and digital resources, shall be carefully selected using the general criteria outlined in this policy and in accordance with established District procedures. All textbooks and other instructional materials and resources selected for use in the classroom shall support the District's mission, goals, curriculum plans, and academic standards.

The School Board delegates the general review and selection of textbooks and other instructional materials and resources to the District's administrative and instructional staff. The process shall involve obtaining input from at least one or more members of the instructional staff who will be using the materials, and may involve consultation with other personnel. As a general rule, the Board's expectation is that the selection of core materials intended for use throughout a grade span and/or regardless of the individual instructor (e.g., textbooks) should be subject to a more extensive and participatory evaluation process and should involve more District-level oversight and coordination than the selection of class-specific or teacher-specific supplemental materials that are less likely to serve as key elements of the District's course-to-course and grade-to-grade curricular sequences.

Textbook selection recommendations shall be submitted to the Board for review and adoption as required by law. The purchase of instructional materials using District funds shall follow established purchasing procedures.

When selecting textbooks and other instructional materials and resources for use in the classroom, consideration shall be given to each of the following factors, allowing for the possibility that, in some cases, staff may determine that a particular factor is not especially relevant:

- the extent to which the materials are judged to support and enhance student learning of the subject area(s) being taught, as identified with the input of instructional staff and based on relevant research;
- the extent to which the materials (and particularly textbooks) facilitate the District's ability to provide students with an appropriately sequential curriculum, both within a grade/course and from one grade/course level to the next;
- the extent to which the materials facilitate an appropriate assessment of student learning;
- the overall appropriateness of the materials relative to the intended student audience (i.e., relative to the anticipated range of age, skills, cognition, and maturity of the students who are most likely to use the materials);
- the effect of the selection decision on the District's legal obligation under state law to provide adequate instructional materials, texts and library services which reflect the cultural diversity and pluralistic nature of American society, including an evaluation of the materials for any improper or discriminatory bias, misinformation, or stereotyping;
- the extent to which the materials are likely to actively engage students and encourage

# SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES

Policy 361.1

Waunakee Community School District

Page 2 of 3

their interest in learning;

- the extent to which the materials facilitate differentiated instruction and the pursuit of personalized learning objectives, including the extent to which the materials can help members of the instructional staff accommodate different learning targets and learning styles;
- the current capacity of staff members to make productive use of the resource, or planning for the staff development that would be needed to build that capacity;
- the accessibility of the item to individuals who require special formats (e.g., certain students with disabilities and English language learners), recognizing that the District has certain legal obligations to provide instructional materials and resources that will enable students with special needs to obtain applicable educational opportunities and benefits in a manner that is as timely, effective, and integrated as it is for other District students; and
- budgetary considerations, including but not limited to the extent to which the materials being evaluated would address a current priority area among possible alternative acquisitions.

The Board recognizes that occasional objections to textbooks and other instructional materials and resources used in the classroom may occur. When parents or guardians or other individuals have concerns about particular instructional materials or resources, these concerns shall be brought forward in accordance with established administrative procedures, carefully considered, and accorded the courtesy of a prompt reply by appropriate school personnel.

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

## Legal References:

### Wisconsin Statutes

<a href="#">Section 115.77</a>	[local education agency duties related to students with disabilities]
<a href="#">Section 115.787(3)</a>	[development of individualized education programs for students with disabilities; duty to consider need for assistive technology]
<a href="#">Section 118.03</a>	[textbook adoption]
<a href="#">Section 118.13</a>	[student nondiscrimination]
<a href="#">Section 120.13(5)</a>	[school board power to purchase necessary books, equipment and materials for use in the schools]
<a href="#">Section 121.02(1)(h)</a>	[school district standard; selection of instructional and library media materials]

# SELECTION OF TEXTBOOKS AND OTHER CLASSROOM INSTRUCTIONAL MATERIALS AND RESOURCES

Policy 361.1

Waunakee Community School District

Page 3 of 3

## Wisconsin Administrative Code

[PI 8.01\(2\)\(h\)](#) [school district standard; selection and reconsideration of instructional and library media materials]

[PI 9.03\(1\)\(e\)](#) [requirement to address student nondiscrimination in selection of instructional and library media materials policy]

## Federal Laws and Regulations

[20 U.S.C. §1400 et seq.](#) [The Individuals with Disabilities Education Act, providing for programs, services, and other rights for students with disabilities, including the National Instructional Materials Accessibility Standard and the provision of assistive technology devices and services for students with disabilities; implementing regulations at [34 C.F.R. Part 300](#)]

[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](#)]

[Assistive Technology Act of 1998](#) [assistive technology devices and services]

## Cross References:

110, Educational Materials Selection

310, Instructional Goals

361.2 Library Materials Selection

WASB PRG 361.1 Sample Policy 1

**Adoption Date:** 11/8/82

**Revised:** 9/14/87  
March 1994  
October 2001  
January 2002  
April, 2023

# REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL/LIBRARY MEDIA MATERIALS

361.1-Exhibit

Waunakee Community School District

Page 1 of 2

To prevent misunderstanding of your complaint, please fill in the following information.

Request initiated by:

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

Representing:

STUDENT'S NAME \_\_\_\_\_

ORGANIZATION'S NAME \_\_\_\_\_

OTHER \_\_\_\_\_

Type of Instructional or Library Media Material: \_\_\_\_\_

Title: \_\_\_\_\_

Author/Publisher/Producer: \_\_\_\_\_

Library Media Center \_\_\_\_\_ Class Name \_\_\_\_\_ Other \_\_\_\_\_

What action would you like to see taken:

- Send back to originating department/school for re-evaluation
- Substitute alternate material or media
- Deny the use of the material or media by my child
- Deny use of the material or media by all students
- Other \_\_\_\_\_

Due to limited space, please feel free to extend comments on the reverse side of this form.

1. Have you either read, heard or seen the material or media in its entirety? If not, what part did you see, read or hear? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

2. To what in the instructional or library material or media do you object? (Please be specific. For example, cite page or section) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

# REQUEST FOR RECONSIDERATION OF INSTRUCTIONAL/LIBRARY MEDIA MATERIALS

361.1-Exhibit

Waunakee Community School District

Page 2 of 2

3. What do you feel may result from the use of this material or media? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. What do you believe is the theme of this material or media? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. For what age group would you recommend this material or media? \_\_\_\_\_
6. What do you find good about this material or media? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
7. Are you aware of the judgments of this work by literary or other critics? \_\_\_\_\_  
\_\_\_\_\_
8. In view of the action you would like taken, do you have any suggestions about material or media that could be substituted that would convey as valuable a picture and perspective of the subject treated and would meet the educational needs of your child and/or other students?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Thank you for your time and concern. Please return this completed form to the building principal, who will review its contents and will notify you of the next step in the complaint process.

## Cross References:

WASB PRG 361.1 Sample Rule 1

**Adoption Date: April , 2023**

**PUBLIC COMPLAINTS ABOUT THE CURRICULUM  
OR INSTRUCTIONAL MATERIALS**

871

The Waunakee Board of Education, though it is finally responsible for all book purchases, recognizes the students' right of free access to many different types of books. The Board also recognizes the right of teachers and administrators to select books and other materials in accord with current trends in education and to make them available in the schools.

It is, therefore, the policy of the Board to require that books and other reading matter shall be chosen for values of interest and enlightenment of all students in the community. A book shall not be excluded because of the race, nationality, political, or religious views of the writer or that present all points of view concerning the problems and issues of our times, international, national, and local. Books or other reading matter of sound factual authority shall not be prescribed or removed from LMTC shelves or classrooms because of partisan, doctrinal approval or disapproval.

Censorship of books shall be challenged in order to maintain the school's responsibility to provide information and enlightenment. The final decision for controversial reading matter shall rest with the Board after careful examination and discussion of the book or reading material with school officials or anyone else the Board may wish to involve.

No parent or group of parents has the right to determine the reading matter for students other than their own children. The Board recognizes, however, the right of an individual parent to request that his/her child not have to read a given book, provided a written request is made to the appropriate building principal. A book or other material approved by the instructor that meets the course objectives shall be substituted in such cases.

Any citizen of the District who wishes to request reconsideration of the use of any book in the school must make such a request in writing on forms provided through building principals.

The District shall not discriminate in admissions to any school, class, program or activity or facilities usage on the basis of sex, race, national origin, religion, ancestry, creed, color, pregnancy, parental or marital status, sexual orientation or physical, learning, emotional or mental disability or handicap. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref.: Sections 118.13 Wisconsin Statutes  
PI 9, 121.02(1)(h), PI 8.01(2)(h)

Cross Ref.: 330, Curriculum Adoption  
361, Textbook Selection  
362, Instructional Material Selection  
362.1, Use of Rated Films and A-V Materials  
363, Special Interest Materials  
381, Teaching About Controversial Issues  
411, Equal Educational Opportunities  
411 Rule (1), Student Discrimination Complaint Procedures  
871-Rule, Public Complaints About Instructional Materials

Adopted: 2/14/83

Revised: March 1994  
July 2002

Waunakee Community School District

Policies of the Board of Education

Series 800: School-Community Relations

**REQUEST FOR RECONSIDERATION OF MATERIALS**

871-Exhibit

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

1. Resource about which you are concerned:

- Book       Textbook       Audiovisual Material       Magazine  
 Newspaper       Computer Program       Other (Please describe)

Title: \_\_\_\_\_

Author/Producer: \_\_\_\_\_

To the best of your knowledge, is this material a library media or a classroom resource?

- Library Media       Classroom Resource

Have you reviewed this material in its entirety?

- Yes       No

2. What brought this material to your attention?

3. Please comment on the resource as a whole as well as being specific about those matters which concern you. (Use other side if needed.) Comment:

Optional:

4. What resource(s) do you suggest to provide additional information on this topic?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please return to Building Media Specialist* \_\_\_\_\_

Adopted: 6/8/98

Revised: July 2002

Waunakee Community School District

Policies of the Board of Education

Series 800: School-Community Relations

**PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS**

871-Rule

Occasional objections to a selection will be made by the public, despite care taken to select valuable materials for student and teacher use and the qualifications of persons who select the materials.

The principles of the freedom to read and of the professional responsibility of the staff must be defended, rather than the materials.

A file is kept on materials likely to be questioned or considered controversial.

If a complaint is made, the procedures are as follows:

- 1) Be courteous, but make no commitments.
- 2) Invite the complainant to file his/her objections in writing and offer to send him/her a prepared questionnaire so that he/she may submit a formal complaint to the media committee (appointed by the principal).
- 3) Inform the superintendent and the media supervisor.
- 4) The media committee will meet within two weeks and will:
  - a) Read and examine materials referred to it.
  - b) Check general acceptance of the materials by reading reviews.
  - c) Weigh values and faults against each other and form opinions based on the material as a whole and not on passages pulled out of context.
  - d) Meet to discuss the material and to prepare a report on it.
  - e) File a copy of the report in the school and administrative offices within one week of their meeting.
- 5) The Board of Education will review the media committee report and determine if it should take action to remove the material from the LMTC shelves or the curriculum (classroom) at its next regularly scheduled Board meeting.
- 6) Any challenged material or program shall be reviewed no more than once per academic year unless this provision is waived by the superintendent.

Cross Ref.: 871-Exhibit, Request for Reconsideration of Materials

Adopted: 2/14/83

Revised: March 1994  
September 1994  
July 2002

Waunakee Community School District

# PUBLIC COMPLAINTS

# Policy 870

Wauunakee Community School District

Page 1 of 2

*(This sample policy provides for the filing and resolution of complaints/concerns from the public first at the level most directly involved with the subject matter of the complaint/concern, with appeal opportunities to the highest administrative authority and ultimately with the school board. This policy is intended to coordinate with 870 Sample Rule 1.)*

The School Board believes that the Board and school staff should welcome and respond to concerns and complaints from the public. A concern is defined as "a cause of anxiety or worry." A complaint is defined as "a statement that a situation is unsatisfactory or unacceptable." For the purposes of this policy, the terms are used interchangeably and the process for resolving concerns or complaints is identical.

The Board relies on its teachers, staff, and administrators to resolve such concerns or complaints of the public. It is the policy of the District to provide for such resolutions first at the level most directly involved and in an informal manner, whenever possible. Further, if such resolution cannot be accomplished, procedures shall be available for review at the highest administrative level with an ultimate opportunity for appeal to the Board.

Nothing in this policy or its implementing procedures is intended to supersede timelines or procedures specified in other policies of the District or in other applicable legally-mandated timelines or processes. Examples of situations in which more specific policies and procedures exist include the following: *The district should insert any applicable district policies and procedures and their corresponding policy codes or locations, or refer the reader to a list of cross-referenced policies. For example:*

Formatted: Highlight

- Policy 342.1 Programs for Students with Disabilities (See also the District's special education policy and procedure manual and the Individuals with Disabilities Education Act (IDEA) Regulations)
- Policy 342.8 Section 504 (as applicable to students)
- Policy 345.4 Student Promotion and Retention
- Policy 347 Student Records
- Policy 361.1 Public Complaints About Instructional Materials
- Policy 361.2 Public Complaints About Library Materials
- Policy 370 Extracurricular Activity Rules and Regulations (See also the District's Extracurricular Activity Code and any applicable Wisconsin Interscholastic Athletics Association (WIAA) Regulations)
- Policy 411 Equal Educational Opportunities (Nondiscrimination)
- Policy 412 Student Anti-Harassment and Anti-Bullying
- Policy 421 Entrance Age (including early admission to kindergarten and 1<sup>st</sup> grade)
- Policy 511 Equal Opportunity Employment and Nondiscrimination
- Policy 512 Employee Harassment and Bullying
- [Policy 413/513 Nondiscrimination in District Programs, Activities, and Operations/Title IX](#)
- [Policy 527 Teacher Handbook](#) Employee Grievances]

## Cross References:

WASB PRG 870 Sample Policy 1

## Adoption Date:

**PUBLIC COMPLAINTS**

Waunakee Community School District

**Policy 870**

Page **2** of **2**

# PROCEDURES FOR HANDLING PUBLIC COMPLAINTS

870-RULE

Waukegan Community School District

Page 1 of 3

~~*(This sample rule includes a process to be used for handling public complaints that have been submitted in writing. It provides specific procedures for (1) the submission of a complaint; (2) district response to a public complaint; and (3) appeals and requests for reconsideration of a complaint. This rule is intended to coordinate with 870 Sample Policy 1 in the PRG.)*~~

While staff members are expected to respond to verbally-presented complaints and concerns in a respectful, timely, and otherwise appropriate manner, the primary purpose of this rule is to provide procedures for the handling of public complaints that have been submitted in writing. These procedures are not intended to address complaints of misconduct by the District Administrator, which should instead be submitted in writing to the School Board President.

- A. **Submitting a Complaint** – To ensure that District staff will respond to the issue as a formal complaint under these procedures and to avoid miscommunication, the District strongly encourages all complaints under these procedures to be submitted in writing. Complaints should be first made to the school employee most closely involved in the situation or issue. In particular:
1. Complaints about matters relating to individual employees, if they have not been resolved informally via direct communication with the employee, should be made to the employee's immediate supervisor.
  2. Complaints about a school-level matter should be made to the building principal.
  3. Complaints about a support service (such as transportation), District finances or policies, or other District-level matters should be made to the building principal, the District Administrator, or another supervisor or administrator who is responsible for the function in question.
  4. Complainants not sure whom to contact should contact the office of the District Administrator to obtain further direction.

Staff have discretion to notify a complainant that a verbal complaint is being treated and processed in the same manner as a formal, written complaint under these procedures.

Anonymous complaints are strongly discouraged. The District Administrator will determine what follow-up, if any, is made in response to an anonymous complaint. The further procedures described in this rule will not be applied to anonymous complaints.

There is no absolute deadline for the filing of a complaint. However, the District can usually respond most effectively when the complaint is filed shortly after the occurrence of the event(s) giving rise to the complaint. Timeliness may be considered in the response to any complaint or appeal.

- B. **District Response to a Public Complaint** – Upon receipt of a complaint under these procedures, District staff will first determine how to route and process the complaint. In particular, District staff are expected to choose the most appropriate of the following options:
1. Staff will respond to complaints more appropriately handled by another employee by referring the complaint to the school employee most closely involved in the situation or issue.

# PROCEDURES FOR HANDLING PUBLIC COMPLAINTS

870-RULE

Waukegan Community School District

Page 2 of 3

2. If the District staff determines that a general complaint brought forward under these procedures should be processed under another District policy or procedure, staff will inform the complainant of that assessment and route the complaint to that more-applicable process.
3. In relatively rare circumstances, staff may determine that a complaint is not amenable to processing under any District-established procedure, or that it should be rejected or dismissed for some other reason. If the District Administrator agrees with this assessment, the District Administrator or his/her designee will notify the complainant of the determination and offer the complainant an opportunity to request reconsideration of the dismissal/rejection from the District Administrator.
4. Staff may determine that the complaint will be further processed under these procedures.

Staff and administration have primary responsibility for responding to public complaints. Board members receiving public complaints should refer the complainant to the District Administrator or other appropriate staff person. This is not intended to prevent the Board from discussing the subjects of public complaints or overseeing the proper management of the complaints, but rather to allow the most appropriate "source" for answers or resolution to the complaints to be able to investigate them and respond to them first.

C. **Appeals and Requests for Reconsideration** – Complaints not resolved following communication with the employee(s) most closely involved in the situation or issue may be appealed or brought forward for reconsideration using the following procedure:

1. The complainant shall notify (as he/she determines is most appropriate in light of the specific issue or after consulting with the office of the District Administrator) either the building principal, a support service supervisor or director, or the office of the District Administrator, of his/her desire to appeal an unresolved complaint. Where an administrative employee provided the initial response to the complaint, such notification will automatically be treated as a request for reconsideration.
2. The District will assign an administrative employee to further investigate the complaint and to issue an administrative response to the complainant.
3. If the complainant remains dissatisfied with the administrative response on appeal/reconsideration, the complainant may request a final administrative review/reconsideration of the complaint from the District Administrator. The District Administrator will then provide the final administrative response to the complaint.

Complaints not resolved at the District Administrator level may be appealed to the Board. Appeals to the Board shall be made in writing and presented to the Board through the District Administrator. The District Administrator shall in conjunction with other staff prepare a report with information about the complaint, the District's response(s) and recommendations to the Board. The Board shall base its decision on this report unless it desires to meet with the complainant, meet with any staff member, order further investigation, or otherwise supplement the record. The Board reserves the right to summarily affirm or reverse the final administrative response with or without further comment or explanation.

## Cross References:

# PROCEDURES FOR HANDLING PUBLIC COMPLAINTS

Waunakee Community School District

**870-RULE**

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

WASB PRG 870 Sample Rule 1

**Adoption Date:**

**PARENT ORGANIZATION/BOOSTER CLUB RELATIONS AND INFORMATION GUIDELINES**

881.1-Exhibit

Parent Teacher Organizations and Booster Clubs are very important partners with the school district in promoting and enhancing school programs and activities. The Board of Education encourages these groups and welcomes parent and community involvement in the schools. The main focus of these groups should be to provide support for the students involved in their respective programs. However, because of the partnership, there needs to be an understanding of certain state laws and school policies and procedures to protect parent/community members, school staff, students, and the district as a whole. Parent organizations and Booster Clubs may operate within the District’s fiscal accounting system or outside the District’s fiscal accounting system with separate banking accounts and Tax Payer ID numbers. Please review the following outline and if you have any questions please contact the building principal or superintendent for answers or further explanation.

Gifts to the District (non-fundraising gifts)

- All gifts of money, materials or equipment to the school district or district programs must be reviewed and approved by the Board of Education and become the property of the district.
- A letter outlining the gift should be forwarded to the superintendent for action at the next regularly scheduled Board meeting.

Fundraising

- For Parent Organizations and Booster Clubs operating within the District’s fiscal accounting system, fundraising activities shall be approved, through the District’s fundraising procedures, as follows:

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

\*The Activities Director shall follow the review/approval process for Booster Club fundraising activities.

- For Parent Organizations and Booster Clubs operating outside the District’s fiscal accounting system with separate banking accounts and Tax Payer ID numbers, **fundraising activities may** be approved and is encouraged, through the District’s fundraising procedures, as follows:

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

\*The Activities Director shall follow the review/approval process for Booster Club fundraising activities.

- Door to door fundraising is prohibited for students below grade 9.
- Fundraising efforts should be developed so as to not compete with local business or other community fundraising activities.
- Student involvement in fundraising activities must be totally voluntary.
- Children are permitted to participate jointly with their parent/guardian in fundraising activities.
- Principals may approve in-school fundraisers using concession or ticket sales.
- Individual family incentives shall not be utilized in fundraising at the elementary and/or middle school level. Participation in fundraising activities is to be voluntary on the part of students and families.
- Each booster club will provide an annual report of fundraising efforts and expenditures to the **Director of Business Services** ~~Activities Director~~.
- Individual or family incentives prizes for raising the most funds or selling the most products is not allowed at the elementary or middle school level.
- No student under the age of twelve may be involved in fund raising activities without written parental approval. The district discourages fund raising by students under the age of twelve.
- There is to be no solicitation of students in school or advertising by non-school groups in schools without the superintendent's permission.
- The use of fund-raising companies is discouraged and is restricted by policy (374).
- Each booster club or parent organization must have its own raffle license to conduct raffle events.

#### Staff Relations

- Staff members (coaches, advisors, directors, supervisors, teachers, etc.) may not receive any compensation of any kind for their assigned activities other than that provided by the school district.
- Gifts to staff members can only be of minimal value (i.e. plaques, t-shirts, etc.)
- Coaches, advisors or staff members cannot act as agents or solicitors for the sale of books, supplies, or equipment used by the district or district students. All business related gratuities are strictly forbidden.
- Only the Board of Education can add or delete coaching, teaching, or advisor positions. This includes volunteers (unpaid staff).
- Administration supervises staff members and makes recommendations to the Board of Education as to their employment.

PTO/PAC and Booster Club officers should be provided a copy of this information annually by the principal and acknowledge its receipt.

PTO/PAC/Booster Club: \_\_\_\_\_

Officers:

_____	_____
	Date
_____	_____
	Date
_____	_____
	Date

881.1-Exhibit continued

Legal Ref.:	Sections	19.59	Wisconsin Statutes
		103.23	
		103.67	
		118.12	
		946.10	
		946.12(3)	
		946.13	

Cross Ref.: 374, Student Fundraising Activities  
850, Public Sales and Solicitations on School Property  
851, Advertising in the Schools

Adopted: August 2000

Revised: July 2002  
March 2006  
July 2010  
August 2018  
XXX, 2025

Waunakee Community School District

# STUDENT INTERVIEWS WITH LAW ENFORCEMENT OFFICIALS

Waukeke Community School District

Policy 445

Page 1 of 2

*(This sample policy provides guidance for student interviews with law enforcement officials during the school day, and makes a distinction between school-initiated and law enforcement-initiated student interviews. In this sample, school personnel are required to attempt to notify parents and guardians of such interviews.)*

The District recognizes that cooperation with law enforcement agencies is necessary for the protection of students, for maintaining a safe environment in the District schools, and for safeguarding all school property. At the same time, the District recognizes its responsibility to protect the educational process and to provide for the concerns of parents and guardians regarding the welfare of their children.

Law enforcement officials shall be called to the school when laws may have been violated and in situations that threaten the safety of students, employees and/or the public. In these situations, law enforcement officials may interview students in accordance with Board policy and established procedures. Law enforcement-initiated student interviews that are not school related shall not be conducted on school premises during the school day, except in emergencies or as specifically required by law.

Reasonable and appropriate attempts shall be made to notify the parent(s) or guardian of any student who is interviewed by a law enforcement official on school premises during the school day, with advance notice encouraged but not strictly required.

All student interviews with law enforcement officials conducted on school premises during the school day shall receive prior approval of the building principal or designee. If a request for a student interview is denied, the building principal or designee shall state the reason for such denial. Law enforcement officials may appeal decisions made by the building principal or designee to the District Administrator.

This policy is not applicable to situations related to allegations of child abuse and neglect.

## Legal References:

### Wisconsin Statutes

[Section 48.981\(3\)\(c\)](#) [child abuse/neglect investigations; authority to interview child without parent permission]

[Section 118.125\(2\)](#) [confidentiality of student records; allows record sharing with law enforcement and other agency officials under certain circumstances, including student health and safety]

[Section 118.257\(2\)](#) [liability exemption for student referral to law enforcement officials for alcohol and other controlled substances]

[Section 165.68](#) [address confidentiality program]

[Section 946.40](#) [refusing to aid officer]

[Section 946.41](#) [resisting or obstructing officer]

# STUDENT INTERVIEWS WITH LAW ENFORCEMENT OFFICIALS

Waunakee Community School District

Policy 445

Page 2 of 2

## Cross References:

WASB PRG 445 Sample Policy 2

[347 Student Records](#)

[446 Student Search Activities](#)

**Adoption Date:** 2/14/83

**Revised:** March 1994

March 1996

4/13/98

July 2002

August 2013

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: Not Italic

Formatted: Indent: Left: 1.25"

# PROCEDURES FOR STUDENT INTERVIEWS WITH LAW ENFORCEMENT OFFICERS

445-Rule

Wauaukee Community School District

Page 1 of 2

*(This sample rule outlines procedures to be followed for student interviews with law enforcement officers during the school day, whether school-initiated or law enforcement officer initiated.)*

Law enforcement officers should make every reasonable attempt to interview students outside of the school setting except in cases where the school has requested law enforcement assistance, in emergencies, or as specifically required by law.

All student interviews with law enforcement officers on school premises during the school day will follow the procedures listed below:

1. When the school has requested law enforcement assistance, the law enforcement officer may interview the student. When, on their own initiative, law enforcement officers deem it necessary to interview a student on school premises during the school day, they shall inform the building principal or designee and receive authorization to conduct the interview.
2. Every effort should be made to minimize school disruption by:
  - a. Conducting plain clothes interviews whenever possible.
  - b. Having school personnel notify students individually when an interview is to be conducted.
  - c. Interviewing the student in a setting providing as much privacy as is reasonably possible.
  - d. Interviewing the student during non-instructional time (e.g., study hall, lunch) whenever possible. Interviews should not be done during an exam period except in an emergency.
3. The building principal or designee may be present during the law enforcement officer interview as determined appropriate by the building principal/designee and consistent with law enforcement department agency standards and applicable legal requirements.
4. A reasonable effort will be made to contact the parent or guardian of a minor student in advance of the interview, except for cases involving allegations of child abuse or neglect. The interview may proceed prior to notification of the parent or guardian if (a) the situation is determined by law enforcement and the building principal/designee to require prompt action; (b) the situation is determined to be of a serious nature; or (c) the attempt to contact the parent or guardian has been unsuccessful. When the District has been unable to make contact with a parent or guardian prior to the interview, the building principal or designee shall give written notification to the student's parent or guardian informing them of the interview.

# PROCEDURES FOR STUDENT INTERVIEWS WITH LAW ENFORCEMENT OFFICERS

445-Rule

Waunakee Community School District

Page 2 of 2

- 5. Student record information shall be made available to law enforcement officers in accordance with the District's student records policy and procedures and applicable legal requirements.

Generally, school liaison officers assigned to work with students in the school setting may communicate and interact with students in the same manner as school personnel except when required to carry out law enforcement activities.

In cases where the law enforcement officer takes the student into custody or asks the student to leave the school building and accompany the officer to another location for questioning or protection or services, the building principal or designee shall be notified of the action. If the student is a minor, the building principal or designee shall notify the student's parent or guardian that the student is no longer in school or under school supervision, except in cases involving allegations of child abuse or neglect.

### Cross References:

WASB PRG 445 Sample Rule 1

**Adoption Date:** March 1996

**Revised:** 4/13/98

July 2002

August 2013

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: 10 pt, Not Bold, Font color: Black

Formatted: Font: Century Gothic

Formatted: Body Text, Indent: Left: 0", Hanging: 1.25", Tab stops: 1.25", Left

Policies of the Board of Education

Series 800: School-Community Relations

### **SEX OFFENDER NOTIFICATION**

882.2

When the Division of Probation and Parole determines that a sex offender falls in a category that requires community notification or if it determines that notification is in the best interests of the community, the Division will notify the Superintendent of the Waunakee Community School District. The Probation and Parole Agent shall prepare information for delivery to the Superintendent and the Waunakee Community School District school principals.

Information delivered will be:

- the location of the offender (street or area)
- description of the offense and patterns of conduct
- conditions of his/her supervision
- physical description
- vehicle description (if any)
- name and phone number of Probation and Parole contact person

The Division of Probation and Parole Agent will meet with the Superintendent or designee and a representative of the Village Police Department or Sheriff's Department to coordinate a community response.

Upon notification by the Superintendent, the elementary and middle school principals will prepare a letter to parents/guardians which will be placed in a sealed envelope and either mailed home or sent home with students. Teachers will be instructed to review Protective Behaviors with their students.

Cross Ref.: 882.1-Exhibit, Job Description Police-School Liaison (PSL) Program

Adopted: March 1996  
July 2002

Waunakee Community School District

Policies of the Board of Education

Series 800: School-Community Relations

**SAMPLE LETTER TO PARENTS**

882.2 Exhibit

Dear Parents/Guardians:

A Wisconsin Parole Bureau Officer has informed one of the District's principals that a convicted sex offender has moved into the Waunakee Community School District attendance area, living on \_\_\_\_\_ Street. According to the parole officer, this man/woman has a past history of \_\_\_\_\_. Two conditions of his/her parole are \_\_\_\_\_

His/her description is as follows:

(Include name of street, description of offender, offender's method of operation, and conditions of his/her parole).

Because of the potentially frightening nature of this situation, we do not want explicit information given to children at school. Teachers have been reminded to inform their classes about what they have learned in their "Protective Behaviors" program. Each family should decide what to tell their children and how the children should act to best protect themselves.

If you need any further information, or if you have any information regarding any attempts by someone to entice children using the mode of operation mentioned in this letter, please contact the Police Department.

Sincerely,

Principal

Adopted:     March 1996  
              July 2002

Waunakee Community School District

Policies of the Board of Education

Series 800: School-Community Relations

**RELATIONS WITH FIRE AUTHORITIES**

883

The school administration will cooperate in every way possible in the inspection of buildings and school facilities by local fire authorities and will comply with local and state recommendations as soon as possible.

Members of the local fire departments play a vital role in the school safety program. It shall be the responsibility of **the District Safety Coordinator and** each building Principal to:

- a) establish and maintain relationships with the local fire department.
- b) work with ~~his/her~~ faculty in determining the nature and timing of the fire department's participation in the school program.
- c) coordinate and supervise the planned activities.

Legal Ref.: Sections 118.07(2) Wisconsin Statutes  
121.02(1)(i)  
PI 8.01 (2)(i) Wisconsin Administrative Code

Cross Ref.: 720, District Safety Policy  
721, Buildings and Grounds Inspections  
723-Rule, Emergency Plan Procedures

Adopted: 2/14/83

Revised: March 1994  
July 2002  
**XXXX, 2025**

Waunakee Community School District

Policies of the Board of Education

Series 800: School-Community Relations

**RELATIONS WITH ARMED SERVICE RECRUITERS**

886

The Waunakee Community School District shall provide, on request by a military recruiter or an institution of higher education, access to the names, addresses, and telephone listings for secondary students. However, parents may request that such information not be released for their child without prior written parental consent.

The Waunakee Community School district shall give military recruiters the same right of access to secondary students as is provided generally to post secondary institutions and prospective employers.

Legal Ref.: Sections 118.125 Wisconsin Statutes  
120.13  
Family Education Rights and Privacy Act  
Elementary and Secondary Education Act 2002

Cross Ref.: 347-Rule, Student Records Procedures  
District Directory Data

Adopted: 2/14/83

Revised March 1994  
July 2002

Waunakee Community School District

Policies of the Board of Education

Series 800: School-Community Relations

**EDUCATION AGENCY RELATIONS GOALS**

890

The Board of Education appreciates the place and importance of an educational system in its greater environment, which includes other organizations and institutions dedicated to education. It believes that much is gained through cooperative endeavors with other agencies.

In order to make a maximum contribution to education, within the District and to other educational agencies, the Board establishes these broad goals:

- 1) To encourage liaison with other educational agencies.
- 2) To supply educational services to and/or share with other educational agencies.

Adopted: 2/14/83

Revised: March 1994

Waunakee Community School District

Policies of the Board of Education

Series 800: School-Community Relations

**COOPERATIVE EDUCATIONAL PROGRAMS**

891.1

The District cannot provide a highly comprehensive high school curriculum to fulfill the individual needs of all its students. Also, the District may not be able to provide all the necessary programs, as mandated by state law for children with disabilities within the Waunakee Schools. In order to maximize educational opportunities for the children of the Waunakee Community School District, the superintendent and the administrative staff are directed to investigate cooperative programs with other school districts in the area.

The Board may contract with Cooperative Educational Service Agency, Number Two (CESA #2) for specialized shared services. The superintendent shall annually submit to the Board, for its approval, the CESA contract with services outlined.

Legal Ref.: Sections 120.13(24), (26) and (26m) Wisconsin Statutes

Adopted: 2/14/83

Revised: March 1994  
July 2002

Waunakee Community School District

Policies of the Board of Education

Series 800: School-Community Relations

**RELATIONS WITH COLLEGES AND UNIVERSITIES**

892

The Board of Education desires that staff and students of the District to benefit in every feasible way from resources provided by the colleges and universities of our area. The superintendent is to keep the Board informed of all opportunities for shared and cooperative services between the District and institutions of higher learning. Additionally, staff members are encouraged to seek out and utilize the services of college and university faculty members who are willing to serve District schools as instructional resource persons.

Cross Ref.: 343.4, Youth Options Program  
353, Community Resources  
892.1, Student Teachers and Interns

Adopted: 2/14/83

Revised: March 1994  
July 2002

Waunakee Community School District

**STUDENT TEACHING AND INTERNSHIPS**

892.1

The Board of Education, recognizing its responsibility to improve the quality of teacher training and the contributions student teachers can make to Waunakee Community School District, encourages and authorizes the superintendent to arrange for the supervision and training of a reasonable number of such teachers in the Waunakee Community School District each year.

The importance of the teacher training function to the future of education and the need to assure high quality performance in our schools require student teachers to be placed with experienced teachers of demonstrated competence. Professional staff supervising student teachers must have completed two years of teaching in the Waunakee Community School District, and have the building principal's approval.

The teacher training institution will be expected to provide liaison personnel who will discuss with the building principal and with the teacher to whom the student is assigned the broad objectives which the institution believes should be sought for the student. Such personnel are free to visit the classrooms to observe the practice teacher at work.

It is expected that the teacher training institution will arrange the schedule of the student teacher to provide sufficient time in the classroom in order that continuity of experience for the practice teacher and the students is insured.

Student teachers are agents of the Waunakee Community School District and, as such, shall be covered by the District's liability insurance.

Legal Ref.: Sections 118.19 Wisconsin Statutes  
120.02(1)(a)  
PI 3, Wisconsin Administrative Code

Adopted: 2/14/83

Revised: March 1994

Waunakee Community School District

# NON-DISTRICT RESEARCH INVOLVING DISTRICT SCHOOLS OR PROGRAMS

Policy 336

Waukeek Community School District

Page 1 of 2

~~(This sample policy establishes expectations for district employees and non-District third parties to obtain advance permission for independently-initiated research projects and studies that involve the district. This sample also assigns authority for the approval or denial of such requests.)~~

The School Board generally encourages the District's professional employees to contribute to the field of education through research and other scholarly work that, for example, studies or evaluates methods of instruction, student learning, or innovative practices. However, it is also important that such activities be properly planned, vetted, and authorized. In some cases, the District may reject well-intended research proposals due to concerns with ethical research practices, limitations on the use of certain records/information, the appropriate allocation and use of District resources, or possible disruptions to District program operations.

Accordingly, if any District employee or non-District third party wishes to independently initiate any research project or study that involves the District, either on his/her ~~their~~ own behalf or in collaboration with others, the individual shall first request and obtain written permission to undertake the activity from ~~insert position(s) with approval authority, e.g., the Board or the District Administrator~~ ~~the appropriate Director of Instruction for the District building level~~ if any of the following apply:

1. The research or study would be likely to be considered a type of "human subject research." Examples of such research may include activities in which individuals are assigned to a control group or experimental group with respect applying some research-related intervention, or research that involves the administration of certain surveys or interviews. (In the case of a non-District third party's request, this criteria assumes that the relevant research is seeking access to "human subjects" through the District.)
2. The research or study would be conducted or analyzed using the paid time of any District employee(s) or otherwise impose costs on the District that the District has discretion to approve or deny.
3. The research or study would involve the access, use, or disclosure of any individually-identifiable student record information or other individually-identifiable District data/records as to which any applicable state or federal law places relevant restrictions on such access, use, or disclosure.
4. The research or study would require any other special access to District facilities, programs/operations, personnel, students, or data beyond that which is generally accessible to any member of the public. Examples of data/records that are generally accessible to the public include data obtained as the result of a public records request, data that is already published by the District and accessible to the public (e.g., on the District website), and District data that is publicly available from the Department of Public Instruction.

A District employee's or a non-District third party's current enrollment in or other association with an institution of higher education does not change the above requirements for obtaining advance permission to conduct a research project or study that involves the District.

Formatted: Strikethrough  
Formatted: Highlight  
Formatted: Strikethrough, Highlight  
Formatted: Highlight

# NON-DISTRICT RESEARCH INVOLVING DISTRICT SCHOOLS OR PROGRAMS

Policy 336

Waukeek Community School District

Page 2 of 2

Although appropriate care and caution regarding ethical research practices and ensuring the appropriate use and security of confidential records/information must also be exercised with District-initiated efforts to evaluate its own programs and operations, this policy is not intended to directly apply to intra-District studies or evaluations that are undertaken within the scope of an employee's duties solely for internal purposes or that are otherwise authorized or directed by ~~insert position(s) with approval authority, e.g., the Board or by the District Administrator or his/her administrative-level designee,~~ the appropriate Director of Instruction for the District building level.

Formatted: Strikethrough, Highlight

Formatted: Highlight

## Legal References:

### Wisconsin Statutes

[Subchapter II of Ch. 19](#) [state public records law]  
[Section 118.125](#) [state student records law]  
[Section 120.12\(2m\)](#) [prohibition on the disclosure of certain employee evaluations]

### Federal Laws

[20 U.S.C. § 1232h](#) [Protection of Pupil Rights Provision of General Education Provisions; student privacy policies required and other privacy and parent's rights mandates]  
[20 U.S.C. § 1232\(g\)](#) [Family Educational Rights and Privacy Act; the federal student records law]  
[34 C.F.R. Part 99](#) [U.S. Department of Education FERPA regulations]  
[34 C.F.R. Part 300, Subpart F](#) [U.S. Department of Education IDEA regulations; confidentiality and maintenance of records]  
[42 U.S.C. § 1758\(b\)\(6\)](#) [heightened privacy rules for students' eligibility status and other National School Lunch Program records; limitations on local district use of such data]

## Cross References:

WASB PRG 336 Sample Policy 1  
[333, Parent Rights in Relation to District Programs/Activities and Student Privacy](#)  
[347-Rule \(1\), Student Record Procedures](#)  
[526, Personnel Records 823,](#)  
[Access to Public Records](#)

## Adoption Date:

**GUIDELINES FOR RESEARCH AND SURVEY PROJECTS**

893-Rule

A. Approval

Utilizing of school personnel, students, or student records of the Waunakee Community School District for research projects or course requirements must have approval of the superintendent before the project is undertaken. Requests to the superintendent for approval shall be made in writing by a faculty representative of that institution of higher learning for which the research is being done.

B. Criteria for Approval

Criteria which the superintendent will use in the approval of research projects conducted in the Waunakee Community School District are:

- 1) The approval will be made on the basis of a written description of a well-planned project which has had previous approval of a representative of the institution of higher learning.
- 2) There shall be no change in the curriculum, scope, and sequence in any grade or class as a result of the project.
- 3) No control group shall be denied the use of the best teaching methods in use in the school system.
- 4) In the experimental group, the amount of class time devoted to the experimental procedures shall not interfere with the regular allotment of time for the program of studies.
- 5) The research should be expected to contribute to the improvement of the education or general welfare of children.
- 6) Research proposals should be of sufficient scope and depth to justify the time and effort of Waunakee students and staff.

C. Regulations Affecting Surveys and Research Projects

- 1) Taping or recording of interviews with students, gathering of personal information, testing of students, or obtaining information from student records must be approved by the superintendent. This approval will be granted only after a signed release is obtained from the parents/guardians of each student and filed with the superintendent. Consent to participate should always be evidenced by a positive response; that is failure to respond should not be interpreted as consent.
- 2) A copy of all tests and questionnaires to be given as part of the project must be filed with the superintendent and approval received prior to its use in the schools.
- 3) A copy of all results and any interpretation of results must also be filed with the superintendent.
- 4) Non-confidential personnel records of the school staff will be released from these records to researchers or college students.
- 5) If the District incurs any cost from cooperating with the research project the requesting party will be responsible for the cost.

- 6) Any tests or questionnaires used will protect the privacy rights of students and parents/guardians.
- 7) Confidential personnel records of the school staff will not be released to researchers.

D. Requirements for Parental Consent

When parental consent is required, parents/guardians are to be informed of the following by the researchers:

- 1) the project's purpose;
- 2) how the student was selected;
- 3) the procedure to be followed including a clear and easily understood description of the child's involvement;
- 4) anticipated benefits for general knowledge, the student and the school district;
- 5) possible physical psychological, legal or other risks;
- 6) whether students will be personally identifiable and to whom;
- 7) to whom results will be available and for what purposes;
- 8) participant's or parent's right to inspect materials before consenting and to withdraw consent at any time;
- 9) the person to whom inquiries should be addressed before, during and after the project; and,
- 10) that the school is neither conducting nor sponsoring the project, if that is the case.

Legal Ref.: Sections 118.125 Wisconsin Statutes  
Chapter 19, Subchapters II and IV Protection of Pupil Rights Provision of the  
General Education Provisions Act (20 USC 1232h)  
Family Education Rights and Privacy Act

Adopted: 1/15/90

Revised: March 1994  
July 2002

Waunakee Community School District

Policies of the Board of Education

Series 800: School-Community Relations

**STATE EDUCATION AGENCY RELATIONS**

894

The Board of Education declares its desire to work in close cooperation and harmony with the Department of Public Instruction. The superintendent is instructed to establish healthy communications and relationships as well as to work cooperatively in every way with the Department. However, the superintendent should promote and preserve the school district's interest when an issue of dispute or contention arises with the DPI.

Adopted: 2/14/83

Revised: March 1994

Waunakee Community School District

**RELATIONS WITH THE WISCONSIN  
INTERSCHOLASTIC ATHLETIC ASSOCIATION**

895

The District supports the Wisconsin Interscholastic Athletic Association (WIAA) as an organization that promotes self-discipline and outlets for the students of the District. The Board of Education shall, therefore, pursue an active voice in WIAA deliberations with representative(s) to WIAA membership meetings.

The Board appoints as its WIAA representative the District's Athletic Director. The representative shall report periodically to the Board on WIAA business and developments.

Before every membership meeting of the WIAA, the District's representative or superintendent shall report to **the co-curricular committee and then** the Board on issues to be voted upon at the WIAA membership meeting. The Board and its WIAA representative shall decide the district's position on issues pending before the WIAA meeting, and representative shall cast the votes accordingly. The District shall abide by the by-laws and regulations of the WIAA.

Adopted: 2/14/83

Revised: March 1994

Waunakee Community School District

**FACILITIES DEVELOPMENT GOALS**

Each school community shall have an advisory role in designing its school facilities and services. In addition to community involvement, the processes of facilities design should utilize expertise of the local and central office staff, the hired consultant, and expertise available elsewhere. The latest and best information and ideas regarding educational facilities shall be utilized for planning within the District.

The Board of Education establishes these broad goals for facilities development:

- > To integrate facilities planning with other aspects of planning in a comprehensive program of educational problem-solving.
- > To base educational specifications for school buildings on identifiable learner needs.
- > To design for sufficient flexibility to permit program modification or the installation of new programs.
- > To design school buildings as economically as feasible, providing that learner needs are effectively and adequately met by the design.
- > To involve the community, local school staff, available experts, and the latest in related current developments and research in building plans and specifications.
- > To design school buildings for maximum potentiality for community use.

Legal Ref.: Sections 120.12 (1) Wisconsin Statutes  
120.13

Adopted: 1/10/83

Revised: March 1994  
July 2002

Waunakee Community School District

Policies of the Board of Education

Series 900: Facilities Development

**FACILITIES PLANNING**

920

The Waunakee Board of Education is responsible for the regular operation and orderly development of its physical plan. For this reason, the Board will concern itself with both short and long-range planning as it relates to the properties of the Waunakee Community School District. The superintendent and his/her administrative staff will periodically submit for Board consideration plans for facilities improvement and maintenance, additions, and construction.

The District facilities plans will be subject to systematic study, revision, and extension from time to time and the respective construction projects will be acted upon individually when proposed for implementation.

The Board's building program will be designed to provide adequate facilities to conduct full time elementary and secondary education programs for all students attending school in the Waunakee Community School District.

The Board also believes that, whenever possible, parents/guardians and other community representatives, as well as principals, teachers, and central office staff members, should be involved in the planning process.

Cross Ref.: 732, Buildings and Grounds Maintenance

Adopted: 1/10/83

Revised: March 1994  
July 2002

Waunakee Community School District

## PETITIONS FOR FACILITY IMPROVEMENT

921

### I. Policy Statement

The Board of Education appreciates the willingness and desire of external and internal individuals/groups to partner with the Waunakee Community School District (WCSD) to improve school sites and/or school facilities. The Board is prepared to respond favorably when such proposals are shown to be in harmony with district goals and objectives. This policy sets forth the conditions and procedures necessary for such response.

### II. Purpose

The purpose of this policy is to ensure that facility improvements or changes proposed by external and internal individuals/groups meet WCSD established criteria relative to materials, equipment, alterations, and funding.

### III. Definitions

Within the context of this policy, the following definitions apply:

- A. Existing Facilities – Currently constructed school buildings and facilities, including grounds, owned by the District.
- B. Improvement Project – Any project that results in a permanent physical change in any school facility or on any site owned by the District.
- C. Inspections – Examinations of completed work by the Director of Facilities/Designee and applicable inspection by the Village of Waunakee.
- D. Permanent Physical Change – Improvements to existing facilities that include but are not limited to the following: trees, concession stands, dugouts, canopies, concrete or asphalt pathways, fences, school signs w/brick or concrete base, walls, playground areas, playground equipment, additional parking lot(s), driveway(s).
- E. Permit – The Village of Waunakee approval to begin construction of any building improvements or site changes to school property.
- F. Petitioners – Community individuals or groups proposing improvements to school facilities or sites.
- G. Sketch Plan – A document showing the dimensions, elevations, type of construction or site improvement, and location of the improvement on the site.

## IV. Standards

- A. Proposal Petitioners may submit proposals for a permanent physical improvement to a school facility or site owned by the District\*. The request should be directed initially to the Building Level Principal or Athletic Director and copied to the Director of Facilities.
- B. The Director of Facilities will carry out a preliminary evaluation of all proposals, including the finances and manpower to maintain the donation. If the Director's preliminary evaluation reveals no impracticality in the proposal, he/she will arrange to assist the petitioners in completing the appropriate form necessary to ensure compliance with the requirements described above.
- C. The proposal will be formally evaluated by the District Administrator and considered for approval by the Facilities Committee and then the School Board.
- D. Policy 840 Public Gifts to the Schools specifies the guidelines to meet the petitioners' proposals.
- E. The following process will be followed to obtain approval:
  - 1. A statement of purpose and functionality of the improvement, including appropriate background data.
  - 2. Sketch plans showing dimensions, elevations, type of construction or site improvement and site location.
  - 3. How the necessary health and safety precautions will be provided.
  - 4. For any structure, the intended usage and maximum personnel and equipment occupancy.
  - 5. Provisions for security from vandalism and unauthorized occupancy during construction or when not in use for intended purpose.
  - 6. How the exterior will relate to other nearby existing structures and landscaping (i.e., aesthetics).
  - 7. An estimate of cost.
  - 8. Estimated cost in staff time to complete the project.
  - 9. Sources of non-school funds to complete the project, including inkind donations.
  - 10. If the proposal results in additional annual operating, maintenance, and/or repair costs/replacement costs these are to be submitted with a method of paying on going expenses.
  - 11. The source of labor required for the construction or improvement, i.e., private contractors, booster club members, students, list of proposed contractors, etc. Contracting will be done by the District.
  - 12. Estimated time to complete the improvement after receiving approval to proceed.
  - 13. The Director of Facilities will determine if a Certificate of Insurance needs to be on file prior to the beginning of any project.
- F. All approvals will be written and neither work nor fundraising may commence without authorization by the School Board.

- G. No conditions are to be attached to site improvement proposals which would restrict the use of the facilities to any person or group.
- H. Upon completion of work, final inspections will be conducted by the petitioned, the Director of Facilities, Principal/Designee, and a municipal inspector, if appropriate.
- I. The Board reserves the right to name or not name any donated improvement.

\*District Employee's who would like to make permanent changes to facilities (including painting walls) must also submit a plan for approval.

V. Delegation of Authority

The District Administrator is authorized to develop appropriate procedures for the implementation of this policy.

Adopted: June 2010

Waunakee Community School District

## FACILITY IMPROVEMENT

921-Rule

- I. Responsibilities of the Administrator Overseeing the Improvement
  - A. On behalf of the petitioner(s) proposing the improvement, the Administrator will contact the Director of Facilities to obtain the necessary forms needed for proposed improvements to school sites or facilities.
  - B. If approval is granted by the Waunakee Community School District (WCSD) to proceed with any improvement project, the Administrator, in collaboration with the Director of Facilities and Business Manager, has the following responsibilities:
    1. Overseeing the project to completion in accordance with the approved plans and time schedule and hiring all contractors.
    2. Overseeing correction of any damage done to existing facilities on the site using WCSD specified materials. (Examples include damage to concrete or blacktop paving, sod or lawn, drainage facilities, underground utility lines, etc.)
    3. Ensuring the availability of all funds donated by the petitioner that are needed for the project
    4. Regularly monitoring the project activities to identify potential exposures that could result in injury or property damage
    5. Ensuring that all work is performed during times when school is not in session. An exception may be made with the approval of the Director of Facilities
    6. Ensuring compliance with all regulations imposed by building permits, federal and local laws, and the district safety protocols.
- II. Responsibilities of the Director of Facilities
  - A. Determining that the proposal meets all the requirements of this policy and Policy 840 Public Gifts to Schools
  - B. Determining the significance and appropriateness of the proposed improvement with review by the Director of Facilities.
  - C. When applicable, ensuring the petitioner obtains insurance, permits, licenses, etc., as required by the Board/WCSD and county agencies, prior to the start of work.
  - D. Recommending approval or disapproval of the project to the Business Manager

- E. Supervising or delegating supervision to staff to ascertain that all work is carried out in accordance with approved plans, permits, regulations, and acceptable construction practices.
- III. Responsibilities of the Business Manager
- A. Upon receipt of the recommendation of the Director of Facilities and after performing additional review of the proposal, the Business Manager will present the proposal to the Finance, Facilities, and Transportation Committee then the School Board for Approval.
  - B. Notifying petitioner(s) of the project of the approval to proceed.

Adopted: June 2010

Waunakee Community School District

**FACILITIES CAPITALIZATION PROGRAM AND BOND CAMPAIGNS**

Board campaigns for the purpose of erecting or furnishing school buildings or purchasing school sites shall be pursued and conducted in accordance with state law requirements.

Before such a bond referendum, specific needs for facilities shall be made clear to the general public and careful estimates shall be made as to the amounts required for the sites, buildings, and equipment.

The Board may also incur indebtedness for facility improvement under Wisconsin Statutes that do not require the Board to submit that question to the voters.

Following approval by the voters, the bonds to be issued shall be advertised locally and nationally, the date of issue being coordinated with tax collection dates, payments on bonds already outstanding, and favorable market conditions. Disposition of bonds shall then be accomplished by public sale on the basis of sealed bids. The Board reserves the right to reject any and all bids.

While the Board should provide the public with information on school building needs, it may not use district funds to advocate "yes" votes on bond issues.

~~It is the policy of the Board to activate a Citizen's Advisory Committee to examine building needs in advance of any building program so that the Committee may make its findings known both to the Board and to the public.~~

~~As the need for bond issue support arises, a Citizen's Advisory Committee to examine building needs in advance of any building program so that the Committee may make its findings known both to the Board and to the public.~~

Legal Ref.: Sections 67.05 Wisconsin Statutes  
120.10(5)(5m)(10m)  
120.15

Adopted: 1/10/83

Revised: March 1994  
July 2002

Waunakee Community School District

Policies of the Board of Education

Series 900: Facilities Development

## **ENERGY EFFICIENCY MANAGEMENT**

923

The Board of Education recognizes the importance of energy efficiency in the operations of the district's buildings. The Board also acknowledges the importance of efficient use of energy resources to the district's students' future.

The Board shall direct the district's administration to:

- 1) Keep accurate records of energy use in each of its buildings
- 2) Report efficiency benchmarks to the Board annually
- 3) ~~Include energy efficiency project options with paybacks of 10 years or less in each annual budget for Board consideration~~

Legal Ref.:

Adopted: March 2011

Waunakee Community School District

**EDUCATIONAL SPECIFICATIONS**

The Board of Education shall require the superintendent to develop a set of comprehensive educational specifications for the architect when a building proposal is being considered and these shall be reviewed by the Board Facilities Committee. These specifications, which shall then be discussed in conferences with the architect, shall include:

- > Information concerning the plan of school organization and estimated enrollment in the proposed building.
- > A description of the proposed curriculum and the teaching methods and techniques to be employed.
- > A schedule of space requirements, including an indication of relative locations of various spaces.
- > A desired layout of special areas and the equipment needed for such areas.
- > An outline of mechanical features and special finishes desired.
- > A description of standard codes and regulations affecting planning.

Legal Ref.: Section 120.13 Wisconsin Statutes

Cross Ref.: 910, Facilities Development Goals

Adopted: 1/10/83

Revised: March 1994  
July 2002

Waunakee Community School District

## CONSTRUCTION CONTRACTS BIDDING AND AWARDS

### I. Construction Approaches

#### A. Traditional Approach

Upon the approval of working drawings and specifications by the Board of Education and state agencies, the Board shall solicit bids to be submitted on or before a specified time at the office of the Board. Each bid will be accompanied by a bidder's security bond in the amount of 10% of the total bid. The advertisement shall state that the Board reserves the right to reject any or all bids and to re-advertise the project, if necessary.

The architect shall take the responsibility for preparing the advertisements, bid forms, bid bond forms, performance and payment bonds, and forms of agreement between the Waunakee Board and the successful bidder(s). Upon receipt of bids, they will be opened publicly and entered upon the minutes of the Board. The architect shall assist the Board and school personnel in analyzing the bids. The architect's advice on awarding the contract is of particular value with respect to legal aspects of contract provisions which regulate alterations, extras, non-performance, damages, and security bonds.

The Board may pre-qualify and/or invite specific firms prior to accepting bids. Sufficient firms must be invited to assure a competitive process to assure the best use of District funds.

#### B. Construction Manager and Design Build Approach

The Board may determine that it is in the best interest of the District and public to construct or remodel facilities in a non-traditional approach. In these cases, the Board will interview qualified providers of services necessary and will select a provider on either a bid or negotiated basis.

### II. Payment and Assurance Requirements

All District contracts for the performance of labor or furnishing the materials for a public improvement or public works project shall meet the payment and assurance requirements outlined in state law and District procedures.

Legal Ref: Section 779.14(1m) Wisconsin Statutes

Cross Ref: 672, Purchasing  
933.1, Contractor's Fair Employment Clause  
933-Rule, Standards for Performance and Payment Assurances

Adopted: 1/10/83

Revised: 4/22/91  
March 1994  
August 1998  
July 2002

Waunakee Community School District

Policies of the Board of Education

Series 900: Facilities Development

**CONTRACTOR'S FAIR EMPLOYMENT CLAUSE**

933.1

Contractors and subcontractors are required not to discriminate against any employee or applicant for employment, to be employed in the performance of this contract with respect to hiring, tenure, terms, conditions, or privileges of employment because of the person's age, race, creed, color, handicap, marital status, sex, national origin, ancestry, sexual orientation, arrest record, conviction record, membership in the national guard, state defense force or any reserve component of the U. S. military or other factor prohibited by law, except where based on a bona fide occupational qualification. Breach of this covenant may be regarded as a material breach of the contract.

Each order or contract, bid, or quotation request issued is to contain the above paragraph.

Legal Ref.: Sections 111.31-111.395 Wisconsin Statutes

Cross Ref.: 511, Equal Opportunity Employment

Adopted: 1/10/83

Revised: 4/22/91  
March 1994  
July 2002

Waunakee Community School District

**STANDARDS FOR PERFORMANCE AND PAYMENT ASSURANCES**

933-Rule

Part I  
INTRODUCTION

State law sets forth certain requirements relating to contracts with the Waunakee Community District (the “District”), for the performance of labor or the furnishing of materials for a public improvement or public work. These requirements are intended to provide reasonable assurance to subcontractors of a prime contractor, that the subcontractors will be paid for their labor and materials provided in connection with the project. The level and type of such assurance is dependent on the contract price with the prime contractor.

Part II  
ASSURANCES

1. For a contract having a contract price of less than ~~\$10,000~~ 50,000, the prime contractor need not provide any bond, surety or other mechanism providing for prompt payment of claims for labor or materials, unless the District determines otherwise.
2. For a contract having a contract price in excess of ~~\$10,000~~ 50,000 but not exceeding ~~\$50,000~~ 100,000, the contract with the prime contractor shall:
  - a. Allow the District to make direct payments to subcontractors or to pay the prime contractor with checks that are payable to the prime contractor and to one or more subcontractors; and
  - b. Require the prime contractor to deposit with the District a payment and performance bond assuring payment and performance, unless the bond is waived by application of the standards set forth in Part III below.
3. For a contract having a contract price exceeding ~~\$50,000~~ 100,000 but not exceeding ~~\$100,000~~ 249,999, the contract with the prime contractor shall:
  - a. Allow the District to make direct payments to subcontractors or to pay the prime contractor with checks that are made payable to the prime contractor and to one or more subcontractors; and

- b. Require the prime contractor to deposit with the District a payment and performance bond. The District may allow the prime contractor to submit to a different form of assurance, such as an irrevocable letter of credit, a bond or an escrow account. In such instance, the alternative form of assurance must be for an amount at least equal to the contract price and satisfy the standards for waiving bonds or accepting alternative forms of assurance as set forth in Part III below.
4. For a contract having a contract price exceeding \$100,000 **250,000**, the contract with the prime contractor shall require a payment and performance bond that satisfies the requirements of State law as amended from time to time.

The foregoing dollar limitations on contract thresholds shall be indexed under State law to correspond with adjustments promulgated from time to time by the Wisconsin Department of Workforce Development. Further, the foregoing requirements do not apply to a contract for the direct purchase of materials by the District.

Part III  
STANDARDS FOR WAIVING PAYMENT OF PERFORMANCE BONDS  
AND ACCEPTING ALTERNATIVE FORMS OF ASSURANCE

In the circumstances identified in Part II above, the District may waive the requirement for a payment and performance bond and/or may accept an alternative form of assurance because such action is in the best economic interest of the District. In making these determinations, the following matters will be considered, to-wit:

1. The prime contractor has bonding capacity at least three times the amount of the proposed contract.
2. The prime contractor has at least five (5) years experience as a prime contractor in the construction industry.
3. No meritorious claims for nonpayment for labor performed or materials furnished have been asserted or liens filed against the prime contractor within the prior three years with respect to any contract.
4. The prime contractor is not a party to any litigation or administrative proceedings, nor so far as is known to the prime contractor, is any litigation or administrative proceeding threatened, which would, if adversely determined, cause any material adverse change in its assets or financial condition of the conduct of its business.

5. The prime contractor is not a party to or is bound by any agreement, instrument or undertaking, or subject to any other restriction which would materially adversely affect or may in the future so affect the assets, financial condition or business operations of the prime contractor.
6. The prime contractor is presently and has been authorized to do business in the State of Wisconsin for at least three (3) years prior to the date of the bid; and if the prime contractor is a corporation or similar entity, is in good standing under the laws of the State of Wisconsin and has complied with all certifications, filings and requirements necessary to continue doing construction work with the District.
7. The prime contractor has the valid power and authority to enter into a contract to perform construction work with the District.
8. The prime contractor is financially able to meet the terms of the contract, as verified by the current financial statement of the contractor submitted to the District, and has evidence of available credit limits from a lender acceptable to the District.
9. The prime contractor shall maintain either (a) equity in the contractor's business; or (b) a commitment for credit in an amount equal to the amount of the contract during the term of the contract and for the one year following substantial completion of the contract, unless otherwise released by the District.
10. The prime contractor obtains lien waivers from any and all subcontractors on the project and provides copies of said lien waivers to the District prior to final payment of the contract price or as progress payments are made.
11. The prime contractor provides the District with a list of all subcontractors. If a waiver or alternative form of assurance is accepted, the District will notify each of the subcontractors named of the waiver and the anticipated date of final payment to the prime contractor.

The District may, but shall not be obligated to, consider other factors, in addition to those listed above, with regard to whether the bonding requirements should be waived or alternative forms of assurance should be substituted. Examples of such other factors are:

(a) The cost of obtaining a bond when compared to the contract price; or (b) Any other factors that will allow the District to evaluate whether a bond or alternative form of assurance is appropriate under the particular/actual circumstances. In determining whether or not to grant a waiver or to accept alternative forms of assurance, the District will consider the foregoing matters AND NOTHING CONTAINED HEREIN SHALL BE DEEMED AS OBLIGATING THE DISTRICT TO GRANT SUCH WAIVER OR ACCEPT THE ALTERNATIVE FORM. Such decisions are in the sole discretion of the District.

Legal Ref.: Section 779.14, Wis. Stats.

Cross Ref.: 672, Purchasing

Approved: 11/9/98

Revised: April 2002

Waunakee Community School District

Policies of the Board of Education

Series 900: Facilities Development

SUPERVISION OF CONSTRUCTION

935

The Board of Education shall require from personnel employed and directly responsible to the District a review of the architect's activities in his/her supervision of building construction. This review shall include adequacy of field inspection of the contractor's operations, administrative activities of the architect relating to construction, and any other matters relating to the interest of the District. The District's representative shall make periodic reports certifying by his/her personal knowledge, that the work of the construction contractor and the architect is being performed in accordance with plans, specifications, and contracts.

~~A change order will first be approved by the superintendent of schools and then submitted to the Board for consideration. If the superintendent decides Board consideration is not necessary, then the signature of the superintendent shall be considered Board action.~~

A change order in the amount of \$0- \$50,000 will be approved by the superintendent or designee. A change order in the amount in excess of \$50,000 - \$100,000 will be brought to the facility committee for consideration and action. A change order in the amount in excess of \$100,000 will be brought to the full board for consideration and action.

Upon the completion of the building construction and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for its acceptance is made to the Board.

Legal Ref.: Section 120.12(1) Wisconsin Statutes

Adopted: 1/10/83

Revised: March 1994  
July 2002

Waunakee Community School District